

**Acknowledgement of Receipt Form
2020-2021 School Year
Student-Parent Handbook
Chamblee Charter High School**

This form indicates that I, along with a parent/legal guardian, have received the *Code of Student Conduct* and the *Student Parent Handbook*.

Student's Printed Name: _____

Date: _____

Grade: _____

Student's Signature: _____

Parent/Guardian Signature: _____

A copy of this form will be given to the student and should be returned to the student's homeroom teacher.



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left blank.



Chamblee Charter High School

3688 Chamblee Dunwoody Rd.

Chamblee, GA 30341

Phone: 678-676-6902 Fax: 678-676-6910

www.chambleehs.dekalb.k12.ga.us



Principal

Ms. Gail Barnes

Gail_Barnes@dekalbschoolsga.org

Assistant Principals

Mr. Milton Hall

Milton_A_Hall@dekalbschoolsga.org

Mr. Ferrun Johnson

Ferrun_Johnson@dekalbschoolsga.org

Mr. Anastacio Marin

Anastacio_Marin@dekalbschoolsga.org

Dr. Angelique Vachon-Conner

Angelique_Conner@dekalbschoolsga.org

Mr. Brenton Williams

Brenton_Williams@dekalbschoolsga.org





Parents/Guardians,

As it is our responsibility to provide the best learning environment possible, we encourage students to take full advantage of the educational opportunities at Chamblee Charter High School (CCHS) and in the DeKalb County School District (DCSD).

Please read and review this handbook with your student(s). A signed acknowledgement of receipt is required from each student and parent/guardian. Please sign and encourage your student(s) to return the Acknowledgement of Receipt Form (previous page) to his/her homeroom teacher.

Enrollment at CCHS does not in itself ensure success for your son or daughter. With the support of school personnel, students must accept responsibility for their own learning and development. They must want to learn and be willing to cooperate and work diligently. Your love, concern and support are critical factors in your student's success at CCHS. We welcome your input and will do everything possible to support you and your student during your time at CCHS.

We recognize that, at times, parents may not agree with school policy. However, it is our expectation that parents/guardians will support all school rules and policies while their student(s) attend CCHS. We aim to provide fair and equitable service to all students.

Thank you in advance for your support!



GENERAL INFORMATION

School Office Hours: 7:30 a.m. - 3:45 p.m.

General Contact Numbers

Front Desk: 678-676-6902

Front Desk Fax: 678-676-6910

Counseling & Career Center: 678-676-6932

Counseling & Career Center Fax: 678-676-6940

Clerical Support Staff

Nancy Farrey– Principal’s Secretary
Nancy_Farrey@dekalbschoolsga.org
678-676-6903

Marilyn Campbell – Attendance Secretary
Marilyn_campbell@dekalbschoolsga.org
678-676-6919

Maria Sanchez– Counseling Secretary
Maria_Sanchez@dekalbschoolsga.org
678-678-6932

Loretta Boldon - Testing and Chromebook Secretary
Loretta_Boldon@dekalbschoolsga.org
678-676-6920

Beverly Leopard– Discipline 10-12
Beverly_A_Leopard@dekalbschoolsga.org
678-676-6921

Joanne Torres – Bookkeeper
Joanne_B_Torres@dekalbschoolsga.org
678-676-6905

Ashley Allen-Secretary – Discipline 9 and Field Trips/Athletics
Ashley_allen@dekalbschoolsga.org
678-676-6914

Counselors

<u>Counselor Name</u>	<u>Caseload</u>	<u>Phone Number</u>	<u>Email Address</u>
Lisandra LaTorre	A-C	678-676-6929	Lisandra_latorre@dekalbschoolsga.org
Anna Holloman	D-I	678-676-6930	Anna_Holloman@dekalbschoolsga.org
KaNecia Harpe	J-M	678-676-6947	Kanecia_Harpe@dekalbschoolsga.org
Wylene Ward-Claudman	N-SH	678-676-6927	wylene_ward-claudman@dekalbschoolsga.org
Tinikia Jones (Head Counselor)	SI-Z	678-676-6928	tinikia_l_jones@dekalbschoolsga.org

Plant Engineer

Kenny Lyons

kenneth_lyons@dekalbschoolsga.org
678-676-6909

Nutrition Manager

John Townsend

john_w_townsend@dekalbschoolsga.org
678-676-6936

Media Specialist



Christine Holland

christine_a_holland@dekalbschoolsga.org
678-676-6934

Registrar

Mrs. Kenyatta Phillips
Kenyatta_phillips@dekalbschoolsga.org
678-676-7036

Data Clerk

Ms. Antoinette Redwood
Antoinette_Redwood@dekalbschoolsga.org
678-676-6995

Security

Ronald Brown – Campus Supervisor – ronald_brown@dekalbschoolsga.org
Roosevelt Weatherly – Campus Supervisor and parking – roosevelt_weatherly@dekalbschoolsga.org
Officer Jacob Black – School Resource Officer – jacob_black@dekalbschoolsga.org - 678-676-6904



HELP IN A HURRY DIRECTORY

www.chambleehs.dekalb.k12.ga.us

The school day begins at 8:15 a.m. and ends at 3:20 p.m.

For assistance with		Contact
Absences/Attendance Concerns	678-676-6919	Attendance Office
Academic/Grade Concerns	678-676-6932	Teacher or Counselor
Academic Letter	678-676-6932	Counseling
ADA/IDEA/504	678-676-6932	Counseling
Address/Telephone Change	678-676-7036	Registrar
Announcements	678-676-6902	Front Desk
Athletic Activities	678-676-6914	Coach or Athletic Director
Calendar (Activities, Sports, Events)	678-676-6903	Front Desk or School Website
Certificate of Enrollment for Drivers Permits	678-676-6919	Attendance Office
Check-In/Check-Out	678-676-6919	Attendance Office
Career/College Information	678-676-6932	Counseling
Class Dues	678-676-6902	Class Officer or Sponsor
Clubs/Extracurricular Activities	678-676-6902	Club/Organization Sponsor
Community Service Hours	678-676-6932	Counseling
Discipline Concerns	678-676-6921	Positive Behavior Support Office
Dress Code/Appearance	678-676-6919	Attendance Office
ID Cards (Student)	678-676-6920	Front Desk
Locker Problems	678-676-6914	Locker Services Office
Lost and Found	678-676-6914	Lost and Found Office
Lunch (Free/Reduced-Price Applications)	678-676-6936	Nutrition Manager
Magnet or Gifted Program	678-676-6932	Curriculum/Instruction Office
Make-up Work	678-676-6902	Teacher
Medication	678-676-6986	Attendance Office/Nurse
Mentoring Program	678-676-6932	Counseling
Messages to Students	678-676-6919	Attendance Office
Parent Teacher Student Association PTSA	678-676-6902	PTSA President or School Website
Parent-Teacher Conferences	678-676-6902	Front Desk or School Website
Parking Permits	678-676-6902	Campus Supervisor
Prom	678-676-7017	Junior Class Sponsor
SAT/PSAT/ACT	678-676-6932	Counseling
Scholarships	678-676-6932	Counseling
Student Government	678-676-7017 or 7074	SGA Sponsor
Tardies	678-676-6919	Attendance Office
Testing	678-676-6959	Assessment Office
Textbooks	678-676-6956	Textbooks Office
Transcripts	678-676-6932	Counseling
Tutoring	678-676-6932	Counseling
Visitors	678-676-6902	Front Desk
Volunteer Opportunities	678-676-6902	PTSA or Front Desk
Work Permits	678-676-6932	Counseling



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Section I – ACADEMICS

Mission

The mission of Chamblee Charter High School is to foster excellence by promoting the intellectual, social, and moral growth and physical and mental health of every student.

Vision

Chamblee Charter High School's vision is to create an environment in which all students strive to reach their greatest potential.

Core Values

1. We value integrity, honesty, and fairness.
2. We show respect and embrace diversity.
3. We value service to the community.
4. We value self-control and self-discipline.
5. Through personal responsibility, we promote academic excellence and positive behavior.

General Instructional Expectations

While in the classroom, students are expected to:

1. Apply themselves attentively and constructively to all instructional activities.
2. Respect the rights of others in the classroom to listen and to participate without being disrupted.
3. Express disagreement in a courteous, respectful, and constructive manner.
4. Listen with an open mind without ridicule to the ideas and opinions of others.
5. Bring the necessary books and materials to class each day.
6. Be on time to class.

Charter

The charter of CCHS gives flexibility from DCSD and the state to implement the following innovations:

- Innovation in Curriculum: implementing a Science, Technology, Engineering, Arts and Mathematics (STEAM) program with a pathway of courses and job experiences
- Innovation in Scheduling (Mastery Learning System): changing how teachers and students use their time, responding to the diverse learning needs of all students, leading to mastery in subject matter.



Bell Schedules

CCHS operates on a seven-period day for all grades.



Grading System

All final grades are recorded numerically:

A	90 – 100	Excellent
B	80 – 89	Good
C	71 – 79	Fair
D	70	Passing
F	0-69	Failing

Grade Point Average (GPA)

A student's grade point average (GPA) is important. A student's GPA often determines college admission as well as scholarship opportunities. SAT and ACT minimum scores are also required. For more information on the Georgia HOPE Scholarship Program requirement, refer to <https://www.gafutures.org/>.

According to the Georgia High School Association (GHSA), participation in athletic and extracurricular activities depends upon passing five classes each semester and being on track for graduation. Also, many parents have found that a 3.0 or higher GPA can make a big difference in their automobile insurance rates when their student begins to drive.

Grade point averages in DCSD are computed on a 4.0 scale. Advanced Placement® and Dual Enrollment courses are computed on a 5.0 scale:

4.0 Scale	5.0 Scale
A = 4	A = 5
B = 3	B = 4
C = 2	C = 3
D = 1	D = 2
F = 0	F = 0

Academic Programs

Magnet Program for High Achievers: CCHS has a Magnet Program for High Achievers. This program provides students across DeKalb County with a challenging and innovative curriculum in a diverse environment. Students in the Magnet Program for High Achievers matriculate from Chamblee Middle School's magnet program or are selected via a lottery, which is conducted at the school district level.

Middle and high school students enrolled in the magnet programs for high achievers must maintain an overall core grade point average (GPA) of 3.0 or higher, a numerical minimum grade of 71 in all core subjects and meet the promotion criteria each semester. Students who do not maintain the academic performance criteria are placed on probation for one semester. Parents are required to attend all conferences. Support plans will be provided for any student who does not meet the academic performance criteria. Students who do not maintain an overall grade point average of 3.0 or higher, a minimum numerical grade of 71 in all core subjects, and do not meet the promotion criteria each semester for two consecutive semesters, must exit the magnet program and enroll at their home school. If a student does not meet promotion criteria during any term of the school year, the student will immediately be withdrawn from the magnet program and returned to the home school.



Resident Program: Resident students are defined as those students living within the CCHS attendance area, which is determined by DCSD. All students, who legally reside in the CCHS attendance area, are guaranteed a space at CCHS.

Charter Program: Students in the Charter Program are selected via a lottery, which is conducted at the school district level. CCHS seeks to narrow the gap between the Magnet Program for High Achievers and the Resident and Charter Programs by making benefits of attending CCHS available to resident and magnet students alike to enhance the educational experience for every student.

Special Education Program: CCHS will identify students for the Special Education Program through the Student Support Team referral process. Students, who move into the CCHS attendance area with an active Individual Education Plan (IEP), are also served through the Special Education Program. All students in the Special Education Program will be served according to the dictates of their IEP as mandated by federal law. For information related to Americans with Disabilities Act (ADA) and/or the Individuals with Disabilities for Education Act (IDEA), contact the Lead Teacher of Special Education via the Front Desk.

Work-Based Learning Program (WBL): WBL is structured educational experiences that integrate classroom learning (school based) and productive, structured work experience (work based). Through work-based learning, students are able to earn wages while learning from skilled professionals, experience the connection between education and real-life work skills, and/or experience potential careers in the workplace. Work-based learning provides an opportunity for juniors and seniors to start preparing for a career while still in high school. Individual programs of study in the freshman and sophomore years prepare students for a successful work-based learning experience.

Dual Enrollment: High school students may enroll in an accredited post-secondary institution and earn both high school Carnegie units and post-secondary credit. Interested students should seek additional information from their counselor and from www.gadoe.org.

Advanced Placement (AP) Program: Through AP college-level courses and exams, students may earn college credit while attending high school. Students may select AP courses each year during course advisement. Please note that AP courses are intended to be more rigorous than general classes and will require homework. Additional information may be found at collegeboard.org.

Gifted Program: The Georgia Department of Education defines a gifted education student as “one who demonstrates a high degree of intellectual and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his/her ability(ies).” Gifted students are taught at least one period per day in a content-based program by a certified teacher of the gifted. Although the procedures for identifying and placing students in the Gifted Program are governed by the Georgia Department of Education



Office (www.gadoe.org), program eligibility for DCSD is handled at the district level. For more information about the Gifted Program at CCHS contact gifted liaison.

End-of-Semester Exams (Final Exams)

The last 3-4 days of each semester are scheduled as final exam days. Final exams are comprehensive, covering the entire semester, for both general and advanced level courses. Two to three exams are given each day. Teachers are not authorized to administer early exams. Students are strongly encouraged to be present for each exam day. Parents are strongly encouraged to plan family trips after exam days. Any exam not taken during the scheduled final exam dates will result in a zero. The zero will remain until the student makes up the final exam. Requests to take exams after the scheduled dates must be submitted in writing and approved by the Attendance Administrator prior to the absence. Final exams will be in the Assessment of Learning Category (30%). This category will also include other assessments in addition to the final exam.

End-of-Course/Milestone Tests

Milestone assessments will be administered and scored according to requirements outlined by the Georgia Department of Education. The Milestone will count as 20% of the student's final grade. The following courses require a Milestone assessment:

- Ninth Grade Literature/Composition
- American Literature/Composition
- Coordinate Algebra
- Analytic Geometry
- Biology
- Physical Science
- United States History
- Economics

Parent Portal/Infinite Campus

Infinite Campus is the name of our online database of students' attendance, grades, and assignments. Parents are strongly encouraged to take advantage of the portal. For login information, visit <http://www.dekalbschoolsga.org/infinite-campus/>. Parent sign up for Infinite Campus accounts and frequent monitoring of their student's attendance and grades is highly encouraged.

Progress Reports/Report Cards

DCSD requires the issuance of progress reports. Progress reports are issued upon completion of 4.5, 9, and 13.5 weeks of each semester. Students are expected to deliver their progress reports to their parent/guardian.

Final grades will be issued via a report card.

Parent/Teacher Conferences

Assisting students to reach their full potential requires a committed partnership between parents and CCHS. An important means of maintaining communication is through parent-teacher conferences. Parents who wish to have a face-to-face meeting with their student's



teacher(s) or who wish to talk with the teacher(s) by telephone may call or email the during regular office hours. Parents may contact teachers via email. Email addresses for teachers may be found on the school website.

Additionally, four (4) parent-teacher conference opportunities are planned throughout the school year. Conferences will begin at 3:30 p.m. and end at 5:45 p.m. for 15 minutes each. To conference with your student's teacher(s) on the parent-teacher conference dates, visit the school website a week before conference dates to access the appointment calendar.

Classroom Observations & Visits

Parents who wish to observe a classroom should call the Assistant Principal aligned with the student's grade at least 24 hours beforehand to schedule an observation. Parent classroom observations are not permitted on final exam days.

Unless authorized by the principal, non-students are not permitted to visit or observe classes during the instructional day. Unauthorized non-student visitors or observers found loitering on the CCHS campus will be asked to leave immediately. Failure to comply could result in disciplinary and/or criminal charges.

Grade Appeal Process

The parent/guardian should provide a written statement (emails are acceptable), detailing the reason(s) for the grade appeal, to the Assistant Principal aligned to the student's grade level. The written statement should include the following:

1. Specific reason(s) for the grade appeal
2. Title of the assignment(s) and assignment dates which are being appealed
3. Relevant documents such as email correspondence with the teacher(s)
4. Preferred outcome of the appeal

Upon receipt of all pertinent information and documentation, the appeal will be investigated. Upon conclusion of the investigation, the person who filed the appeal will receive notice of the findings. If in disagreement with the decision of the assistant principal, the parent/guardian making the appeal will have the right to appeal to the principal.

Graduation Requirements

A minimum of 24 Carnegie units, consisting of designated required courses, in grades 9-12 must be completed satisfactorily in order to meet the requirements for graduation (DCSD Board Policy/Descriptor Code: IHF6). CCHS students completing the required 24 units will be considered a "graduating senior" and are deemed eligible to graduate from CCHS. A representative of the DeKalb County Board of Education or school administration will be present to release the diplomas to the principal for distribution to members of the graduating class.



Graduating seniors may participate in activities and events planned for the senior class as well as the commencement exercise. Students not completing the required 24 units will not be allowed to participate in the commencement ceremony.

The principal reserves the right to deny participation in activities and events planned for the senior class and related to the commencement ceremony.

The National Collegiate Athletic Association (NCAA) Eligibility

The National Collegiate Athletic Association (NCAA) is a nonprofit organization. Its members include more than 1,200 colleges and universities. The NCAA Eligibility Center works to ensure that all athletes looking to compete at the Division I and Division II levels have complied with the rules of the NCAA and are held to the same standards as all college student-athletes. The NCAA Eligibility Center looks at a student's academic records, including high school transcripts, core courses, and SAT/ACT scores, and athletic history to determine whether they will become eligible to compete in college. The Eligibility Center also determines an athlete's amateur status.

- The eligibility center clears you to play college sports (you are not eligible until cleared by the NCAA Eligibility Center)
- You should register at the beginning of your sophomore year in high school (only Division I and II schools require registration)
- College coaches need to have your NCAA Eligibility Center profile/ID # put on an Institutional Request List (IRL) in order to start the process of getting cleared
- Getting cleared does not guarantee a scholarship. Get in touch with college coaches for the best opportunity to find a school
- The Eligibility Center determines an athlete's amateur status

NCAA Division I & II require 16 core courses and 7 of those courses must be in English, math or natural/physical science. Credit recovery courses through DeKalb Online Academy (DOLA) and/or Georgia Virtual School do not meet NCAA requirements, and will impact students' ability to receive athletic scholarships. For more information about NCAA eligibility, and to verify CCHS's list of NCAA courses log on to the Eligibility Center's website (www.eligibilitycenter.org).

Senior Exam Exemption

Based on the teacher's discretion, seniors may exempt the final exam each semester in each subject in which the following criteria are met:

1. Student's grade must be 90 or above.
2. Student has no more than four (4) excused absences and no unexcused absences.
3. Student has no referrals, excessive tardies, or unsatisfactory class conduct.
4. Student must have cleared all financial obligations (i.e., media center fines, textbook fees, uniform fees, etc.).



NOTE:

- *Teachers reserve the right to require an exam.
- *A 504-Plan does not protect absences.

Honors Programs

CCHS hosts honors programs late in the spring to recognize students and their accomplishments in academics, attendance, and service. Students and parents are welcome to attend all honors programs.

The top 10% of each graduating class are recognized as honor graduates at the honor program and commencement exercises. For consideration as an honor graduate, a student must fulfill the following requirements:

- Complete at least three semesters at CCHS
- Complete all courses required for the diploma (A student with an incomplete grade [I] in any course required for graduation will not be considered)

Students in violation of the Academic Honor Code are ineligible to receive this recognition.

Academic Letter

Students become eligible for the CCHS Academic Letter during the fall of their sophomore year. CCHS Academic Letter applications are due in the Counseling & Career Center on or before the first Monday in March of the school year. Students eligible to submit an application must meet one of the following criteria to qualify for this award:

- 1) Cumulative GPA of 3.75 unweighted (minimum). A copy of the student's transcript must be attached to the application. The student is to request the transcript from his/her counselor.
- 2) Number of AP courses successfully completed. The student must have taken two in the tenth grade or three in the eleventh grade. A copy of the student's transcript and a copy of the AP examination scores must be attached to the application. Only juniors and seniors may apply under this option.
- 3) Improvement in four (4) core classes from one semester to the next – i.e., grades must rise from C's to B's or B's to A's. Transcripts illustrating improvement must be attached to the application and the student must indicate the four (4) core classes.

The application also requires SAT or ACT scores, if taken, and a parent's signature. Students may get a copy of the CCHS Academic Letter application from the Counseling & Career Center and on the school's website. All completed applications and supporting documentation should be submitted to the student's counselor. CCHS Academic Letters will be awarded to qualified student applicants during the respective honors programs in the spring. Students must apply to be eligible to earn the letter.



First-year award recipients will receive an academic letter. Second and subsequent year award recipients will receive a bar to wear on the academic letter.

Community Service Hours

Students at CCHS are encouraged to volunteer at school and in the community. There is no graduation requirement for volunteer work. To earn a Bulldog Service Award, a freshman must verify twenty (20) hours of community service per year. Sophomores, juniors, and seniors must verify thirty (30) community service hours per year. To earn the Senior Award, a student must earn an award in his/her sophomore and junior years as well. Student's name, title of activity, brief description of community service, date, and number of hours should be submitted on 8 ½ X 11-inch paper (letter size) with an adult verifying signature or on the Bulldog Service Hours Reporting Form which is available in the counseling office and the school website. Completed forms and letter-size documentation should be submitted to the student's counselor before the start of spring break. Service hours from previous school years may not be reported and will not be credited towards the Bulldog Service Hours Award. No late submissions will be accepted. All students who turn in the appropriate number of service hours will receive their awards at the respective honors programs in the spring. Although students will be recognized at the respective honors programs, they will not receive individual notification or individual invitations to the awards programs as all students and parents are encouraged to attend.

Senior Service Day

Senior Service Day is an opportunity for 12th grade students to job-shadow or support members of local businesses and community organizations. Participating students may accrue community service hours for volunteerism. Students will be responsible for submitting documentation for community service credit. Administration will schedule Senior Service Day and send details to students when appropriate.

Section II - STUDENT EXPECTATIONS and RULES

Discipline Brochure

The DeKalb County Board of Education follows a district-wide approach to the administration of disciplinary procedures. Every year each student receives a copy of the *Code of Student Conduct, Student Rights and Responsibilities and Character Development Handbook*. This handbook provides information regarding inappropriate behavior. Specific offenses and their consequences are clearly described in this handbook. Also this handbook includes important information related to student records, the Family Educational Rights and Privacy Act (FERPA), and other rights and responsibilities.

Each student is responsible for reviewing the Student Rights and Responsibilities Booklet each year. Parents/guardians and students should read the *Code of Student Conduct, Student Rights and Responsibilities and Character Development Handbook* and discuss its contents together. A signed acknowledgement of receipt is required from each student and parent/guardian.



During the first week of the school year, this booklet will be discussed in class and students will be tested on its content. Student's test scores are recorded.

Students who enroll during the school year will receive a *Code of Student Conduct, Student Rights and Responsibilities and Character Development Handbook* upon enrollment.

Academic Honesty

At Chamblee Charter High School, students are expected to practice academic honesty and **sign the Honor Code of CCHS** at the beginning of every school year. Academic dishonesty can take many forms. At CCHS, the following terms may be used to describe academic dishonesty:

1. **Lying** is the student's intentional falsification or denial of facts or the creation of a false impression.
2. **Cheating and academic dishonesty** also includes but is not limited to:
 - a. Giving, receiving, or attempting to give or to receive unauthorized assistance.
 - b. Representing another's work as being one's own. Examples include: giving or sharing information on a test, quiz, homework, or project; copying another student's work of any kind; providing or receiving of answers to test or quiz questions to someone who has not taken the test or quiz; being in possession of another's work.
 - c. Unauthorized use of an electronic device for purposes of plagiarism or other forms of academic dishonesty (this may include but limited to: pictures of assessment items, providing information to others about assessments through digital means, retrieving information about an assessment through the electronic device at an inappropriate time)
3. **Stealing** is the taking or receiving of anything without the consent of the owner, including intellectual content, property, responses, and academic work
4. **Plagiarizing** is the use and passing off as one's own ideas or writing of another and claiming them as one's own. Plagiarism charges can be brought against you for the following offenses:
 - a. Copying, quoting, paraphrasing, or summarizing from any source without adequate documentation
 - b. Purchasing a pre-written paper (either by mail or electronically)
 - c. Letting someone else write a paper for you
 - d. Paying someone else to write a paper for you
 - e. Submitting as your own someone else's unpublished work, either with or without permission
 - f. Utilizing electronic devices to access/transmit/share/copy/provide information to others in inappropriate ways at inappropriate times

Academic Honesty Council

The Academic Honesty Council will be comprised of four teachers and one assistant principal, selected by the principal. The principal shall appoint the Academic Honesty Council at the



beginning of each school year. The principal shall ensure that four academic departments are represented on the Council. The principal shall ensure that a representative of the Administrative Team also serves on the Academic Honesty Council. The principal shall not serve on the Academic Honesty Council.

The Academic Honesty Council shall meet periodically throughout the school year during advertised times that are most conducive to the schedules of the Council members. Council members shall inform the school community of their scheduled meeting times/dates/locations, when those details become available. Non-council members shall be permitted to attend those meetings to provide input to the Council. Non-council members shall not be permitted to attend proceedings specific to individual cases of academic dishonesty (save for the student, parent/guardian, teacher involved in the matter).

Consequences of Academic Dishonesty

CCHS students are expected to adhere to academic honesty. Student(s) involved in any academic dishonesty will receive

- a. a grade of zero,
- b. an unsatisfactory conduct grade, and
- c. a conference between the student, teacher, and parent/guardian.

The teacher will submit a referral within *Infinite Campus* for the infraction. The Assistant Principal for Positive Behavior Support will forward the discipline referral onto the Academic Honesty Council Chairperson to note the infraction. Discipline referrals, including for academic dishonesty, are documented in student's permanent records that the school maintains.

1st infractions may result in classroom teacher determined classroom consequences. 2nd infractions will result in the matter being referred to the Academic Honesty Council to process and determine consequences.

The Academic Honesty Council shall have authorization from the principal to hear individual cases of academic dishonesty and make final decisions regarding appropriate consequences, supports, and interventions available to support that student's understanding and adherence of our policies related to academic honesty. Consequences will be determined by the Academic Honesty Council and shall remain in accordance with the DeKalb County School District's Student Code of Conduct. These consequences may include but are not limited to:

- a. Referral to appropriate resources and support services based on student needs as determined by the Council.
- b. Community service provided by the student to the school and/or teacher's class
- c. Dismissal from the National Honor Society (NHS), Beta Club, and other honor organizations. Dismissal from such campus organizations may be for up to the remainder of the current academic year. (Note: some national organizations



such as NHS, do not permit students who are removed from the organization for disciplinary infractions to be reinstated)

- d. Ineligibility during **that academic year** to receive a Student of Distinction Award, an Academic Letter, or any other award which is opposed to academic dishonesty.
- e. Ineligibility to attend senior end-of-year activities including Bulldog Bash and/or Senior Picnic.
- f. Ineligibility to exempt finals.
- g. Requests for teacher recommendations may be denied during the academic year the infractions occurred

The accused student may have her/his parent/guardian present when the Council hears the details of the matter. The parent may address the Academic Honesty Council during the proceeding at a time that members of the Council deem most appropriate.

Dress Code and Appearance

The atmosphere of a school must be conducive to learning. A student's appearance can positively or negatively impact the climate of a school; therefore, students must adhere to local and district-wide dress code requirements. Students who fail to comply with the local and/or district-wide dress code requirements, as enumerated below, may be charged with the ***Code of Student Conduct-Student Rights and Responsibilities and Character Development Handbook*** Offense #25 – Student Dress Code Violation and/or Offense #19a – Repeated Violation of School Rules.

Students are permitted to carry backpacks throughout the school day.

Students are expected to follow all school rules governing safety in specialized programs that may require the wearing of protective clothing, safety glasses, or other similar requirements.

The following items are not allowed at CCHS:

- Clothing, jewelry, tattoos, piercings or other body ornaments that disrupt the educational process or endanger the health or safety of other students, staff, or visitors
- Clothing, insignia, symbols, bandanas, or adornments which promote gangs, weapons, controlled substances, drugs, alcohol, or tobacco
- Clothing, tattoos or other adornments which show offensive and/or vulgar words, pictures, innuendos, diagrams, drawings, or includes words or phrases of a violent nature, a disruptive nature, a sexual nature, or words or phrases that are derogatory regarding a person's ethnic background, color, race, national origin, religious belief, sexual orientation, or disability.
- Pants worn below the waistline



- Off-the-shoulder shirts
- Bare midriffs. Shirts and bottoms must meet.
- Muscle shirts, halter tops and tank tops with thin straps. Shoulder straps must exceed the width of the individual's three fingers
- Tops/blouses revealing cleavage
- Skirts, shorts, and slits that are higher than the individual's fingertips when the individual's arms are at the side
- Pajamas
- Fishnet and see-through garments
- Flip-flops or bedroom shoes without a strap or other footwear that interferes with freedom of movement
- Inappropriate writing on the seat of pants
- Head gear (hats, hoods, scarves, do-rags, sweatbands, etc.) unless worn for religious reasons. Physical Education teachers may approve appropriate headgear during outside activity.
- Sunglasses inside the building
- Dog chains, clothing, jewelry or accessories with flat and/or pointed studs
- Laser pointers
- Handcuffs

Students may be assigned In-School Suspension (ISS) if dress code rules are not followed. The principal's decision on individual student dress issues will be final.

Attendance

The school day begins at 8:15 a.m. and ends at 3:20 p.m. CCHS students are expected to attend all class sessions. There is a direct correlation between a student's grades and his/her attendance. Daily attendance at school is necessary to achieve success in course work. Therefore, punctual and regular attendance is essential.

Students who arrive before 8:00 a.m. are permitted in either the gym or the cafeteria. Students are dismissed from the cafeteria or they gym at 8:00 a.m. to go to their class. Students needing to enter the building before 8:00 a.m. for tutoring may do so, signing in at the front desk and reporting directly to their tutoring location.

Once a student arrives at school, he/she is expected to remain on campus until 3:20 p.m. Students who must leave school during the day must check out through the Attendance Office. Students are not allowed to leave campus for breakfast or lunch. Students who leave campus without properly checking out will receive disciplinary consequences. Students who check out must leave campus.



Students working on a class project outside of the classroom must have designated identification on his/her person. All class projects must be accomplished on campus unless prior approval has been granted by the Principal.

Student Conductor

Starting this school year, Chamblee Charter High School will be implementing a student attendance system called “Student Conductor.” This system will be used in an effort to reduce daily student tardiness and excessive attendance violations. The following is the procedure that will take place for EVERY transition, every day...including after lunches.

- Every block is an understood “lockout” block—announcements will NOT be made.
- Any student who is tardy to class will not be admitted to class without a note or receipt from the student conductor system.
- Students who are not inside of class when the bell rings must report to the NEAREST tardy station and enter their student ID number. The system will print a receipt with the student’s name, date and time, as well as the consequence for the tardy. School staff members will assist students at each of the tardy stations. Students who are having technical difficulties should report to the attendance office to receive assistance.
- Locations of the Tardy Stations are as follows: 1. Outside of the cafeteria 2. Main Office 3. 1st floor center hall (near guidance office) 4. 3rd floor center hall (near media center) 5. 4th (near Mr. Johnson’s office) 6. Fine Arts Building (near orchestra room entrance).
- Once students receive their receipt, they will proceed directly to their assigned class and present the receipt in order to be admitted to class. No students will be admitted without a pass or receipt. The teacher will keep the receipt.
- Students must read their receipt to determine if any action is needed on their part (lunch detention, after school detention, report to an administrator, etc.)
- Once a student receives a student conductor receipt the parent or guardian will receive an email or text notifying them of each occurrence.
- All tardy records will be automatically sent electronically to attendance and the assigned grade level administrator.
- Students who fail to complete their assigned consequence will automatically be given additional consequences including moving up to the next consequence (e.g. if a student missed their ½ a day ISS (step 6) they will now have to serve a full day of ISS (step 7).
- Tardies are measured per each class transition and by individual days (e.g. if a student receives 2 tardies on Tuesday and 1 tardy on Friday said student will be at step 3 on the consequence list).
- Below is the progression of discipline that will be administered for unexcused tardies. Students who arrive to school late without an excuse note will also put their number in the system and receive an unexcused tardy.



Unexcused Tardy Student Conductor Discipline Progression

- Tardy #1: Warning and School Messenger to Parent/Guardian
- Tardy #2: Second Warning and School Messenger to Parent/Guardian
- Tardy #3: Lunch Detention (Student must check in with ISS Coordinator)
- Tardy #4: Lunch Detention (Student must check in with ISS Coordinator)
- Tardy #5: After School Detention 45mins (Student must check in with administrator)
- Tardy #6: After School Detention 90mins (Student must check in with administrator)
- Tardy #7: Parent/Administrator Meeting
- Tardy #8: 1/2 Day In School Suspension & Referral to Discipline Office
- Tardy #9: 1 Full Day of In School Suspension & Referral to Discipline Office
- Tardy #10+: Report to Office Now

Absences

The Attendance Office opens at 7:40 a.m. each morning.

Per the *Code of Student Conduct-Students Rights and Responsibilities and Character Development Handbook*, excused absences are defined by Georgia law as follows: personal illness, serious illness or death in the family, religious holiday, instances in which attendance could be hazardous as determined by DCSD, registering to vote/voting in a public election, tests and physical exams for military service and the National Guard, and other such absences as provided for by law or by the local Board of Education. Georgia law also provides for special treatment of absences in the following circumstances:

- Georgia law provides up to 5 days of excused absences for students whose parents are in the armed forces and who are called to duty or home on leave from overseas deployment in combat zone.
- Students serving as Pages of the Georgia General Assembly will be counted as present for days missed from school for such service.
- Students volunteering to work as poll officers in the Student Teen Election Program (STEP) will be counted present for up to two (2) days of service in that program.
- Foster care students attending court proceedings related to their foster care shall be credited as present for any day(s) or portion of a day missed from school for that purpose.

When students return to school after an absence, they must present a written statement from the parent or guardian giving the reason for the absence. The note should state the reason for the absence, have the signature of parent/guardian, the date(s) of absence, and a phone number where a parent can be reached and the student ID #. **The student should present this note to the Attendance Office within 24-48 hours of absence. Otherwise, absence will remain unexcused.**



Make Up Work Due to Absences

DCSD Board Policy IHEA stipulates that if a student has an excused absence and/or is absent for any of 6 legally allowable reasons, then the student shall have the opportunity to turn in late work, for no penalty, for those days absent.

Students must be permitted to make up/turn in late any work they missed due to an excused absence and/or absence due to:

- A. Illness.
- B. Death in family.
- C. Religious holiday.
- D. Instances in which attendance could be hazardous as determined by the school system.
- E. Service as page for the General Assembly.
- F. Tests and physical exams for military service and the National Guard.

When a student is absent because of a legal reason as defined by Georgia law or when the absence is apparently beyond the control of the student, the student shall be given an opportunity to earn grade(s) for those days absent. Make-up work must be completed within the designated time allotted.

Late work/make up work should be submitted within the same time frame that students were absent for any of the 6 legally allowable reasons above.

Any student missing 15 days excused or unexcused days may not receive credit for that semester. Parents may appeal this decision in cases of extenuating circumstances.

Students who have unexcused absences cannot make-up the work missed and will receive zeros for daily work, tests, and homework, which will be averaged in with their other grades.

Seniors are allowed four college/university visits. Appropriate documentation must be provided, such as an email from a college representative from the college/university visited, a college invitation, and/or a letter of attendance on college/university letterhead must be provided to justify college/university visit for the absence to be excused. **“Senior Skip Day” is not authorized and participants will receive a discipline referral.**

If an attendance error has been made on a student’s record, notification must be received prior to the end current marking period or within one week. Once an absence has been recorded as unexcused, it cannot be changed at the local level outside of this window. All questions and concerns pertaining to absences should be directed to the Attendance Office prior to the absences.



Check-In

Any student arriving at CCHS after 8:15 a.m. must report to the Front Desk and sign in. Parents who cannot accompany their student to school for check-in purposes must notify the Attendance Office of the reason the student is late and the expected time of check-in. Notes and/or emails will be verified. The Attendance Office staff will issue a pass for legitimate reasons. Students arriving late to school for reasons other than doctor's appointment, illness or a late DCSD school bus are unexcused. Problems with traffic and cars are not excused tardies.

Check-Out

Taking students out of school during the day is strongly discouraged. Medical, dental, and legal appointments should be made outside of school hours if at all possible. If a student must leave school during the day due to illness or other reasons, the student must check-out through the Attendance Office. Students who are ill cannot leave school alone.

Written notification from a parent/guardian must be submitted to Attendance Office staff if someone other than the parent/guardian will be checking out a student. This process will include identification verification. An Attendance Office staff member will verify notification prior to allowing a student to check out. For students who drive and need to check out, written (including email) documentation and direct parental contact is required. Students who "check out" must leave campus.

Students are not allowed to leave campus unless they are properly checked out. Students who leave campus without properly checking out will receive disciplinary consequences. Students who drive off campus without properly checking out may be suspended and may lose their privilege to drive on campus. Once a student arrives on CCHS campus they cannot leave unless authorized to do so by an administrator. Students are not permitted to leave campus for breakfast or lunch.

Campus Departure for Dual Enrollment Ready Students

Students participating in the Dual Enrollment program should only be on the CCHS campus when they have a scheduled class at CCHS. Students should check-out immediately following their last class at CCHS and should leave campus. These students must report to the Attendance Office to sign out prior to departing campus and to sign in after reporting to campus. Students are not allowed to roam the halls or loiter on campus upon checking out. Students in violation of this policy are subject to disciplinary actions.

Campus Departure for Work-Based Learning Program Students

Students participating in the Work-Based Learning Program must report to the Work-Based Learning Coordinator at the beginning of the class period. Work-Based Learning students who are scheduled to work will be released to go to the Attendance Office to sign out prior to departing campus. Work-Based Learning students who are not scheduled to work must remain



in class for the duration of the school day. Failure to follow the outlined Work-Based Learning procedures will result in disciplinary consequences and possible removal from the program.

Unexcused Absences and/or Truancy

The following will apply to all unexcused absences:

# of Unexcused Absences	School Action Per Occurrence
1 - 2	Teacher notifies the parent of absence.
3 - 4	Attendance Office notifies the parent of absence and refers student to the Counselor who will meet with student.
5	Assistant Principal for Attendance meets with the student and parent for the purpose of discussing the reasons for absences and signing an attendance contract.
6 - 7	Letter sent to parent/guardian informing him/her of the student's absences and the administrative and legal consequences of continued absence.
8+	Referral to Social Worker to conference with the parent/guardian and student for assessment and/or possible referral to Juvenile Court, Solicitor General's Office, DFACS, or other agency.

***State law provides that any parent/guardian who does not comply with compulsory attendance mandates (O.C.G.A § 20-2-690.1) shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25 and not greater than \$100, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent/guardian of five unexcused days of absence shall constitute a separate offense.

Skipping Classes or Required Activities

Students who are not in their assigned places at the assigned times are considered skipping. If students do not report to class/required school activity or leave school or school property without permission from an administrator, they are in violation of the *Code of Student Conduct-Students Rights and Responsibilities and Character Development Handbook* Offense #10 – Skipping Class or Required Activities. In addition, students reporting 15 minutes after the tardy bell are regarded and treated as skipping.

Consequences and intervention levels for skipping class or required activities will be assigned according to the *Code of Student Conduct-Students Rights and Responsibilities and Character Development Handbook*.

Perfect Attendance



Students who receive the Perfect Attendance recognition will be recorded as present every day of the school year on the official student record. Students must attend at least four periods out of seven in order for the day to count. Students who receive a referral for attendance-related violations will not be considered. Three tardies will count as an absence for the purpose of determining eligibility of this award.

Homework/Make-Up Assignments

Homework assignments may be obtained through teachers’ websites. After accessing the school website, click the department, then click the link to the faculty member’s webpage to see weekly plans. If you plan to be absent/excused for three days or more and/or if assignments are not available electronically, contact the teacher to make arrangements to pick up missed work.

Illness at School

Students who become ill during the day should immediately tell a classroom teacher or another responsible adult. Ill students should be sent to the Attendance Office with a pass from their teacher. Parents will be notified and asked to pick up the student at school as soon as possible. It is very important that the current home and work telephone numbers (and cell numbers if available) be current in Infinite Campus.

Students should not go to the restroom for any period of time if they are ill, without notifying the teacher first. “Sick and in the restroom” is not an acceptable reason for missing class and will be considered skipping. Any student who leaves school without properly checking out will be considered skipping and appropriate disciplinary action will be taken. Students reporting 15 minutes after the tardy bell are regarded and treated as skipping.

Tardiness

Students arriving to school after 8:15 a.m. will check in at the Front Desk to receive an excused or unexcused pass. Each time a student is tardy to class, the teacher will record the tardy in Infinite Campus. **The following consequences will apply UNLESS otherwise stated in the Code of Student Conduct, Student Rights and Responsibilities and Character Development Handbook:**

# of Tardies	Consequences Per Occurrence
1 - 2	Student receives warning. Teacher is responsible for contacting the parent(s). Student receives administrative warning.
3 - 6	Student receives 1-day detention or comparable consequence. Referral to Counselor. Attendance Office will notify parent(s).
7 - 9	Student receives 1 – 2 days Evening School Suspension or comparable consequence. Student-parent conference scheduled for purpose of signing an attendance contract. *Implementation of the Attendance Intervention Plan as determined by an Administrator.



10	1 – 3 days In-School Suspension, or comparable consequence as determined by the Administrator. Referral to Counselor and Social Worker. *Implementation of the local Attendance Intervention Plan as determined by an Administrator.
11+	Student is given choice of 10 days ISS, alternative school/program placement, or comparable consequence. Parent is contacted. Referral to Counselor and Social Worker.

Attendance Intervention Plan

Students who consistently arrive to class late will be redirected through the Attendance Intervention Plan. Various strategies will be utilized to correct the behavior. Parents will be asked to assist the school in the success of his/her students. The following is a list of consequences that may be utilized during the process:

- Student Conference
- Parent Contact
- Parent Conference
- Counselor Referral
- Locker Plan/Locker Reassignment
- Cafeteria Duty
- Lunch Detention
- Administrative Detention
- Evening School Suspension
- Loss of Privileges (parking permit, media center, pep rallies, extracurricular participation, or other administrator assigned details)
- In-School Suspension (for a period)
- In-School Suspension (for a half day)
- In-School Suspension (all day)
- Parent/Administrative/Security Escort
- Social Worker Referral

Behavior

At CCHS, the right of each student to learn and each teacher to teach is a priority. This is our school's reason for existence. Any behavior that interferes with these rights will be subject to disciplinary actions.

CCHS students are expected to:

1. Treat each other and school personnel with respect
2. Help keep CCHS clean and free of litter and graffiti
3. Refrain from using offensive words and vulgar language
4. Express dissent in a positive, constructive, and democratic way



5. Care for school property and equipment
6. Refrain from bullying, harassing behavior, and fighting
7. Move quietly and purposefully through the halls
8. Walk on the right side of the halls, stairs, and sidewalks
9. Refrain from spreading rumors or making threatening comments
10. Refrain from using social media for inappropriate, harmful reasons
11. Report to a teacher or administrator any comments or actions which may be considered threatening
12. Refrain from inappropriate displays of affection
13. Keep food and drinks in the cafeteria and other designated areas. Eating and drinking are not permitted in the halls and foyer areas unless approved by an administrator. Only seniors with ID cards may eat on Sidewalk Café during their assigned lunch time.

Students who ride skateboards to school must store them in their locker or turn them in to the Front Office upon arrival to school. Skateboards stored in the Front Office must be picked up at the end of the school day.

An Administrator may assign various disciplinary interventions to aid in the modification of student behavior. Such interventions may include:

- Counseling Referral
- Behavior Contract
- Parent/Administrative Escort
- Administrative/Security Escort
- Time Check
- Alternate Schedule
- Cafeteria Duty
- Lunch Detention
- Administrative Detention
- Evening School Suspension
- Teacher Buddy Room
- Loss of Privileges (parking permit, media center, courtyards, pep rallies, extracurricular participation or other administrator assigned details)
- In-School Suspension (for a period)
- In-School Suspension (for a half day)
- In-School Suspension (all day)

As an added safety precaution, we will periodically conduct random canine searches for drugs and explosive materials, in conjunction with our local law enforcement partners. These random canine searches will be unannounced during the school year.

Detention

Teacher-Assigned Detention



A teacher-assigned detention is a detention assigned by a teacher. Some teachers' schedules allow them to give only a morning or afternoon detention. The decision is up to the teacher and students are expected to report for teacher's detention as assigned. The student will be given one day's notice in order to arrange for transportation. Teachers are expected to notify parents/guardians of a teacher-assigned detention. A student who does not report for teacher-assigned detention will be referred to an administrator.

Administrative After school Detention

An administrative detention is a detention assigned by an administrator. Administrative Detention may be held during lunch or after school. Students serving afternoon detention must leave campus after detention or report to a designated waiting area or afternoon activity. Students assigned to Administrative Detention are expected to report promptly to the assigned location. Students in detention may be required to complete community service by cleaning up campus or may be required to bring study materials. Failure to report to Administrative Detention will result in additional consequences. Administrators are expected to notify parents/guardians at least one day before an administrative detention.

Administrative After School Detention

PROCESS

- Report to the assigned location by 3:25 pm promptly.
- Students are dismissed at 4:25pm.

EXPECTATIONS

- Be on time.
- Be responsible and come prepared with work to keep you engaged during the entire hour of detention.
- Remain silent, unless addressed by the proctor.
- No sleeping or resting your head on the desk/table.
- No communication with other students verbally, non-verbally or in writing.
- No profanity or obscene gestures.
- No iPods, MP3 players, Cell Phones or other Electronic Devices (Chromebook only for homework).
- You may not use the bathroom except for emergencies.

ATTENDANCE INFORMATION

- A student who attends school on the date of an assigned ASD and however, fails to attend their assigned detention will automatically be suspended from school the next day.
- A student absent from school on the date of an assigned ASD is required to submit medical documentation immediately upon their return to school. If medical documentation is provided student will serve ASD on the next scheduled day, if no



medical documentation is provided, the student will automatically be suspended from school and required to be picked up by a parent or guardian that day.

- A student who attends school on the date of an assigned ASD and however, does not attend as the result of an already existing appointment is required to provide appropriate documentation from the office in which the appointment was held. This includes the date and time of the appointment as well as the signature from office staff on the appropriate office letterhead. In this situation the ASD will be rescheduled for the next available date.
- Your work schedule is not considered a valid excuse for failing to attend your ASD.
- ASD students are ineligible to participate in any school related function or activity on the day of the assigned ASD.

CONSEQUENCES for CUTTING ASD & FAILURE TO COMPLY

1st – 3rd = 1 day ISS,

4th – 5th = 2 days ISS

6th > = 3 days OSS, parent-student meeting with administrator is mandatory upon return.

In-School Suspension Programs

The In-School Suspension Program (ISS) is a means of modifying student behavior to meet school's goals and to alleviate the undesirable behavior of students who do not respond to normal techniques of classroom management. In the ISS programs, students will be required to complete academic assignments and/or behavior modification assignments under close supervision of the ISS coordinator. Administrators are expected to notify parents/guardians of ISS assignment.

ISS means the removal of a student from regular classes and assigned to an "in-school suspension" setting at the school. The student's teachers send class assignments to ISS. Failure to serve an ISS assignment may result in additional ISS assignments, detentions, and/or Out-of-School Suspension (OSS). Students may be assigned to ISS for periods varying from one class period to ten school days. ISS students are required to report to the ISS room at 8:10 a.m. with all of their books and no book bags. Students must complete all their assignments given by their teachers. Students may not talk, interact with other students, sleep, eat, drink, or have any electronic devices and/or accessories related to electronics. They may bring their own lunch. Students must exit the building at the end of the school day. **Students may not attend or participate in extracurricular activities while assigned to ISS. Students may resume participation in extracurricular activities the day following the completion of his/her ISS assignment.**

After-School Student Expectations and Parent/Guardian Pick-up

Parents/guardians should pick-up their student(s) promptly at the conclusion of each school day or extracurricular activity. Students who have completed teacher tutorials must report to the designated parent pickup area until his/her ride arrives. Students may not leave campus



after school and return to campus for a ride. Students in violation of this local school rule will be charged with the *Code of Student Conduct-Students Rights and Responsibilities and Character Development Handbook* Offense #8b – Refusal to Follow Instructions of Faculty or Staff Member/Insubordination and/or Offense #21 – Loitering.

Out-of-School Suspension

“Short-term suspension” means the removal of a student from school (or school bus) for one to ten school days, as imposed by an Administrator.

School work missed during the 1-3 day suspensions may be made up when the student returns to school. For suspensions of 4-10 days, parents/guardians may request school work and pick up the school work during school hours.

“Long-term suspension” means the removal of a student from school (or school bus) for more than ten school days but not beyond the current school semester. Only the Due Process Facilitator or the Board of Education may impose long-term suspension.

A student on long-term suspension who has not been referred to an alternative school may not receive homework, make up work, or take semester exams unless allowed to do so by the Due Process Facilitator, Superintendent/Designee or the Board of Education. A student on long-term suspension is not allowed on school property and may not participate in any school activities or school functions.

Violations Leading to Request for Long-Term Suspensions

All illegal drugs, alcohol, weapons and tobacco are prohibited on the CCHS campus at any time. Possession of illegal drugs, alcohol, or a weapon will result in immediate suspension. Parents, law enforcement agencies, health services, and counseling agencies will be called immediately. The use and/or possession of tobacco, alcohol, illegal drugs or weapons -- in any form -- are prohibited throughout CCHS in the building, on the campus, and/or at CCHS-sponsored functions. This rule is applicable to students, parents, school personnel, and visitors. Students found guilty of any of the following offenses are subject to arrest and prosecution:

- Property theft
- Assault on teacher/staff/student
- Fighting
- School disturbances
- Weapons
- Drugs and drug paraphernalia
- Alcohol
- Misconduct outside of school hours or away from school
- Gambling
- Criminal trespassing



- Sexual offenses
- Bullying/threatening behavior
- Improper use of school materials and/or equipment

Cell Phones/Electronic Devices/Electronic Accessories

Cell phones, tablets, and other electronic devices and all electronic accessories (that are not required by a 504 plan or IEP) must be turned off and out of sight during the instructional day. Students will only be allowed to use their cell phones when they are in the cafeteria for breakfast or lunch. Any cell phones or accessories (example: headphones, earbuds or air pods) should be out of sight all day, from entry into the building until 3:20 pm. To help secure personal items, it is recommended that cell phones and related accessories are locked in lockers or cars during the day. CCHS is not responsible for lost or stolen cell phones and related accessories. Teachers may integrate mobile devices into the learning experience within their individual classrooms, at their discretion, with meaningful standards-based curriculum-aligned learning applications and educational activities. Outside of such cases of teacher-discretion curriculum-based mobile device use in that classroom, cell phones should not be seen or heard during the instructional day. Cellphones may be confiscated from students if they are visible or heard during the instructional day. Cell phones that vibrate or sound in classrooms are classroom disturbances and students will receive disciplinary referrals. In addition, disciplinary action will be taken according to the *Code of Student Conduct-Student Rights and Responsibility and Character Development Handbook*. Teachers may confiscate a student’s cellphone due to classroom disruption and/or not following classroom rules and expectations (including plagiarism), and/or disruptions/not following school rules/expectations in common areas. The sharing of cell phones during the school day will merit disciplinary consequences for all parties involved. Confiscated cell phones will be returned to the parent/guardian only. **Parents should communicate directly with the Grade Level AP to arrange a mutual time for the parent to retrieve the student’s confiscated cell phone.** Parents/guardians may collect confiscated cell phones from the Grade Level Administrator before or after school (by appointment). **Cell phones are not allowed in testing environments.** All questions and concerns pertaining to confiscated items should be directed to the Grade Level Administrator.

Consequences for cell phone abuse

- | | |
|---------|--|
| Level 1 | Student get their device back from the Teacher at the end of the class period. Teacher to document parent contact in Infinite Campus. |
| Level 2 | Parent must call and schedule a time before or after school to pick up device from the Grade Level Administrator. Teacher to document parent contact in Infinite Campus. |
| Level 3 | Parent must call and schedule a time before or after school to pick up device from the Grade Level Administrator. Student receives referral. See DeKalb County Code of Student Conduct Handbook. |



Level 4 Parent must call and schedule a time before or after school to pick up device from the Grade Level Administrator. Student receives referral. See DeKalb County Code of Student Conduct Handbook.

School Bus Behavior

Riding a school bus is a privilege, not a right. Proper behavior is expected while waiting, loading, riding, and unloading. Students are expected to arrive at least 5 to 7 minutes prior to the designated departure time of their bus. The school bus is an extension of the CCHS campus and all school rules apply while a student is being transported to-and-from school or to-and-from school-sponsored activities. Bus drivers at the beginning of the school year will distribute rules governing students riding the school buses. Drivers may also assign students seats on the bus. Students engaging in inappropriate bus behavior will be charged with the *Code of Student Conduct-Students Rights and Responsibilities and Character Development Handbook* – Offense #16 – Bus Misbehavior and will receive disciplinary consequences accordingly. **When students arrive at CCHS, they must stay on campus.** A note signed by the parent and the administrator over transportation is required before a student can ride another bus.

Section III - ATHLETIC & EXTRACURRICULAR ACTIVITIES

All students are encouraged to participate in at least one of many extracurricular activities. A list of may be retrieved from the front desk, the Counselor and Career Center, as well as the CCHS website.

At CCHS, all “eligibility activities”, including athletics, debate and literary contests, are regulated under the Constitution and By-Laws of the Georgia High School Association (GHSA) and by the policies and procedures of DCSD. For more information, visit www.ghsa.net.

To be eligible to participate in any GHSA-regulated extracurricular activity, students must pass at least five classes the preceding semester. The student must also be on track for graduation. CCHS coaches and activity sponsors are committed to the integrity of the CCHS academic program and fully support the requirement for students to maintain their academic eligibility.

According to the Georgia High School Association (GHSA), participation in athletic and extracurricular activities depends upon passing five classes each semester and being on track for graduation.

Before trying out, practicing for, or participating in any athletic activity, students should contact the appropriate coach or sponsor for specific information regarding eligibility. All students must have:

1. a physical examination conducted by a medical doctor
2. school insurance or insurance waiver
3. a completed and signed registration form
4. a media release form indicating approval or disapproval of media coverage



School Attendance/Assigned Disciplinary Consequences

School attendance is required on the day of extracurricular activity participation or competition. Students assigned Out-of-School Suspension (OSS) or In-School Suspension (ISS) may not participate in extracurricular activities or academic competition until the day following the completion of the OSS or ISS assignment.

Athletic Uniforms/Equipment

Students who are issued athletic uniforms and/or other related athletic equipment are responsible for the upkeep and maintenance of those items. Uniforms and/or other related athletic equipment issued must be returned to the designated coach at the end of the team's season.

Section IV - GENERAL INFORMATION

Address and Phone Number Changes

To update school records (address change, name change, phone number, etc.) during the school year, the student or his/her parent(s)/guardian must notify the registrar in the Counseling and Career Center. In the event of an emergency, attendance or disciplinary situations, it is very important that all contact information is accurate and current.

Assemblies/Pep Rallies

Assemblies are special programs of interest to the student body. Pep rallies are scheduled to promote school spirit and to motivate students. All students and staff are required to attend pep rallies and designated assemblies. Students are expected to behave appropriately at assemblies and pep rallies. Visitors are frequently present during these assemblies -- either as participants in the assembly and/or as guests in our school. The appearance and behavior of CCHS students reflect directly on the school and on the DCSD. All local and district-level rules are applicable during assemblies and pep rallies. Inappropriate dress and unacceptable behavior will not be tolerated.

Textbooks/Instructional Resources

Textbooks or other instructional resources are issued to each student by CCHS and are the property of the DCSD. Books and other instructional resources that are lost, damaged, or stolen must be paid for by the student to whom they were assigned. Fees for lost or damaged books or other instructional resources must be paid before report cards and/or certificates of promotion/diplomas are released.

Students are responsible for:

1. Having their textbooks and/or other instructional resources available for class work at all times.
2. Keeping the books and/or other instructional resources in good condition.



3. Returning the books and/or other instructional resources at the end of the semester or school year (depending upon the class) or at the time of withdrawal from CCHS.
4. Barcodes must remain on all texts. Removal of a barcode will result in the book showing as lost and students will have to pay full price.
5. A torn barcode may be replaced for \$5.00.

Checks

Checks will be accepted from students or parents, through the week prior to spring break, for most fees and purchases. Checks must be imprinted with the account-holder's name, address (not a P.O. Box), and telephone number (starter checks will not be accepted). Checks returned due to insufficient funds in the account must be redeemed with cash, money order, or certified funds for the amount of the check plus a \$20 return check fee. After returning from spring break, only cash or money orders will be accepted.

PLEASE NOTE: Check-acceptance privileges at CCHS may be permanently eliminated for anyone who gives CCHS a bad check. Under those circumstances, all subsequent financial transactions must be made in cash or certified funds only.

Emergency Procedures

Fire Drills: When the fire alarm sounds, students must respond according to the emergency evacuation plan posted in the hallways and explained by teachers. Fire drills are held monthly.

Intruder Alerts/Lockdown Procedures: Intruder alerts are a means to assure student safety and secure the school. Teachers are expected to review procedures for intruder alerts or lock downs. All intruder alert drills are treated like the real thing. Therefore, no student, staff, parent, or visitor is permitted to leave their secured areas or to enter the school until the alert is canceled.

Tornado Drills: An announcement over the intercom will indicate a tornado drill and/or the possibility of an actual tornado. When this occurs, students are to proceed to the nearest inside hall on the lower level of the school, following the established tornado drill plan posted in each classroom. Because the offices are also evacuated, office telephones are not answered during this time. CCHS participates in the statewide tornado drill every spring.

Forgotten Items/Messages

Delivery of forgotten items (i.e., books, reports, projects, PE clothes and/or lunch) interrupts instructional time and is strongly discouraged. Any items or messages that must be delivered to a student during the school day should be taken to the front desk prior to 3:00 p.m.

1. Students are not to be removed from the classroom to take phone calls.



2. Emergency phone messages will be delivered to the student by a staff member. **Phone messages for students must be restricted to emergencies. These messages will only be accepted from a parent/guardian.**
3. Parents bringing a forgotten lunch to students are requested to bring a brown bag lunch, not commercially prepared fast food.
4. Parents bringing items for their student(s) must sign the "Delivery/Message" log when leaving items.

Fundraising/Solicitation

All fundraising and/or charity drives conducted by CCHS personnel, students, or booster clubs must be approved in writing by the principal.

Student Passes

Any student out of class during instructional time must have a proper pass from his/her classroom teacher, an administrator or other resource personnel. Students without a proper pass may be charged with skipping.

Lockers

All students must use an authorized Master® combination lock to secure their hall, PE, and instrument lockers. Students may purchase these locks from the Student/Teacher Support Office. These authorized locks work on a master key. In an emergency, lockers may be accessed by appropriate school personnel. Unauthorized locks will be removed. Locker cleanouts and unannounced locker checks may be conducted several times during the school year. Food or beverages may NOT be stored in a locker after lunch or overnight. Lockers must be emptied on or before the last day of the school year as directed by the administration.

Lockers in the Physical Education Department are available for students while they are in their Physical Education (PE) class. Students are expected to secure their PE lockers during class time. In addition, students are expected to remove their items from the PE lockers daily in order that students in each PE class will have lockers to secure their personal items. No items should be left in PE locker at the end of PE.

The usage of instrument lockers will be determined and handled by the directors of band and orchestra.

Sharing lockers is prohibited and is subject to disciplinary action. Students are cautioned not to give their locker combination to anyone. If any contraband or other prohibited items are found in a locker, the student who is assigned that locker will bear any disciplinary actions.



Lost and Found

All items of clothing, purses, books, keys, calculators, and other valuables will be held in the CCHS Transportation office. Lost and found may be checked before or after school. Any unclaimed items are donated to a charitable collection agency at the end of each semester.

Students are encouraged to keep their books, purses, jackets, and other personal items in their lockers or with them at all times. Students are asked to not bring excessive amounts of money and/or wear expensive or irreplaceable jewelry, watches, jackets, shoes or other valuable items to school. CCHS is not responsible for these items. Names written on personal belongings enable school personnel to return items to students when found.

Engravers are available in the Media Center. Students are strongly encouraged to engrave their calculators and phones in case of loss and to prevent theft.

CCHS is not responsible for lost or stolen items.

Reporting Lost and Stolen Items

To report lost or stolen items, students must complete a Lost/Stolen Item Form (located in the Environmental Services Office) and submit to personnel in the Environmental Services Office. Upon receipt, the Assistant Principal for Environmental Services will meet with student to determine the need to investigate and/or assign disciplinary consequences.

Medical Situations

The term “medication” shall mean all legal substances including but not limited to prescription drugs, over-the-counter (OTC) drugs, inhalants, pills, tablets, capsules, liquids, “natural remedies”, herbs, vitamins, dietary supplements, homeopathic medicines, and all other legal drugs. Any students required to take medication while at school will follow the procedures of **DCSD Board Policy/Descriptor Code: JGCD and the accompanying regulation, JGCD-R**, as well as any procedure designated by the relevant school administrator.

CCHS personnel cannot provide medications (including over-the-counter medication) to students. All medications (prescription and over-the-counter) must be kept in the Attendance Office with the appropriate form signed by the parent and the physician. Medicines may not be carried with the student or kept in the student’s locker. Students who fail to comply with this rule may be charged with the *Code of Student Conduct-Students Rights and Responsibilities and Character Development Handbook* Offense #5 – Alcohol/Drugs/Substances. Students who are required by a physician to keep inhalers and EpiPens with them at all times must have written documentation on file in the Attendance Office.

For information about Section 504 and 504 plans, call the Counseling & Career Center.



Motor Vehicles

Parking spaces will be assigned according to availability and only to students who have a valid driver's license and auto insurance. Parking stickers may be obtained from a campus supervisor.

Students should park only in the space assigned to them. Students may not loiter in an automobile or around parking spaces/lots. Should a student need to return to a vehicle during class time, a written pass must be obtained from an administrator

Students are expected to observe all traffic laws, signs, curb markings, and courtesies while operating a vehicle on the CCHS campus. Operating a vehicle in an objectionable or reckless manner may result in losing driving and/or parking privileges or possible arrest. Disciplinary consequences may result in the removal of parking privileges.

Student Drop-off/Pick-up

The primary student drop-off/pick-up location is the loop along Mendenhall Street. Other student drop-off/pick-up locations may be designated throughout the year. Parents/guardians driving student(s) to school or picking student(s) up from school should use the designated area(s). The local businesses across the street from the front of the school are not designated student drop-off/pick-up areas. Parents/guardians are expected to pick up their student(s) promptly after the completion of their student's activity – preferably, no more than thirty minutes later. All drivers are expected to observe all traffic laws, signs, curb markings, and courtesies while operating a vehicle on the CCHS campus. Parents/guardians are expected to comply with directions provided by officers directing traffic and/or signage that may be posted.

Photo Identification Card

Per the *Code of Student Conduct-Student Rights and Responsibility and Character Development Handbook #24 – Student Identification Card*, all students must carry identification cards while on school property and at any school event. **Students are expected to have their identification cards on their person at all times** and may be required to present them for various reasons throughout the school day and at school activities. Students who are not in possession of their identification cards are in violation and may be asked to leave the school grounds and may receive disciplinary consequences.

The first identification card is free. Students must pay for replacement identification cards. Replacement identification cards may be purchased in the Environmental Services Office.

Severe Weather Procedures

Severe weather may require the unexpected closing of school. When this happens, an announcement will be made on radio and/or television, usually beginning at 6:00 a.m. Check local radio/television stations for school closings. Also, follow DCSD on Twitter or Facebook for updates.



Occasionally, due to the unexpected onset of severe weather, school may have to be closed after the school day has begun. If at all possible, buses will transport those students who normally ride the bus to their regular bus stop. Students who walk to school and students who drive to school will also be dismissed to go home. Parents should be certain that their students know what to do if there is early dismissal. Consider planning a predetermined meeting location.

When possible, announcements related to severe weather will be shared electronically and/or via phones.

Telephone Calls

Students who need to call parents about extracurricular activities may use a phone in the attendance office. Students who are ill may call parents from the attendance office. Cell phones can only be used after 3:20 p.m.

Visitors

CCHS welcomes all visitors who have a legitimate reason to visit the campus. All visitors must first sign in at the front desk, state their business, and receive a visitor's pass. Under no circumstances will visitors be allowed to enter or interrupt class unless accompanied by a CCHS administrator.

Parents who wish to observe a classroom should call an assistant principal at least 24 hours beforehand to schedule an observation.

Parents wishing to have lunch with their student should inform the student ahead of time to meet them at the front desk, follow the sign-in procedures and obtain a visitor's pass. An administrator will designate tables inside the building or outside the building for lunch.

Non-students found loitering on the CCHS campus or in the building will be asked to leave immediately. Students from other schools may not visit during the school day. On semester exam days, no visitations will be approved.

Section V - STUDENT SERVICES

Counseling Services

CCHS counselors assist students with their academic, social, and personal needs to ensure students meet graduation requirements. This includes direct student services, individual student planning, responsive services, and indirect student services. School counselors may refer students, when appropriate, to other services in the DCSD, such as special education evaluations, psychological services, social services, homebound instruction, etc. when necessary.



CCHS counselors work with parents and students as they make decisions concerning educational and career goals. CCHS counselors also assist students by providing annual course advisement which can include assessment of student progress, discussion of student's educational and career goals, and reviewing student progress towards meeting graduation requirements.

College-Bound Students

CCHS counselors assist seniors with their college applications. Senior conferences will be held during September and October of each year and every senior and senior parent is expected to attend. Students may set appointments with their individual counselors to discuss collegiate opportunities. A Scholarship Notebook is housed in the Counseling & Career Center. Scholarship opportunities will also be listed in Naviance, as well as posted in the counseling office and occasionally included in the weekly Bulldog Bulletin. Students are encouraged to frequently review scholarship listings and to apply for all scholarships that they may be eligible for. There are thousands of scholarships available to students each year and CCHS cannot advertise and list every scholarship opportunity. Students should not rely solely on the CCHS Counseling Office to provide information regarding scholarships. Parents and students are encouraged to search for scholarships beyond what is advertised to increase the likelihood of receiving a scholarship. Apply! Apply! Apply!

College representative visits may be posted outside the Counseling & Career Center, in Bulldog Bulletin, and/or on the CCHS website. Seniors and Juniors interested in visiting with a college representative must obtain permission from their teacher(s) (according to class period and time of visit). Interested students should register for college rep visits online at least three (3) days prior to the college representative's visit.

Schedule Changes

Each year, the counseling department works diligently with students and parents to select the proper courses for the following school year. Once courses have been selected, a course verification form will be sent home with each student during the spring to allow one final opportunity to make any schedule request changes. Data gathered from the course request is used to build the master schedule for the following school year. Therefore, students are not allowed to change their schedule unless the change is due to one of the following reasons:

1. Incomplete schedule (less than 7 classes)
2. Student scheduled for course previously taken and passed
3. Student needs a course required for graduation this year
4. Change in course level (i.e. accelerated to general)
5. Student did not meet pre-requisites for class



CCHS reserves the right to change student schedules in order to balance class sizes and/or to correct clerical errors. Changes will NOT be made to rearrange a student's schedule by periods, to change teachers, or to change an elective course!

Meals (Breakfast/Lunch) Program

Breakfast is sold and served daily from 7:00 a.m. until 8:00 a.m. School lunch is sold and served during a 30-minute period between 11:00 a.m. and 12:35 p.m. Students may bring their own food and drink for lunch. Students may pay in advance for their breakfasts and/or lunches -- by the week or by the month. Charging a meal is not allowed. Additionally, parents/guardians may log onto <https://mylunchmoney.com/> to establish a lunch account for their student(s). Payment must be made using a credit card or debit card. Once establishing the account, parents/guardians can add money and check balances. For more information, call the Nutrition Manager at 678-676-6936.

For families who qualify, free or reduced-price breakfasts and lunches are available. Families who think they may be eligible are encouraged to investigate this possibility. Application forms are available during Open House and throughout the school year from the CCHS Food Service Manager or the Front Desk or on the school website.

Cafeteria Procedures

When students leave a cafeteria table, they are expected to:

- Clear the table of litter, disposing all trash into the proper receptacles.
- Make sure the tabletop is clean.
- Push their chair under the table.

Lunch Break Area

Students are allowed only in the following areas during their assigned lunch:

- Cafeteria
- Only seniors are allowed on the Sidewalk Cafe. ID cards are required.
- Media Center- NO food or drinks allowed in the media center.

No student may be in the front entrance, in the stadium, on the outdoor tennis courts, the gym lobby, gym, or the PE locker rooms during lunch period unless he or she is assigned to a PE class at that time or unless he/she has received prior approval from an administrator.

Media Center

The CCHS Media Center Hours:

7:45 am – 3:45 pm (Monday - Friday) 7:45 AM – 4:15 PM (Thursday)



DESTINY, the online catalog, has books, ebooks, databases and websites for 24/7 access using any internet connected device. Destiny is located in Launchpad and also linked to the CCHS school website. To login to DESTINY, students use their s# and the password, mydestiny, no space, lower case. Everyone has the same password. This will allow students to access their library accounts and checkout ebooks. The media center also subscribes to numerous print magazines available for checkout.

Research databases, reference ebooks and educational websites are located on the Destiny homepage. Please see the media specialist for database password information.

Launchpad has a plethora of online resources and ebooks to support the virtual learning experience. All students have a Launchpad account and have direct access on their chrome books Also accessible by going to <clever.com/in/dekalb>.

Computer stations are available for printing. All black and white printing is \$.10 per page, first 2 copies free of charge per printing job. All color printing is \$1 per full page. The copy machine is available for student use, \$.10 per copy, first 2 copies free of charge per copying job.

Media

Center

Passes

Students must have a pass to visit the media center during class time. Students without passes will be returned to class. Passes are not required before school or after school. During lunch, students must have a pass from any teacher. All students that visit the library during the school day will also sign in to LibraryTrac, a program that will be installed on laptops at the circulation desk. There is no eating or drinking, except water, in the media center. Also, no headphones or earbuds allowed. School rules apply.

Book Check-Out Procedures

Students can check out books for two weeks and renew if the book is not reserved. Students use their s# and should not check out books for friends. All books should be placed in the book drop in the circulation desk. Overdue book notices will be sent to the students' 365 email account and to a parent/ guardian every Thursday via email.

Lost or Damaged Materials

Restitution must be made for lost or damaged books and/or other instructional resources. If the book and/or other instructional resources are found later, the money will be refunded. Note to seniors, transcripts and diplomas may be withheld if account is not cleared.

Computer Use

The CCHS media center has computer workstations with Microsoft software and printing capabilities. Students are encouraged to use their Office365 OneDrive and/or USB drives



(thumb drives) for document management. The media center also provides Internet access for research purposes. In accordance with DeKalb County's Internet Acceptable Use Agreement (IAUA), all students wishing to use the Internet must know the terms and conditions of the IAUA. This information is included in the Student Rights and Responsibilities Manual.

Student Email Accounts

Students have an Office 365 account that includes an email account and a OneDrive for document management. Students can access this account using the Launchpad icon on the chromebook . Students use the *s#* as the username and an individual password to login. They can also access Office 365 by going to

<http://portal.dekalbschoolsga.org>

The students' email address is s#@dekalbschoolsga.org.

We highly encourage students to use this program to manage their work and communicate with teachers. The media specialist is available to assist with any questions

