

Chamblee Charter High School

**A National Blue Ribbon
School of Excellence**

Student/Parent Handbook

2008-2009

Parent(s)/Guardian(s):

Please review the CCHS Student/Parent Handbook with your student. Please sign and return this bottom portion to the school.

Parent/Guardian Signature_____

Student's Printed Name_____

Student's Signature_____

Grade_____Homeroom_____Homeroom Teacher_____Date_____

Chamblee Charter High School

Student/Parent Handbook

3688 Chamblee-Dunwoody Road • Chamblee, GA 30341-2185

678-676-6902

CCHS Website - <http://www.dekalb.k12.ga.us/chambleehs/>

Administration

Ms. Rochelle Lowery - Principal

Mr. Marcus Searcy - Assistant Principal, Discipline Office

Mr. Scott Heptinstall - Assistant Principal, Curriculum/Instruction Office

Ms. Michelle Jones - Assistant Principal, Attendance Office

Mr. Rick Blitz - Assistant Principal, Student/Teacher Support Office

Clerical Support Staff

Jean Coleman - Administrative Secretary

Melanie King - Business Manager

Eda Beacham - Student/Teacher Support Secretary

Bettyann Martin - Attendance Secretary

Beverly Leopard - Discipline Secretary

Karen Richardson - Registrar

Nancy Farrey - Counseling Secretary

Security Staff

Teddy Carter - Campus Supervisor

Sherman Wheeler - Campus Supervisor

Officer Tracy Whaley - School Resource Officer

Counselors

Candace Steadman - A-E • Alan Loper - F-K Head Counselor

Kathy Marnell - L-R • Elaine Bryan - S-Z

James Dawson - Graduation Coach

Media Specialists

Christine Holland & Lisa Taft

Food Service

John Townsend - Cafeteria Manager

Facility

Kenny Lyons - Plant Engineer

Bertram Johnson - Head Custodian

Telephones

Main Office: 678-676-6902 Attendance: 678-676-6919
Counseling: 678-676-6926 Cafeteria Office: 678-676-6936

Hours

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

The school day begins at 8:10 a.m. and ends at 3:20 p.m.

"HELP IN A HURRY DIRECTORY"

For assistance with:	please call
Absences/Attendance Concerns.....	Attendance Office
Academic/Grade Concerns.....	Teacher/Counselor
Address/Telephone Change.....	Attendance Office/Registrar
Announcements.....	Main Office
Athletic Activities.....	Coach or Main Office
Calendar (Activities, Sports, Events).....	Main Office
Certificate of Attendance for Drivers Permits.....	Attendance Office
Check-In/Check-Out.....	Attendance Office
Career/College Information.....	Counseling Center
Class Dues.....	Class Officer/Sponsors
Clubs/Extracurricular Activities.....	Club/Activity Sponsor
Discipline Concerns.....	Discipline Office
ID Cards (Student).....	Student/Teacher Support Office
Junior Bulletin ("The Info Line").....	Counseling Center
Level One.....	Curriculum/Instruction Office
Locker Problems.....	Student/Teacher Support Office
Lost and Found.....	Student/Teacher Support Office
Lunch (Free/Reduced-Price Applications).....	Cafeteria Manager/Main Office
Magnet Program for High Achievers.....	Curriculum/Instruction Office
Make-up Work.....	Teacher/Counseling Center
Medication.....	Attendance Office
Mentoring Program.....	Counseling Center
Messages.....	Attendance Office
PTSA Information.....	PTSA Co-Presidents
Parent-Teacher Conferences.....	Main Office
Parking Permits.....	Chamblee SRO/Campus Supervisor
Prom.....	Junior Class Sponsor
SAT/PSAT/ACT.....	Counseling Center
Scholarships.....	Counseling Center
Senior Bulletin ("For Seniors Only").....	Counseling Center
Student Government.....	Student Council Sponsor
Study Table.....	Study Table Coordinator
Tardiness.....	Attendance Office
Textbooks.....	Student/Teacher Support Office
Tutoring.....	Counseling Center
Visitors.....	Main Office
Volunteer Opportunities.....	PTSA Co-Presidents/Main Office
Work Permits.....	Counseling Center

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Section I - ACADEMICS

Chamblee Charter High School's (CCHS) primary reason for existence is to prepare its students for their future, assisting each student to reach his or her potential. At CCHS, "personal best" performance is expected of every student.

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.

End-of-Semester Exams

The last 3-4 days of each semester are scheduled as Semester Exam Days. Semester exams are comprehensive, covering the entire semester, for both general and advanced level courses. Typically, three exams are given each day. Teachers may not give early exams and students are encouraged to be present for each exam day. Please 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 principal.

Final exams should not count less than 10% but not more than 20% of the semester's final grade. General and advanced level students will be given comprehensive examinations.

State required End-of-Course-Tests (EOCT) are administered for the following subjects: Biology, Physical Science, 9th Literature Composition, 11th Literature, Geometry, Algebra I, U.S. History, and Economics. EOCTs are 15% of the final grade.

Grading System

All final grades are recorded numerically:

A 90 - 100.Excellent	C 71 - 79 Fair
B 80 - 89Good	D 70 Passing
	F 69 and belowFailing

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. The Georgia HOPE Scholarship Program requires that graduating students must have a "3.0" average in their core courses in order to qualify.

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 the DeKalb County School System are computed on a 4.0 scale. Advanced Placement® 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

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 the CCHS Main Office at 678-676-6902 during regular office hours. In order for the secretary to schedule a conference without conflicts, please allow 24 hours. Parents may also contact teachers via emails. Email addresses

for teachers may be found on the school website - www.dekalb.k12.ga.us/chambleehs/.

Additionally, four (4) parent-teacher conference opportunities are planned throughout the school year. These conference opportunities are scheduled shortly after the system-wide 6-Week and 12-Week Progress Reports are distributed to students and mailed home. Conferences will begin at 3:25 p.m. and end at 5:25 p.m. To conference with your student's teacher(s) on these dates, call the CCHS Main Office at 678-676-6902 after you receive your student's system-wide progress report, giving the name(s) of teachers you would like to meet.

Parent Access via the Internet is another avenue in pursuit of the continual goal of collaboration and communication between teachers, administrators, and parents. Registration/logon procedures may be located on the DeKalb County School System's home page: www.dekalb.k12.ga.us. (See Appendix A).

Progress Reports/Deficiency Reports/Report Cards

Progress Reports: DeKalb County School System (DCSS) requires the issuance of progress reports at the end of each semester's 6 and 12 week grading period. Students are expected to deliver these reports to their parent. As a courtesy, the PTSA pays for mailing a second copy to the parent's home address. In addition, a teacher-generated progress report (one from each of your student's teachers) is given to the student at the 9 and 15 week marks. Ask your student for these reports.

Deficiency Reports: Teachers may prepare a deficiency report and/or progress report for any student who is failing. These reports will indicate a specific plan for remediation and must be signed by the parent and returned to the teacher. The CCHS Charter document exempts teachers from the DCSS requirements of a deficiency report prior to the posting of the final grade. However, teachers must issue 6, 9, 12 and 15 week grade reports. Since teachers issue grade reports at 6, 9, 12, and 15 weeks—which also constitute official notification (see Charter on school website— www.dekalb.k12.ga.us/chambleehs/), any grade discrepancies must be reported within two weeks after **each** three-week grade report.

Report Cards: Final grades will be issued in a report card and mailed approximately two weeks after the end of classes.

Senior Exam Exemption

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 missed no more than four (4) class days. (Field trips, college visits and religious holidays are not counted as absences for this purpose.)
3. Student has no referrals.
4. Student must have satisfactory conduct.

NOTE:

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

Section II - STUDENT EXPECTATIONS and RULES

Discipline Brochure

The DeKalb County Board of Education follows a system wide approach to the administration of disciplinary procedures. Every year each student receives the **Code of Student Conduct Student Rights and Responsibilities Booklet**, which gives specific information regarding unacceptable behavior. Specific offenses and their consequences are clearly described in this booklet. Parents and students should read the **Code of Student Conduct Student Rights and Responsibilities Booklet** and discuss its contents together. Each student will review the Student Rights and Responsibilities Booklet each year. During the first week of the school year, this booklet will be discussed in class and students will be tested on its content.

CCHS Student/Parent Handbook

Additional student expectations and rules are outlined in this **CCHS Student/Parent Handbook**. Parents and students should read and discuss its contents together. During the first week of the school year, student expectations and rules will be discussed in class and students will be tested on its content.

Academic Honesty

At Chamblee Charter High School, students are expected to practice academic honesty. When academic dishonesty (cheating) occurs, the student(s) involved will receive a zero for the quiz, test, exam, assignment, or activity in which it happened, the teacher may assign a conduct grade of U for the semester, and will be referred to an administrator. The following actions are considered academically dishonest:

1. Using unauthorized materials in a quiz, test, or exam situation.
2. Receiving unauthorized information on a quiz, test, or exam.
3. Knowingly giving information to another student on a quiz, test, exam, or homework.

4. Giving specific questions/answers to a student who has not yet taken the quiz, test, exam or completed the homework.
5. Turning in someone else's work to receive credit.
6. Plagiarizing.

***Plagiarism occurs when a student, with intent to deceive or with reckless disregard for proper scholarly procedures, presents any information, ideas or phrasing of another as if they were his/her own and/or does not give appropriate credit to the original source. Proper scholarly procedures require that all quoted material identified by quotation marks or indentation on the page, and the source of information and ideas, if from another, must be identified and be attributed to that source. Students are responsible for learning proper scholarly procedures.*

Plagiarism charges can be brought against you for the following offenses:

- Copying, quoting, paraphrasing, or summarizing from any source without adequate documentation
- Purchasing a pre-written paper (either by mail or electronically)
- Letting someone else write a paper for you
- Paying someone else to write a paper for you
- Submitting as your own someone else's unpublished work, either with or without permission

******<http://library.duke.edu/research/plagiarism/>

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 system-wide dress code requirements. Students who fail to comply with the local and/or system-wide dress code requirements, as enumerated below, may be charged with Offense #8b - Refusal to Follow Instructions and/or Offense #19a - Repeated Violation of School Rules.

- 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 wearing of clothing, insignia, symbols, or adornments worn or carried on or about a student which promote the use of controlled substances, drugs, alcohol, or tobacco is prohibited.
- The wearing of clothing which shows 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 is prohibited.
- The wearing of pants below the waist line, bare midriffs, short skirts (skirts must reach the knees), halter tops/tank tops, short shorts, net/see-through garments and dresses, pants, or skirts with high splits is prohibited.

Listed below are general rules that students are expected to follow:

1. Shirts must have a collar or a crew neck. No tank tops, tube tops, muscle shirts, spaghetti straps, v necks or low cut tops.
2. Shorts, skirts and dresses must be knee length (The outer garment must be knee length).
3. Shirts and bottoms must meet -- no bare midriffs.
4. No pajamas or clothing that can be viewed as pajamas can be worn.
5. The appropriateness or inappropriateness of writing on the "seat of pants" will be determined by an administrator.
6. Students must wear shoes at all times.
7. No bedroom shoes.
8. No head gear (hats, scarves, do-rags, or sweatbands, etc.) unless worn for religious reasons.
9. No bandannas may be worn or seen hanging from pockets.
10. Jewelry that is "multi-finger" is not acceptable.

11. No sunglasses.
12. Dog chains, clothing, jewelry or accessories with flat and/or pointed studs are prohibited at CCHS.
13. No picks or combs will be worn in hair. No metal picks shall be allowed on campus.
14. Students are not allowed to braid hair on campus.
15. No teeth grills or removable teeth caps may be worn.

The principal's decision on individual student dress issues will be final.

Attendance

The school day begins at 8:10 a.m. and ends at 3:20 p.m. Chamblee Charter High School 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. The Attendance Office is located at the front entrance to CCHS.

Once a student arrives at school, he/she is expected to remain 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 be suspended out of school. Students who 'check out' must leave campus.

"Senior Skip Day" is not authorized and participants will have a discipline referral.

Absences

The Attendance Office opens at 7:30 a.m. each morning. Parents of students who are absent should phone the Attendance Office at 678-676-6919 each day of their student's absence.

Per the Code of Student Conduct Student Rights and Responsibilities Booklet, lawful absences are defined by Georgia law as follows: illness, death in the family, religious holiday, instances which attendance could be hazardous as determined by the DeKalb County School System, service as a Page in the Legislature.

Students who are returning to school after an absence must check in at the attendance office on the day they return, with a note from their parent with the

following information: student's full name, student's I.D. number, parent's work phone number, the reason for the student's absence and the date(s) of absence.

A note explaining a student's absence is required if the parent does not report the absence by phone. It is our policy to follow-up on all hand-written notes to confirm the absence with the parent. Students will be "unexcused" until contact with a parent has been made. 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. Documentation 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.

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 8:10 a.m. must report to the Attendance Office 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. The attendance office will issue a pass for legitimate reasons. According to DeKalb County policy, students arriving late to school for reasons other than doctor's appointment, illness or a late DeKalb County bus are unexcused.

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.

The DeKalb County policy prohibits a student from checking out with anyone other than a parent/guardian. Parent contact must be made if a student is checking out with anyone other than the parent. For students who drive and need to check out, direct parent contact must be made before the student will be allowed to checkout. 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 be suspended out of

school. 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.

Homework/Make-Up Assignments

Homework and make-up assignments may be obtained through the Counseling Center for excused absences of **more than 3 days**. Normally, it takes at least 24 hours to collect assignments from all the teachers involved.

One day of make-up time is allowed to complete assignments for each day absent. The maximum time for completion of make-up work is ten (10) school days. All make-up work that must be done at school, such as tests, quizzes, oral reports, etc., may be scheduled before or after school, rather than during regular class time. This is left to the discretion of the teacher and is dependent upon the teacher's schedule.

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. Parents will be notified and asked to pick up the student at school as soon as possible. It is very important that an emergency card with the current home and work telephone numbers (and cell numbers if available) be on file in the Attendance Office.

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 action will be taken. Students reporting 15 minutes after the tardy bell are regarded and treated as skipping.

Tardiness

Tardies

Students arriving to school after 8:10 a.m. will check in at the Attendance Office to receive an excused or unexcused pass. No student should be admitted to class without a pass from the Attendance Office. Each pass that the student receives will reflect total number of tardies and consequences.

The following will apply to all tardies:

Number of Tardies	Consequences Per Occurrence
1 - 2	Student receives warning. Teacher is responsible for contacting the parent(s).
3 - 5	Administrative warning: parent notification
6	Administrative Detention
7 - 8	1 - 2 days Evening School Suspension (ESS);
9 -11	3 - 5 days ESS or 1 - 3 days in-school suspension (ISS); Social worker referral
12 plus	1 - 3 days Out-Of-School Suspension (OSS) Pending local formal hearing.

Skipping and/or AWOL

Students who are not in their assigned places at the assigned times are considered skipping. Students reporting 15 minutes after the tardy bell are regarded and treated as skipping.

Teachers should check the absentee list each day and refer those students by periods who were not in class and who are not on the absentee list.

The following applies to skipping and/or AWOL:

Number of Offenses	Consequences Per Occurrence
1	3 days Administrative Detention
2	1 day Evening School Suspension - Counselor Referral
3	2 days Evening School Suspension - Social Work Referral
4	1 day Out of School Suspension - Parent Conference
5 plus	3 days Out of School Suspension - pending local hearing

Behavior

At CCHS, the right of each student to learn and each teacher to teach is a priority. This is our 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. Eat and drink only in the cafeteria. Food will be confiscated if this rule is not followed.
8. Only Seniors and Juniors with ID cards may eat in the designated courtyards at assigned lunch time.
9. Move quietly and purposefully through the halls.
10. Refrain from spreading rumors or making threatening comments.
11. Report to a teacher or administrator any comments or actions which may be considered threatening.

Detention

Teacher-Assigned Detention

A student may be assigned detention by a teacher. Some teachers' schedules allow them to give only a morning or afternoon detention. The decision is the teacher's 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. A student who does not report for teacher-assigned detention will be sent to the assigned administrator.

Administrative Detention

Administrative Detention will be held daily from 3:30 p.m. - 4:30 p.m. 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 room, with proper study materials, and take a seat without communication to anyone except the person in charge. Failure to report will result in ESS (Evening-School Suspension).

Evening-School Suspension and In-School Suspension Programs

The Evening-School Suspension Program (ESS) and the In-School Suspension Program (ISS) are used as a means of modifying student behavior to meet the school's goals. They are also designed to alleviate the undesirable behavior of the students who do not respond to normal techniques of classroom. Only an administrator may assign a student to ESS or ISS, usually as the result of a discipline referral. In the ESS and

ISS programs, students will be required to complete academic assignments and/or behavior modification assignments under close supervision of the ESS/ISS coordinator.

Students may be assigned to ESS for periods varying from one to ten days. They will be required to report to the ESS room at 3:30 p.m. for assigned duties and must remain until 5:30 p.m. Students serving ESS must leave campus after ESS. Students assigned to ESS are not permitted to participate in any extracurricular activities while assigned to ESS. Students must ride the 5:30 p.m. activity bus or make arrangements with their parent to be picked up by 5:30 p.m.

Students may be assigned to ISS for 1 - 10 days. They are required to report to the ISS room at 8:10 a.m. with all of their books and no 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. They may bring their own lunch. The cafeteria will only provide a box lunch with milk. Students are not permitted to participate in any extracurricular activities while assigned to ISS. They must exit the building at the end of the school day.

Students who do not successfully complete the ESS or ISS Programs will be suspended out of school.

Serious School Rules Violation

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

Items Not Allowed at CCHS

Laser pointers, handcuffs, and chains are prohibited on the CCHS campus because they are a threat to school safety and personal safety. Also not allowed are recreational items such as, but not limited to, basketballs, playing cards, dice, game-boys, yo-yos, and other gadgets that may create distractions. All such items will be confiscated and returned only to parent/guardian. Parent/guardian may collect confiscated items before or after school.

Electronic Devices

Electronic listening devices (with or without headphones) such as MP3 players, iPods, CD players, radios and tape players must be turned off and out of sight before entering the building. These items can only be used after the bell rings to end the school day. Electronic listening devices will be collected and returned only to the parent/guardian of the student who violated the policy. Parents/guardians may collect confiscated devices before or after school.

Students must gain approval from the principal prior to using cameras on campus. Students who fail to comply may be charged with Offense #8b - Refusal to Follow Instruction and/or Offense #19a - Repeated Violation of School Rules. Cameras being used without prior approval will be confiscated and returned only to parent/guardian. Parent/guardian may collect confiscated cameras from the Discipline Office before or after school.

Cellular Phone

Cell phones must be turned off and out of sight before entering the building. Cell phones are only allowed at the end of the school day after the last bell at 3:20 p.m. Cell phones should be locked in lockers or cars during the day. CCHS is not responsible for lost or stolen cell phones. Cell phones visible or heard during the instructional day will be taken from students. Cell phones that vibrate or sound in classrooms are classroom disturbances and students will receive disciplinary referrals. On the first offense, students may pick up cell phones at the end of the school day (after school). On the second and subsequent offenses, cell phones will be returned to a parent/guardian. Parents/guardians may collect confiscated cell

phones from the Discipline Office before or after school. Cell phones are not allowed in testing environment.

All questions and concerns pertaining to confiscated items should be directed to the Discipline Office.

School Buses

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. Activity buses are provided for students participating in after-school 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. The Transportation Department has adopted a seven (7) step procedure for discipline relating to infraction of the bus rules.

When students arrive at Chamblee Charter High School, they must stay on campus.

A note signed by the parent and an administrator is required before a student can ride another bus.

Section III - ATHLETIC and EXTRACURRICULAR ACTIVITIES

At Chamblee Charter High School, all "eligibility activities", including athletics, cheerleading, 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 the DeKalb County School System.

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. A Study Table Program is available to students to assist them in maintaining academic eligibility and the required grade point average. 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.

Before trying out, practicing for, or participating in any athletic activity, students should contact the appropriate coach or sponsor for specific information regarding eligibility, migratory status, study table, etc. 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

School attendance is required on the day of extracurricular activity or competition.

Section IV - GENERAL INFORMATION

Address and Phone Number Changes

If a student's phone number or address changes during the school year, the student or his/her parent(s) must notify the Registrar and the Attendance Office to update school records. In the event of an emergency, attendance, or disciplinary situations, it is very important that all address and phone information is accurate and current.

Assemblies

Assemblies are for special programs of interest to the student body. All students and staff are required to attend designated assemblies. Students are expected to behave appropriately at assemblies. 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 reflects directly on the school and on the DeKalb County School System. Inappropriate dress and unacceptable behavior will not be tolerated.

Textbooks

Textbooks are issued to each student by CCHS and are the property of the DeKalb County School System. Books that are lost, damaged, or stolen must be paid for by the student to whom they were assigned. Fees for lost or damaged books must be paid before report cards and/or certificates of promotion/diplomas are released. Students are responsible for:

1. Having their textbooks available for class work at all times.
2. Keeping the books in good condition.
3. Returning the books at the end of the semester or school year (depending upon the class) or at the time of withdrawal from CCHS.
4. Scantron 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.

Book Bags

Book bags may be used to carry books to and from school. However, once a student arrives at CCHS, all book bags and bags other than a standard CCHS bag must be stored in students' assigned lockers. Any bag other than the standard CCHS bag must be carried in the standard CCHS bag. Standard CCHS bags may be purchased in the Main Office.

Students will not be allowed to bring book bags, to include the standard CCHS bag, to school during the last week of school. All bags, with the exception of bags not exceeding $5\frac{1}{2}$ X $8\frac{1}{2}$ inches, will be confiscated at the door and secured during the school day. Students will be allowed to pick up their bag(s) at the end of the school day.

Checks

Checks will be accepted from students or parents through **mid-April** for payment of most fees and purchases. Checks must be imprinted with the account-holder's name, address (not a P.O. Box), and telephone number. Checks returned for insufficient funds in the account must be redeemed with cash or money order for the amount of the check plus a **\$20.00 NSF fee**. After **mid-April**, 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 only.

Emergency Procedures

Fire Drills: When the fire alarm sounds, everyone is to evacuate the building immediately following established evacuation procedure. Everyone is to step well away from the building. This applies to everyone in the building, without exception. Fire drills are held monthly.

Intruder Alerts: Intruder alerts are a means to assure student safety and secure the school. Teachers review procedures for intruder alerts or "lock downs" on a regular basis. All intruder alert drills are treated like the real thing. Therefore, no students, staff, parents, or visitors are permitted to leave their secured areas or to enter the building until the alert is cancelled.

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 Attendance Office prior to 3:00 p.m. Delivery of forgotten items will be made if student aides or parent volunteers are available.

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 or guardian.**
3. Parents bringing a forgotten lunch to students are requested to bring a "brown bag" lunch not a 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 conducted by CCHS personnel, students, or booster clubs must be approved in writing by the principal.

Hall Passes

Any student in the hall during class time must have a proper pass from his/her classroom teacher, an administrator or other resource personnel.

Leaving Campus

After arriving at CCHS, students are not to leave the campus for any reason, unless they have been properly checked out by their parent(s). When the school day ends or school is otherwise dismissed, and students leave campus, they are not to return to the campus. To assure building security and student safety, students may not "hang out" anywhere on the CCHS campus after the close of the school day. "Hanging out" after the school day is a violation of DCSS student discipline code #21, loitering. Students receive disciplinary referrals for loitering. Students engaged in after school activities are expected to stay with their coach or sponsor until transportation arrives to take them home. Students who ride an activity bus are expected to assemble in an orderly manner in the bus loading zone and wait for their bus to arrive.

Lockers

A locker is issued to each student at the beginning of each school year. 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.

Students must purchase an authorized Master® combination padlock from CCHS for their book lockers. **Students who are taking PE will need to purchase two locks.** 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.

Lost and Found

All items of clothing, purses, books, keys, calculators, and other valuables will be held in the CCHS Student/Teacher Support Office (by room 222). 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, with the Math Department Chair and the Main Office. Students are strongly encouraged to engrave their calculators in case of loss and to prevent theft.

Medical Situations

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. 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 Offense #5 - Alcohol/Drugs/Substances. Students who are required by a physician to keep inhalers with them at all times must have written documentation on file in the Attendance Office.

Motor Vehicles

A current and valid parking sticker, may be obtained for a fee of \$40.00* from a Campus Supervisor, for cars parked on the CCHS campus. Violations may result in a car being towed. *(This fee is subject to change.)

Students should park only in the space assigned to them. Students may not loiter in an automobile or around the parking lot. 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.

Student Drop-off/Pick-up

Student drop-off/pick-up is in the parking lot where the trailers are located. Parents driving student(s) to school or picking student(s) up from school should use this area.

Photo Identification Card

Every CCHS student must have an official photo identification card, as required by the DeKalb County Board of Education. The first ID card is free, but there may be a charge for replacement cards. Replacement ID cards may be purchased in the Student/Teacher Support Office. ID cards are used throughout the school and at

school activities for identification purposes. Students are expected to have their ID card on their person at all times.

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.

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.

Telephones

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 Main Office, 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 the Assistant Principal for Instruction 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 in the Main Office, 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

The Counseling Center at CCHS provides support services for the entire school community. Counselors serve on the Student Support Team (SST). They refer students, when appropriate, to other services in the DeKalb County School System such as special education, psychological services, social services, and homebound instruction.

CCHS counselors work with parents and students as they make decisions concerning educational and career goals. CCHS counselors assist students by conducting an annual conference with each student to assess his/her progress, to discuss the student's educational and career goals, and to plan a continuing program of study, which will meet graduation requirements.

College-Bound Students

The CCHS Counseling Center assists juniors and seniors with their college applications. Toward this end, the senior bulletin, **For Seniors Only**, is published by the Counseling Center and is distributed to every senior. The junior bulletin, **The Info Line**, is distributed to every junior and is posted in sophomore and freshman classrooms. These bulletins, which are sequentially numbered, compile vital information concerning college applications, as well as scholarship and grant opportunities. Parents should read and discuss these bulletins with their students. Additional copies of **For Seniors Only** and **The Info Line** are available in the Counseling Center. This information can be found on the CCHS website.

"Help" Programs

The CCHS Counseling Center also assists in providing programs such as the Mentoring Program and the Tutoring Program. Other "Help" programs available at or through CCHS include the Summer Georgia High School Graduation Test Program and a Summer SAT Seminar.

Schedule Changes

Class schedule changes during the semester will be made following an established priority basis. Appointments to see a counselor to make a class change must be made through the Counseling Center secretary, during non-class time.

Students may request schedule changes by the fifth (5th) day of the first semester and by the third (3rd) day of the second semester for the following reasons:

1. To make adjustments for failing grades or summer school work.
2. To correct clerical or administrative errors.

Students may request a change in the level of a course through the twenty-fifth (25th) day of a semester.

Meals (Breakfast/Lunch) Program

Breakfast is served daily from 7:00 a.m. until 8:00 a.m. for \$1.00. School lunches, which include one half-pint of milk, are available for \$1.75 each. Extra half-pints of milk are available for \$0.40 each. 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 establish a lunch account for their student(s) with a credit card or debit card by logging onto MyLunchMoney.com, personal and payment card information is protected by advanced Internet security. Once establishing the account, parents/guardians can add money and check balances. For more information, call the Food Service 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 Main Office or on the school website - www.dekalb.k12.ga.us/chambleehs/.

Lunch Procedures

Students are to go to their lockers prior to 4th period (lunch period). They are to get their lunch (if brought from home) and their books for their 4th period class at this time. Students are not allowed to go to their lockers during 4th period. Halls are to be clear when the five-minute tardy bell rings. Halls and lockers are off-limits during lunch periods because classes are in session.

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
- Seniors only are allowed in the senior courtyard. ID cards required.

- Juniors only are allowed in the junior courtyard. ID cards required.
- Media Center (with an appropriate pass) -- NO food or drinks allowed.
- Cafeteria entrance sidewalk (not in the parking lots or in cars) -- NO food or drinks allowed.

No student may be on the athletic field, in the stadium, or on the outdoor basketball and tennis courts across the street during lunch. No students are allowed in the gym lobby, the gym, or the PE locker rooms during a lunch period unless he or she is assigned to a PE class at that time. Students are not allowed in the halls during the lunch period. Students not in designated areas during lunch will be considered as skipping.

No food allowed in the hallways or classrooms.

MEDIA CENTER (Library)

The Chamblee Charter High School Media Center has one of the finest collections available to high school students. It offers a wide variety of both curricular and enrichment materials, including a balanced collection of approximately 19,000 books and access to over 250 periodicals and 41 newspapers. Additionally, there are five Internet terminals that provide the outside informational resources needed to meet the educational needs of CCHS students and teachers. CCHS students also have access to passwords provided by the Media Center staff so that they may do research on their home computer if it is connected to the Internet.

The Media Center is fully automated. Circulation is computer controlled. Books and student ID cards are scanned at the checkout desk. Computer terminals enable students to perform key word searches to develop a focused bibliography on their topic.

• Reference Materials/Services

The CCHS Media Center's extensive reference and magazine collection meets a multitude of research needs at all grade levels and in all academic areas. The Galileo direct on-line service offers full text magazine articles. Galileo also includes additional information resources offered by the state of Georgia. The Media Center offers a variety of CD-ROM programs including SIRS, Readers' Guide to Periodical Literature, Encyclopedia of World Biography, and Humanities and Science Indices.

• Hours and Usage Rules

The CCHS Media Center is open from 7:20 a.m. until 4:00 p.m., daily. For student convenience, the Media Center is open one day a week until 5:00 p.m. When using

the Media Center during the school day, students must present a passed signed by their teacher. Passes are not required to use the Media Center before or after school. Passes are required during the school day.

- **Check-Out Procedures/Fines**

Students must use their ID cards when checking out library materials. Books are checked out for two weeks and may be renewed if not on reserve. A fine of \$0.10 per school day is collected after a three-day grace period. Periodicals and reference books may be checked out overnight, but must be returned before first period the following morning. A fine of \$0.15 per class period will be collected for overdue reference materials. Charges for damaged books will depend upon the extent of the damage. The charge for lost books is the current replacement price plus a \$1.00 processing fee.

Students who visit inappropriate websites may lose media center and/or computer privileges or face other disciplinary actions.