

CHAPEL HILL HIGH SCHOOL

STUDENT–PARENT HANDBOOK 2023-2024



4899 CHAPEL HILL ROAD
DOUGLASVILLE, GEORGIA 30135

MAIN OFFICE PHONE - (770) 651-6200
WEBSITE - <https://chhs.dcssga.org/>

Ms. Nicole Watson - Principal
Mr. Rodney Latham -Assistant Principal
Mrs. Leslie Austin – Assistant Principal
Ms. Tina Sherer - Assistant Principal
Ms. Michal Sims - Assistant Principal

REMEMBER, you, the student, have agreed to abide by the conditions established for Internet access and have signed an agreement to that effect. You are responsible for your conduct. Furthermore, by signing the use agreement, you acknowledge that any action on your part deemed inappropriate by school officials may result in disciplinary action

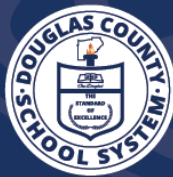
Mission

We will SERVE our community with excellence by...

- Helping our students reach their potential as we prepare them for college and career in a safe and supportive environment
- Recruiting, cultivating and retaining the best teachers, staff and administrators
- Providing a challenging curriculum and relevant learning opportunities
- Providing the highest quality instructional resources and tools
- Fostering a culture of continuous improvement

Vision

Our VISION is to build a community of lifelong learners who become responsible individuals, independent thinkers and productive citizens in a global society.



DOUGLAS COUNTY SCHOOL SYSTEM

11490 Veterans Memorial Hwy., Douglasville, GA 30134

770.651.2000 | DCSSGA.org

The Standard of Excellence

Beliefs

We BELIEVE that we must...

- Understand how children and adults learn and continue learning
- Build communities of lifelong learners
- Cultivate the leadership potential of every employee, student and parent in our school system
- Be creative, energetic visionaries who respond quickly to diverse and evolving issues
- Meet the diverse needs of all stakeholders (students, parents, employees and community)
- Maintain efficient and effective administrative processes for instruction, operations, human resources and sound fiscal management

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CHAPEL HILL

Mission Statement

The mission of Chapel Hill High School is to serve our community by engaging and empowering our students to be responsible and successful global citizens through educational excellence.

Vision Statement

Chapel Hill High School will prepare every Panther to pursue a positive purpose.



Chapel Hill High School
Where Every Panther Is Prepared to Pursue a
Positive Purpose!

#EveryPantherPrepared

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CHAPEL HILL HIGH SCHOOL

2022-2023

"Every Panther Prepared"

Mission

The mission of Chapel Hill High School is to serve our community by empowering our students to be respectful and successful global citizens through educational excellence.

Vision

Chapel Hill High School will prepare every Panther to pursue a positive purpose.

Brief History

Chapel Hill High School was established as the fourth high school in Douglas County. The school opened in 1999 and has earned a strong reputation for both academics and athletics. The school is currently competing in Region 5AAAAA for sports and activities.



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WELCOME TO CHHS

MESSAGE FROM OUR PRINCIPAL

It is with great pleasure and pride that I welcome you to Chapel Hill High School as the 2023-2024 school year marks our 25th year of service to students and to our community. Over the past twenty-one years, Chapel Hill High School and our learning community have worked extremely hard to build a rich tradition of excellence and pride. We have high expectations of all those who walk through our doors and look to you to not only continue the traditions established here at Chapel Hill but also to establish your own tradition of excellence that surpasses any we have seen to date.

Chapel Hill High School is an institution of service where we will strive each and every day to provide our students with the knowledge, skills, and encouragement necessary to ensure success. Students, the goals of your teachers, your parents, and those in your community can only be realized with a personal commitment from each of you to embrace your educational opportunities and be diligent in your responsibilities at CHHS. I challenge you to excel in your endeavors and to “Pay It Forward” at Chapel Hill High School, for true reward is more often given than received.

I am honored to serve as your principal and excited as we begin a new school year. Please know that the Chapel Hill High School community stands ready to assist you in any way possible to ensure your success. On behalf of the faculty and staff, please allow me to welcome you to Chapel Hill High School and to what I hope is the most rewarding year you have ever experienced.

Go Panthers!

Nicole Watson

Principal

Every Panther Prepared!

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CONTACT INFORMATION

MAIN OFFICE	770-651-6200
MAIN OFFICE FAX	770-947-7512
ATTENDANCE OFFICE	770-651-6224/6226
ATTENDANCE FAX	770-947-7516
RECORDS	770-651-6222
RECORDS FAX	770-947-7516
SOCIAL WORKER	770-651-6299
COLLEGE/CAREER CENTER	770-651-6230
TEACHER/STAFF EMAIL	<i>FirstName.LastName@dcssga.org</i>
SCHOOL WEBSITE	https://chhs.dcssga.org/
TRANSPORTATION	770-651-2400

The delivery of food items, flowers, balloons, and other items to the school is not permitted. Deliveries are a distraction to learning, and in some cases (food items, for example) violate federal and state regulations.

INFINITE CAMPUS PARENT PORTAL

We are inviting you, as parents/guardians, to join the Douglas County School System's Parent Portal program. This program is an integral part of our student information system. By joining this program, you will have instant, online access to your child's assignments and attendance. You will also have access to grading data for each class in which your child is enrolled, with assignments updated on a regular basis.

Please go to <https://dcssga.org/> – click on “Resources” tab - click on “Parents” – click on “Infinite Campus Parent Portal”. Follow instructions to receive your activation key. You will need your student's 6 digit ID#; Social Security# and birthdate.

AN OPEN INVITATION TO PARENTS & FAMILIES

The faculty and administration of Chapel Hill welcomes and encourages parents and families to be involved in and engaged with their students' academics and activities at school. Please feel free to contact us any time you have a question or you would like to learn more about Chapel Hill. Your continued involvement and support of your child will create the very best conditions for his or her continued success.

Two-way communication between home and school is essential in helping all students learn. Teachers can easily be reached by e-mail or voice mail and will return your call or e-mail promptly. Our administration welcomes your feedback, comments, questions, or concerns. If you want to schedule a conference with all of your student's teachers, contact your student's counselor.

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CHHS HOUSE RULES

- Always be on time and prepared to learn. (Tardy to class = Detention)
- Passes will not be issued during the first 15 minutes or last 15 minutes of class.
- Hats, hoods, bandanas, and/or head garments of any kind are not to be worn in the school building.
- Electronic devices are prohibited in all classrooms, the media center, and theater. ALL electronic devices must remain out of sight or they will be confiscated.
- Help keep our high school clean by picking up around your area and throwing trash away.
- School ID Badges are mandatory and students should have them daily.

GENERAL INFORMATION

ARRIVAL TO SCHOOL

High school begins at 8:20 a.m. and dismissal is 3:10 p.m. Students arriving at school prior to 8:05 a.m. **must** remain in the cafeteria for car riders or the main gym for bus riders unless they are involved in a supervised school activity and have a pass. The Media Center will be open at 8:05 a.m. for those students who are working on a project or an assignment. Students will have from 8:05-8:20 a.m. to report to the first class of the day.

STUDENT PICK UP / DROP OFF AND BUS LOADING AREAS

There are specific areas for bus and car rider students to load and unload. For student safety, there can be no exceptions to rules regulating these areas.

BUS LOADING AREA. The bus pick-up area is in the **front of the school**. **Between the hours of 7:15 – 8:30 a.m. and 2:45 – 4:00 p.m., the driveway in the front of the school is OFF limits to car traffic.** Cars parked or traveling in this area are subject to ticketing by the local law enforcement. Students who drive in this area are also subject to revocation of their parking permit.

CAR LOADING AREA. The car drop off area is in the **rear of the school** along the covered walkway. Please do not enter the parking lot to drop off or pick up students. While in the loading area, do not park and get out of your car. This process creates traffic flow problems. **Please do NOT stop at the G building to let your student off and/or turn around in that area.** This process causes traffic problems as well. Please note that these areas of the campus are the only available areas for drop off or pick up of students between 7:45 – 8:30 a.m. and 2:45 – 4:00 p.m.

STUDENT PICK UP AFTER EVENTS. When picking up students after practices, games, concerts, or other activities please do so in the area nearest that event. For example, pick up in front of the gym or band room for athletics or band, or in front of the theater for concerts and theatrical productions.

ALL STUDENTS MUST BE OFF CAMPUS WITHIN 30 MINUTES OF THE CONCLUSION OF AN ACTIVITY.

FAILURE TO COMPLY MAY RESULT IN SUSPENSION OF ABILITY TO ATTEND ANY SUBSEQUENT ACTIVITIES.

STUDENT ACTIVITIES

Students are encouraged to participate in school activities. The variety of activities offered provides opportunities for all students to learn new skills, learn to participate in team activities, build self-confidence, and enjoy the full high school experience. Postsecondary institutions and employers prefer students who participate in school activities because they know that these students are more likely to possess a broader range of skills and interests than students who only attend classes.

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Participation in co-curricular and extra-curricular activities is a PRIVILEGE. Students must maintain satisfactory grades, attendance and behavior to remain eligible to participate.

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CHHS CLUBS AND ORGANIZATIONS

National Art Honor Society:

Purpose: To recognize those students who have shown outstanding ability in art. All students must have completed at least one art class and must maintain an A average in all art courses.

Activities: Field trip to High Museum, visit to senior center and homebound students, art festival.

Key Club:

Purpose: A coeducational service organization for high schools students sponsored by the Kiwanis Club.

Activities: Coat & Clothing drive, Dress for Success Boutique, Special Olympics, Relay for Life, and work with Kiwanis Club.

National Honor Society:

Purpose: To create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Chapel Hill and the surrounding community.

Activities: Campus beautification, canned food drive, nursing home visits, tutoring services, teacher appreciation.

BETA Club:

Purpose: To promote the ideals of character, service and leadership to reward achievement, and to assist students in continuing their education after high school.

Activities: Food drive, school supply drive, Special Olympics, volunteering at elementary schools.

Peer Mediation:

Purpose: Peer mediation is a method by which students help other students resolve disputes and conflicts before they develop into more serious problems. It encourages communication and cooperation. Peer mediators serve as a neutral third party to help others work together toward resolving their conflicts. Peer mediators also serve as school ambassadors and host activities that facilitate community and friendship.

Activities: Conflict resolution, serve as student ambassadors, host new student orientation.

HOSA:

Purpose: To promote career opportunities in the healthcare industry and to enhance the delivery of quality health care to all people.

Activities: Fall Leadership, Region and State competitions, American Red Cross blood drive, Special Olympics, Relay for Life.

FBLA:

Purpose: A non-profit organization committed to preparing today's students for success in business leadership by bringing together business and education in a positive working relationship through innovative leadership and career development programs.

Activities: Fall motivational rally, Fall Leadership, Region and State competitions, Chick-fil-A business tour, World of Coke tour, various community service projects and fundraisers.

Project Manhood:

Purpose: To provide a mentoring program for our young male students.

Activities: Community service, Big Brother Programs, contributing to community projects.

FCCLA Club:

Purpose: Development through family and consumer sciences education, focusing on the multiple roles of family members, wage earners, and community leaders. Members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and vocational preparation.

Activities: Volunteer at Holly Springs Elementary, March of Dimes, Festival of Trees, Prom Promise, STAR events competition, community service projects.

French National Honor Society:

Purpose: To recognize and promote the study of French.

Activities: Visits to museums, restaurants, and conversation groups, Homecoming.

Spanish National Honor Society:

Purpose: To recognize and promote the study of Spanish.

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Activities: visits to museums, restaurants, conversation groups, and homecoming.

Fellowship of Christian Athletes:

Purpose: To see the world impacted for Jesus Christ through the influence of student athletes.

Activities: Meetings will take place before school at 7:40 on Thursdays in the theater.

Panther Readers Club:

Purpose: To promote reading by having students from different schools compete to test their ability.

Activity: Meetings, monthly book club discussions, participate in the annual Kathy Brock Reading Bowl.

Student Government Association:

Purpose: To develop leadership skills, the awareness of the need for service to others, and to positively impact the school culture.

Activities: Organize Homecoming, pep rallies and other schoolwide activities, class officer elections.

DECA Club:

Purpose: A co-curricular student-centered educational organization and professional organization for students enrolled in marketing and business courses. Activities are designed to reinforce competencies taught in these courses.

Activities: Fall Leadership, Region and State Competitions, Hawks night, Time of Giving Campaign, Homecoming.

Skills USA:

Purpose: To provide students with opportunities to learn and practice leadership and employability skills.

Activities: Fall Leadership conference, Region and State competitions, homecoming.

International Club:

Purpose: To gather and share, teach and learn about different cultures of the world. To understand the differences in our cultures and those we study.

Activities: monthly meetings, projects, games, honor society gatherings.

PANTHER SPORTS

Athletic Director - Mr. Latham - 770-651-6210 Please check <https://chhs.dcssga.org/> for information.

	Sport	Head Coach	Contact
Fall	Cheer - Football Competition Cheer Cross Country Football Softball Volleyball	Alyssa Handley Alyssa Handley Chris Wilson Brad Stephens Kellie Gray Lee Spoor	770-651-6309 770-651-6324 770-651-6265 770-651-6267 770-651-6200 770-651-6366
Winter	Basketball - Girls Basketball - Boys Cheer - Basketball Wrestling Swimming	Lauren Revesz Mike Artis Jasmine Ellis Cheyenne Maske Courtney Busby	770-651-6200 770-651-6276 770-651-6200 770-651-6200 770-651-6200
Spring	Baseball Golf - Girls Soccer - Girls Tennis - Girls Track - Girls Golf - Boys Tennis - Boys	Thomas Watson Steve Boyd Shatyriah Crawford Carrie Gable Jasmin Ellis Corey Jones	770-651-6200 770-651-6276 770-651-6200 770-651-6240 770-651-6265 770-651-6200 770-651-6200

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	Track- Boys Soccer - Boys	Chris Wilson Matt Leach	770-651-6200 770-651-6294
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MENTORS MAKE A DIFFERENCE

Mentoring a student can make a difference. Chapel Hill High School has a successful mentoring program. For more information go to: <https://dcssga.org/resources/community>.

LOST AND FOUND ARTICLES

Lost and found articles should be reported/taken to the Attendance Office. The school cannot assume responsibility for any personal loss. If an item is stolen, please report the theft to the office. If an item is stolen, however, that is not permitted in school, that theft will not be investigated by the administration.

TELEPHONES

Students are not permitted to use their personal cell phones during instructional time. However, students may use the school phones in our administrative offices, upon request.

POLICIES AND PROCEDURES

Please see the Douglas County Board of Education Website under policies—section J.

https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=4058

NOTE: ENCLOSED POLICIES IN THIS MANUAL ARE:

- High School Attendance Policy
- Dress Code Policy
- Drug Screening Policy

CHHS TARDY POLICIES

TARDIES TO SCHOOL

- A student is considered tardy to 1st period after 8:20am. After the 8:20 bell, students must obtain a tardy pass to their first period class from the Attendance Office.
- CHHS will utilize Student Conductor software to monitor tardy students and parent/guardians will receive email notifications when students are tardy to school.
- **In order for a tardy to be excused, an excuse note must be submitted upon check-in on the day of the tardy.**
- 6 unexcused tardies to school may result in Saturday Work Detention. 10 unexcused tardies to school may result in ISS and/or loss of parking. 15 unexcused tardies to school may result in ISS or OSS and loss of parking.

TARDIES TO CLASS

Each tardy to each class will result in one detention. The student must serve detention before or after school, Monday through Friday. If they fail to serve detention, additional punishment will take place. If a student is more than 20 minutes late to class the student is counted absent for the class. **Unexcused tardies directly affect grades. Any work missed cannot be made up.**

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SATURDAY WORK DETENTION, DETENTION & IN SCHOOL SUSPENSION

Detention can be served before or after school Tuesday - Thursday in room E222 with Mrs. Tolbert. Transportation must be provided by parents/guardians. Students may be picked up near the Main Entrance to the school. Students have 1 week (ex. Mon-Mon) to serve an assigned detention and can select am or pm detention to serve.

AM Detention - 7:30 am and ends at 8:05 am. **No entry after 7:30 am.**

PM Detention - 3:10 pm and ends at 3:45 pm. **No entry after 3:30 pm.**

*Failure to serve an assigned detention may result in placement in In School Suspension (ISS).

SIGNING OUT OF SCHOOL

Students who need to check out of school prior to dismissal must present their reason to the Attendance Office in writing before the beginning of school. **Notes must include a phone number where a parent may be contacted during the morning.** Check-outs via email or phone may not be accommodated. Student drivers must get approval from the Attendance Office before check out dismissal.

EXCUSED CHECK-OUTS

- Doctor/Dentist appointments with note.
- Illness verified by parents through the attendance clerk.
- Court appearance with subpoena.
- Death in the family.

HIGH SCHOOL ATTENDANCE POLICY

In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Good attendance habits positively impact the learning process and carry over into the world of work. While teachers and administrators are charged with the responsibility of providing worthwhile daily activities for students, the student and their parents must assume responsibility for being punctual and demonstrating regular attendance. It is the position of the Douglas County Board of Education that every day at school is important and that no student ever be absent except for extraordinary reasons. To emphasize the importance of good attendance, and to provide consistency throughout the school system, the following guidelines will be used.

DCSS BOARD POLICY

ATTENDANCE RULES

In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Good attendance habits positively impact the learning process and carry over into the world of work. While teachers and administrators are charged with the responsibility of providing worthwhile daily activities for students, the student and their parents must assume responsibility for being punctual and regular in attendance. It is the position of the Douglas County Board of Education that every day at school is important and that no student ever be absent except for extraordinary reasons. To emphasize the importance of good attendance, and to provide consistency throughout the school system, the following guidelines will be used.

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ATTENDANCE RULES

1. Absences will be classified as excused or unexcused.

Excused absences are those due to emergencies such as:

- A. Personal illness or attendance in school endangers a student's health or the health of others.
 - B. A serious illness or death in a student's immediate family necessitating absence from school
 - C. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
 - D. Observing religious holidays, necessitating absence from school.
 - E. Conditions rendering attendance impossible or hazardous to student health or safety.
 - F. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parents or legal guardians deployment or during such parents or legal guardian leave.
 - G. Any other reason approved by the Georgia State Board of Education.
- Students shall be counted present when they are serving as pages of Georgia General Assembly.
Unexcused absences are all failures to attend school other than those specifically excused by the administration.

2. Absences and tardies will be recorded in each class. Absences and tardies from school will be recorded on the student permanent record. A student must be present at school for at least one-half of the required instructional time to be counted present for the day.

3. A high school student must be enrolled in each course a minimum of 130 clock hours per semester (including days transferred from other schools) to receive Carnegie unit credit for the course. A student must be present every day except those determined to be excused absences. A clock hour is defined as 60 minutes of instructional time.

4. If a student is absent from school, the student must bring a note with the signature of a parent, doctor, dentist, judge, etc. stating the date and reason for absence. **This written excuse must be presented to the appropriate teacher(s) within three (3) school days of the student's return to school from the absence.** This is the responsibility of the student. The principal will resolve any question in determining whether an absence is excused or unexcused.

All work missed due to an excused absence must be made up by the student within a reasonable time, or receive zeros in work missed. It is the student's responsibility to make arrangements with the teacher for make-up work.

In order to participate in an extracurricular or after school activity, a student must be in attendance on the school day of the activity.

Unexcused absences may result in no credit for work missed.

A student who misses one-half or more of a class period (unexcused) will be counted absent for that class.

For each absence beyond ten (10), students must bring an excuse from a doctor, dentist, health center, court, etc. for the absence(s) to be excused.

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5. Individual teachers (in grading policies) or schools will provide incentives for good attendance.

6. Any parent, guardian, or other person having control or charge of any child or children between the ages of six and sixteen shall send such child or children to school. On the sixth unexcused absence a violation of this code (O.C.G.A. 20-2-690.1) will result in said person being guilty of a misdemeanor. Upon conviction thereof, shall be subject to a fine of not less than \$25.00 nor greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties.

Two reasonable attempts to notify the parent/guardian will be made by the school on the fifth unexcused absence. If no response is achieved the school shall send a notice by certified mail, return receipt requested. Each days absence from school after notification on the fifth unexcused absence shall constitute a separate offense.

7. Student parking at Douglas County School System high schools is a privilege provided for high school students who purchase a parking decal. High school administrators may suspend a student's parking privilege for the remainder of the semester for leaving campus without authorization, for truancy, or for having six unexcused tardies to school. The suspension of parking privileges will extend for at least forty-five (45) days. If a semester has less than forty-five (45) days remaining when the suspension occurs, the balance will be served at the beginning of the next semester or school year. There will be no refund for the cost of the parking permit. At the conclusion of the suspension of parking privileges, the student may reapply and purchase a parking decal if parking space is available.

Douglas County School System

Last Issued Date: 6/15/2015

Original Issued Date: 5/20/1996

Douglas County School System Guidelines for Addressing Absenteeism

Absences will be followed up by school personnel in the following order:

When a student is absent:

- The Attendance Office or teacher will check for a parent excuse.
- The student or parent will give all excuses to the Attendance Clerk upon the student's return to school.
- Teacher(s) will assign makeup work and set a reasonable timeline for return of work.

After five unexcused absences:

- The School will make two attempts to contact the parent by phone/and or email. In addition, the Excessive Unexcused Absences letter #1 will be mailed or emailed to inform the parents of the student's unexcused absences.
- However, if the student is in school, the student may be called in the office during these attempts and a "conference of record" will occur. This conference can replace mailing notice if the parent is reached by phone or is present. A copy of the student's attendance report and the Excessive Unexcused Absences letter#1 will be given to the student to take home to assist the parent in correcting the record. (The conference of record will be recorded on a copy of the same attendance report and any notes of discussion with the parent/student. Also include signatures of all parties present.)

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- If these steps fail to contact the parent then Mail - return receipt the Excessive Unexcused Absences letter #1 and the attendance report.

Upon the seventh unexcused absences:

- The School will ensure that the unexcused absences are verified.
- The School will send Excessive Unexcused Absences letter #2 via first class mail or email to inform the parents of the student's unexcused absences. A copy of the current Douglas County Attendance Policy will be sent with the letter as well.
- However, if the student is in school, the student will be called in the office during these attempts and a "conference of record" will occur. This conference can replace mailing notice if the parent is reached by phone or is present. A copy of the student's attendance report and the Excessive Unexcused Absences letter#2 will be given to the student to take home to assist the parent in correcting the record. (The conference of record will be recorded on a copy of the same attendance report and any notes of discussion with the parent/student. Also include signatures of all parties present.)
- The Student/Parent will be referred to the School Social Worker. Copies of the completed checklist [JBD-E(1)] and all letters shall be submitted with the referral.
- For Students under 16 years of age, the school will develop an intervention plan that requires a parent/guardian agreement to interventions which specifically address the attendance problem. If the intervention plan is not successful the School Social Worker will refer the student/parent to the Truancy Task Force and complete required documentation.
- Students found to be off roll for more than 10 unexcused days will also be referred to the Truancy Task Force.

School days missed as a result of an out-of-school suspension shall not count as unexcused days for the purpose of determining student truancy. **Last Revised: 7/1/2015**

ENROLLMENT REQUIREMENTS FOR DRIVERS LICENSE

A Certificate of Enrollment must be filled out by a school official and presented to the Department of Public Safety within 30 days for a student to obtain his/her license. The charge for this service is \$2.00. Students may request their certificate in the CHHS Attendance Office.

- Governor Nathan Deal signed SB 100 (<http://www.legis.ga.gov/Legislation/20152016/154057.pdf>) into law on April 16, 2015. SB 100 makes significant changes to the Teenage and Adult Driver Responsibility Act (TAADRA) by eliminating the requirement for schools to submit noncompliance data for students with excessive unexcused absences and certain discipline infractions.
- Effective July 1, 2015, schools will simply have to certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit. A new **Certificate of Enrollment** form will be available for schools to certify that a student is eligible for a driver's license or learner's permit. The new **Certificate of Enrollment** form will replace the **Certificate of Attendance** and the **Certificate of Eligibility for Restoration of Driving Privileges** form that schools previously used. The new **Certificate of Enrollment** form developed by the Georgia Department of Driver Services is posted on the [GaDOE website](#).

HIGH SCHOOL DRESS CODE POLICIES

***CHHS Additions to the Dress Code are in bold and marked with an asterisk (*).**

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HIGH SCHOOL DRESS CODE

Descriptor Code: JCDB-R(1)_

The Douglas County School District dress code requires students to dress "in a manner that is conducive to a good learning environment."

In the selection of school dress, parents and students should exercise good taste and good judgment. Many "fads" in dress are not appropriate for school. Therefore, student dress should reflect neatness, cleanliness and should not distract or cause disruption in the educational process of school.

The school administration reserves the right to determine if a student's dress and personal appearance are too casual, too revealing, or too distracting from the learning environment to be considered appropriate for school. The health and safety of all students will be taken into consideration when making decisions regarding appropriate/inappropriate attire.

APPROVED FOR SCHOOL WEAR:

Pants

Pants that are size appropriate and worn at the waist.

Shorts

Shorts that are size and length appropriate and worn at the waist. ***Length of shorts must be within three inches of the knee.**

Skirts and dresses

Skirts must be size and length appropriate and worn at the waistline. ***Length of skirts and dresses must be within three inches of the knee regardless of what is worn underneath.**

Shirts and blouses

Long or short sleeved, dress shirt, T-shirt, polo type shirt, sweaters and sweatshirts which are size appropriate. Shirts must be below the belt line; for males shirts may be required to be tucked into the pants.

Shoes

All students must wear appropriate shoes at all times

Undergarments

Appropriate undergarments must be worn at all times. Undergarments of any type must not be exposed.

Accessories

Belts are optional and, if worn, are to be proper length. *** Students who fail to wear pants at the waist may be required to wear a belt.**

NOT APPROVED FOR SCHOOL WEAR:

- Pants with holes above the knee without something underneath.
- See-through clothing;
- Sleeveless shirts, , tube and halter tops, tank tops and spaghetti straps;
- Deep-scooped necklines;
- Clothing that shows the bare midriff, bare back or the bare shoulders;
- Rubber and/or metal cleats, bare feet.
- Pajamas, bedroom shoes, or other sleepwear;
- Articles of clothing which advertise or display the symbols of drugs, tobacco products or alcoholic beverages;
- Clothing which displays or implies profane, vulgar, obscene or racially offensive language, symbols or sexual innuendo;

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- Emblems, insignias, writing, graphics, pictures, badges, tattoos or other symbols where the effect thereof is to unreasonably attract the attention or cause disruption of a class or disruption or interference with the operation of the school;
- Hats, sunglasses and caps, visors, skull caps, do rags, and bandanas etc. (All hats and caps shall be properly stored during the school day).
- Hoods of any type must not be pulled up on head.
- Chains hanging from wallets or clothing; dog collars or electronic belt buckles.
- Display or wearing of any gang articles, paraphernalia or clothing that can be construed as being gang related (e.g., bandanas, sweat bands, head rags, T-shirts, jerseys, jackets, etc.);
- Jewelry that is offensive; distracts or is studded or pointed, including “grills” and heavy chains;
- Any hairstyle or coloring and body piercings which cause a distraction or disturbance to the learning environment;
- Clothing worn in a manner inconsistent with the intended design (ex.: exposure of clothing designed and sold as undergarments, rolled up pants legs, bandanas used as belts, etc.).
- Shoes with any type of wheels or other rolling apparatus.

Exceptions:

- Uniforms for school related activities are acceptable if approved by school administrators. Female cheerleaders must wear warm-ups under cheerleading uniforms except during games and pep rallies.
- School administrators may alter the dress code for special occasions or extracurricular activities.
- Parents of students who require an exemption from the dress code for religious, cultural, or short-term medical reasons may make an application to the principal.

Consequences for failure to comply:

The administration will determine consequences. These may include dress modification, parent notification, counseling or In School Suspension. Refusal to comply with the dress code, repeated offenses, or violations of severe nature may result in a higher degree of discipline.

The Student Handbook shall serve as first notice of Dress Code Policy. The school administration may require more restrictive requirements in their local school dress code, with reasonable notification.

STUDENT IDENTIFICATION BADGES

Each CHHS student will be issued an ID badge free of charge at the beginning of the school year. **Students are required to have their ID badge with them at all times.** There will be a small fee for replacement badges.

Student ID badges identify students for security purposes, to access doors during the school day, meal access, and administrative purposes. Students who fail to carry their ID badge may face discipline consequences.

DRUG SCREENING POLICY

**Administrative Regulation Descriptor Code: JCDAC-R(1)
Student Drug Use**

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DRUG SCREENING PROCEDURES

I. Definitions

- A. Chain of Custody refers to the procedures for maintaining control and accountability from initial collection to final disposition for all such materials or substances and providing for accountability at each stage in handling, testing, and storing specimens and reporting test results.
- B. Drugs shall mean any substance screened for under this policy can include, without limitations, amphetamines, methamphetamines, barbiturates, cocaine, marijuana, opiates, steroids, hallucinogens, alcohol or ethanol.
- C. Specimen means a urine, swab, or any other sample of the human body collected from a student in accordance with the procedures designated by the testing laboratory.
- D. Participating Student is any student enrolled in the Douglas County School System who participates in or applies for participation in any interscholastic athletic activity, any interscholastic extracurricular activity or any student who applies for a parking permit and intends on parking a vehicle on any Douglas County school grounds.
- E. Initial Drug Test refers to a drug screening that is required for all student athletes before they may participate on a particular athletic team.
- F. Privileged Activity encompasses all High School Interscholastic sports, extracurricular activities and parking privileges, including Homecoming, dances, proms, etc.
- G. Positive or Non-negative means the specimen collected indicates the presence of drugs as defined above, or the specimen indicates the presence of drugs as defined above cannot be clinically ruled out using generally accepted testing criteria.

II. Drug Testing Procedures

- A. Testing: The system shall select a certified drug testing laboratory to assist with implementing its drug testing program.
- B. Chain of Custody: The system shall utilize strict "chain of custody" procedures as established by the drug testing laboratory conducting the testing process.
- C. Consent and Cost: Each participating student and his or her parents are required to sign a written consent form for drug testing prior to being allowed to participate in any interscholastic athletic activity, any interscholastic extracurricular activity or to apply for a parking permit and intends on parking a vehicle on school grounds in the Douglas County School System. The cost of any of the initial drug testing if required will be paid for by the participant. Any random testing done throughout the course of the school year will be paid for by the school system. Should a student test positive or non-negative for drug abuse, the cost of the mandatory follow up drug test will be paid by the parent.
- D. Medication: Participating students who are currently or have been taking prescription or nonprescription medication must disclose that fact at the time of drug testing and upon request, provide verification. Verification could consist of a copy of the prescription with the physician's written authorization, an original prescription bottle on which the label indicates the physician's authorization or a nonprescription bottle containing the label of contents or other information requested by the Principal or Designee.
- E. Initial Testing: Participating students in athletics can be required to submit to and pass an initial drug test before being allowed to participate in any interscholastic athletic activity. The initial drug test will be administered on a day determined by the Athletic Director in coordination with the laboratory conducting the test. The student/parent can be responsible for paying for the initial exam each season of participation. The student may participate during the time between the initial test and the time the results are submitted to the school. Students participating in extracurricular activities, excluding athletics, will be subject to a random test between the first and last days of practice and competitions during the year.
- F. Random Selection Process: Drug testing of participating students shall occur at various times throughout the year as determined by the Principal, Athletic Director, Drug Testing Coordinator, and the lab conducting the drug test. Individuals will be selected at random using a numerical selection process whereby each participating student's name and identity remain unknown until the random selections are completed.

The random selection process will be coordinated by the Drug Testing Coordinator (hereafter referred to as "Coordinator") to be appointed by the Principal if other than the Principal.

- G. Specimen Collection Procedures: Procedures for the collection, testing, and result verification of specimens will be developed by the testing facility in conjunction with appropriate school officials as designated by the Superintendent.

A copy of the collection procedures will be distributed to all students involved in the testing process.

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H. Drug Testing Coordinator: The Coordinator will receive all reports of positive or non-negative drug test results. The Coordinator shall contact the participating student whose test resulted in a positive or non-negative drug test report and that participating student's parent(s) to afford them the opportunity to confidentially discuss the test result and any available options for treatment and/or counseling available or known to the high school.

III. General Prohibitions and Penalties

A. Standard of Conduct for Participating Students: The use or possession of a drug, as defined herein, by a participating student creates an unhealthy learning environment and is both dangerous and detrimental to a student's ability to participate in any interscholastic athletics, any interscholastic extracurricular activity or to operate a vehicle on any school ground and is hereby prohibited.

B. Penalties: Any participating student whose drug test administered pursuant to this policy renders a positive or non-negative test result as indicated by the testing laboratory or who otherwise violates this policy shall be subject to the following consequences: (Note: All drug test screening results are cumulative for the student's high school career).

C. Refusal to Test: A student's refusal to test or to produce a sample within a reasonable amount of time will be treated the same as a positive test result and will be counted in the cumulative number of positive test results. No student testing positive or non-negative, or refusing to test will be penalized academically. Testing results will not be released to criminal or juvenile authorities unless required by state or federal laws.

D. If the principal chooses, the principal may ask the school resource officer to search the personal belongings, locker and/or car of a student who has a positive or non-negative drug test or refuses to test or cannot produce a sample within a reasonable amount of time. If during the search drugs or drug paraphernalia are found, then the student is subject to arrest.

Penalty for First Positive or Non-negative Drug Test Result:

* For all offenses – Information will be available for student/parent counseling.

1. In Athletics: The participating student will be suspended from participating in interscholastic athletic competitions and practices for 20 school days. If not in season, it will be the next sport the student participates in after making the team. Before returning to interscholastic athletic competition the participant must submit to another drug test paid for by the participant. Any positive or non-negative results at the time of the follow up test will be considered the participants Second Positive or Non-negative Drug Test Result.

2. Extracurricular Activities Not Including Athletics: The participant will be suspended from participating in competitions, practices, meetings, or performances for 20 school days. Before returning to interscholastic competition the participant must submit to another drug test paid for by the participant. Any positive or non-negative results at the time of the follow up test will be considered the participants Second Positive or Non-negative Drug Test Result.

3. Parking on Campus: The student will not be allowed to drive or park a vehicle on campus for 20 school days. Before being allowed to park on campus the student must submit to another drug test paid for by the student. Any positive or non-negative results at the time of the follow up test will be considered the participants Second Positive or Non-negative Drug Test Result.

Penalty for Second Positive or Non-negative Drug Test Result: The participating student will be suspended from participating in all interscholastic athletic activities (practices and competitions), any interscholastic extracurricular activity (practices, competitions or performances) or parking a vehicle on school grounds for one calendar year. Any student applying for a parking permit who has had a second positive or non-negative drug screening test may not obtain a parking permit until the one year suspension has been completed.

Penalty for Third Positive or Non-negative Drug Test Result: The participating student will be permanently suspended from interscholastic athletics, any interscholastic extracurricular activity or from parking his or her vehicle on any Douglas County School System grounds.

Code of Conduct: This procedure is intended to supplement the existing policies of the Douglas County School System. All students are governed by the Douglas County School System's Code of Conduct and are subject to regular discipline procedures if violations are detected through means other than random drug testing procedures.

IV. Appeal:

A participating student who tested positive or non-negative and whose test results have been forwarded by the testing laboratory to the Coordinator for the imposition of action provided herein may appeal such a decision to the school

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principal whose decision shall be final and not subject to further administrative appeal.

* The student will be required to submit to a drug test on the next random test day, and the results must be determined to meet the requirements of the policy and procedures before the student will be allowed to participate or gain parking privileges.

Note: All positive or non-negative drug tests are cumulative over a student's high school career and are also cumulative toward the suspension of practice, competitions, performances, and parking, regardless of what activity in which the student is involved during the time of the positive result.

Douglas County Schools Date Issued: 5/15/2006

Last Revised: 6/6/2011

MATERIALS REVIEW

Textbooks and supplementary materials are available for review by contacting the principal's office.

CURRICULUM AND INSTRUCTION INFORMATION

Students and parents can get information about curriculum, instruction, advisement, or scheduling by contacting the principal, the assistant principals for instruction, the counselors, or the classroom teacher. Graduation requirements are very exact, so never hesitate to ask if you have questions. Refer to the course offering book/school website and for further course description, contact course department heads.

DCSS GRADING POLICY

Grades

All grades taken on assignments, tests, and/or projects shall be recorded in the *Student Information System* (electronic grade book).

Grading Scale

Grades shall be calculated on assignments, tests, and/or projects in the following method:

A	=	90 to 100
B	=	80 to 89
C	=	71 to 79
D	=	70
F	=	Below 70

Weight of Grades

All grades can be categorized into two groups, summative and formative. All grades should be academic and relevant to the course. Extra credit work should be academic. The following defines the differences between these two groups:

Summative Grades

- Summative grades will comprise approximately 50% of the 36 week average in all high school credit courses*
- Summative categories or grades could include but are not limited to: Examinations/Tests, Projects, Labs, Term Papers, Compositions, Benchmarks, Common District Assessments, Quizzes, midterms, and other similar assignments

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Formative Grades

- Formative grades will comprise approximately 30% of the 18 week average in all high school credit courses*
- Formative grades could include but are not limited to: Class Work, Notebooks, Labs, Quizzes, Homework, and other similar assignments

EOC/Final Exam

- End of Course Tests may count 20% of the 18-week semester average in all high school courses.*
*Non EOC courses may use culminating projects or finals which also count 20%.

Minimum Number of Grades

Building level administrators will monitor at school level. A minimum of eighteen (18) grades per eighteen (18) weeks is expected. Grades will be updated in the Parent Portal every 2 weeks.

Incomplete Grades

Incompletes are awarded to students who did not complete their End of Course Test (EOC) upon finishing the course, did not complete their final exam, and/or have major grades missing due to an unexpected excused absence or illness. For EOCs, incompletes will be converted to a numeric grade once the EOC is completed by the student or the student is given numerous opportunities to take the test and a zero is awarded for the EOC score. For missing exams or major grades, students have ten days or at the discretion of the building principal to complete the missing items.

Transfer Students' Averages and Report Card Nine Week Averages

Teachers should assign each grade in the grade book with the students' transfer average.

Late Work

Late work is classified as work not turned in on time, but not due to excused or unexcused absence. The penalties, determined by the classroom teacher, for late work apply to students not turning work in on time. The acceptance of late work is left to the discretion of the building level administrator. It is encouraged for teachers to use an approach of mastery of the curriculum standards.

Make Up Work (Excused)

Students will be given 1 day for each day absent to complete and turn in make-up work, unless the building level administrator has established a building policy. Students shall be expected to contact his or her teachers to obtain make up assignments. Students shall receive a zero for any assignment or test not made up in the allotted time. Within this framework, the maximum time allowed shall be determined at the discretion of the teacher and building level administrator according to individual circumstances.

Make Up Work (Unexcused)

The acceptance of make-up work for unexcused absences is left to the discretion of the teacher and building level administrator according to individual circumstances.

Extra Credit

Extra Credit opportunities will be provided consistently across subject areas at the discretion of the principal and must be academic in nature.

APPEALS

A student/parent has **5 business days** from the date report cards are issued to appeal the final grade. The appeal must be made in writing to the principal and the decision of the principal is final.

CHHS HONOR GRADUATE

Requirements: 3.75 cumulative GPA, 2 Foreign Language credits (in the same language), maximum credits, no F's, 5 core classes during the Senior year (English, Math, Science, Social Studies, Foreign Language).

SUPERINTENDENT'S SCHOLAR PROGRAM

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The Superintendent's Scholar Program promotes academic excellence. Students are encouraged to enroll in challenging courses **and** demonstrate above average performance in these courses.

CRITERIA FOR SELECTION

1. Students must have completed the ninth grade.
2. Students must achieve an overall 3.5 grade point average with no grade below "B".
3. Students must have demonstrated appropriate school conduct to teachers/administrators.

RECOGNITION

1. A special certificate will be presented by the superintendent to students meeting the criteria.
2. A special meeting or ceremony will be arranged for the presentation of the certificates to take place in the Fall of the 10th grade year.

COUNSELING

The Chapel Hill High School Counseling Program strives to reach every student in the areas of academic support, career guidance and personal/social interventions. Through our counseling curriculum, intentional guidance, individual support and specialized interventions, it is our goal to empower all students with the skills they need to graduate and prepare for life after high school. The Counseling Office is open to students between 8:00 a.m. and 3:45 p.m. unless there is an immediate emergency. Students should always get a pass from a teacher to go to the Counseling Office.

The high school counseling program is designed to build onto and expand the services offered in elementary and middle schools in Douglas County. The program includes personal and group counseling, career counseling, credit verification, course planning, interpretation of standardized test results, consultation with parents and teachers, group work, and classroom guidance. Counselors also prepare newsletters that are given to students to keep them informed of pertinent information. Parent nights are scheduled every year for each grade level.

The student advisory system is closely associated with the counseling program. Each student is assigned a teacher-advisor who works with the student on a regular basis regarding course selections, graduation requirements, and postsecondary plans.

COLLEGE AND CAREER CENTER

PURPOSE

The College and Career Center is overseen by the counseling staff. A career specialist is employed in the College and Career Center to assist students in exploring careers, career interests, scholarships, and other activities related to college and career choice.

USE OF THE COLLEGE AND CAREER CENTER

Appointments may be scheduled with the career specialist by teachers, students, parents, or others to use the College and Career Center. All students in the College and Career Center will be expected to have a pass or previously scheduled appointment **AND** have a career-related purpose for their visit.

FINANCIAL INFORMATION

Check Cashing & Acceptance Policy:

CHHS cannot cash checks for students, staff, or parents. Checks will be accepted by the school as payment for obligations. Students must have their name and grade level on the check. If a check is returned by the bank, there will be a \$30.00 service charge and the school will not accept any more checks from that student. If a school check has had a stop payment issued, a \$30.00 charge will be placed against the check in order for it to be reissued. Checks cannot be accepted from seniors after May 10th.

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PARKING

Any student who wishes to buy a parking permit may do so in the main office after the first couple of weeks of school. The cost of the space is **\$50 for a year**. When registering please fill out an application, bring a copy of your Georgia driver's license and insurance card. Please read the board policy on parking at the back of the student handbook. If a student does not have a parking permit - they are subject to being towed and/or disciplinary actions.

SOLICITATION AND ADVERTISING

No items will be sold by organizations or by individuals unless approved by the administration. The administration cannot permit the sale of items by non-school organizations.

No form of advertising can be displayed on campus that has not been approved by the administration. The administration will not approve advertising by profit-making organizations, except those having contracts with the school (class rings, school pictures, etc.). With administration approval, advertising for recognized community service groups will be permissible.

CAFETERIA

Students are encouraged to present their ID Badge for meals in the Cafeteria. Current breakfast and lunch prices are as follows: (see county handbook)

Extra entrees or drinks may require a charge.

NO CHARGES ARE ALLOWED TO STUDENTS.

Students are encouraged to participate in the school nutrition programs. Nutritionally balanced breakfasts and lunches are available to all students. Menus are planned by a registered dietician. Breakfasts are designed to meet one-fourth of the recommended daily allowance of nutrients for Americans. Lunch meets one-third RDA. Several choices in menu offerings are available.

Students and parents may add money on their lunch accounts by visiting www.schoolcafe.com where you can go online and add money by either credit or debit card. When adding money to a lunch account, there is a minimum of \$20, which may be divided among siblings or may be put on just one student's account, a small fee to process will be assessed.

CHROMEBOOKS, TEXTBOOKS, AND OTHER SCHOOL PROPERTY

Students in 3rd through 12th grade will be issued individual learning devices (Chromebooks) for use at school and home. In the event schools are closed, all students will have the opportunity to check out a device for home use.

- ★ DCSS Annual Technology Fee - \$25
- ★ DCSS Student and Parent School Handbook
- ★ DCSS One-to-One Resource Guide
- ★ DCSS Terms and Conditions for Use of Individual Learning Device
- ★ DCSS Digital Citizenship pledge

Please click the link to review DCSS Chromebook policies. [Chromebook Information and Guidelines](#)

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Textbooks and other materials are supplied by the county school system and are paid for by tax dollars. They are issued to students as borrowed property; consequently, students will be held responsible for damage and/or loss of books issued to them. Collection of funds for lost or damaged books is handled by the bookkeeper in the main office. If a lost book is found during the current school year, a refund will be made to the parent (a \$2.00 processing fee will be kept to defray bookkeeping costs).

Other school property such as uniforms and athletic equipment must be turned in at the end of a season to the appropriate coach or sponsor. Charges for damages or loss will be assessed in the same manner as for textbooks.

No senior may practice for graduation unless **all** financial obligations have been satisfied.

MEDIA CENTER

All students are encouraged to use the Media Center. The primary function of the Media Center is to serve as a reference area for study and research. The Media Center will be open for use to students and faculty each school day from 8:05 a.m. to 3:10 p.m.

Students may check out up to 5 books at a time from the Media Center. The normal checkout period is two weeks. Textbooks checkout period is one week. Back issues of periodicals, material from the information file, and some reference/reserve material may be checked out, but these types of materials may be checked out for overnight use only. Students should make every effort to return the materials on time and in good condition. Fees for lost or damaged materials will be assigned in proportion to the damage or as determined by the replacement cost.

Fines for overdue materials will be assessed as follows:

Two Week Checkout \$.10 per item per day; One week check out \$.50 per item per day (textbooks); Overnight Checkout (periodicals, information file material, reference and/or reserve material) \$1.00 per item per day.

Overnight materials cannot be checked out before 3:15 p.m. each day (unless the student has early release) and must be returned by 8:30 a.m. the following day.

Students may have copies made for \$.10 each page. Students may also print in the media center. The cost is \$.10 per page for black and white and \$.25 per page for color.

The media center has a school store which sells a variety of items including: white and colored poster board, pens, pencils, paper, folders, notebooks, index cards, and lanyards.

Students who wish to visit the media center during the school day (8:30 to 3:10), at times other than that scheduled by one of their teachers, will need a pass signed by their teacher.

Any behavior which interferes with the learning process is not appropriate and will not be permitted. In order to maintain an academic atmosphere, the following regulations will be enforced:

- Students will respect the rights of others at all times. Any disturbance (loud talking, unnecessary noise, inappropriate language, etcetera) will result in the student(s) involved being dismissed from the Media Center and/or receiving disciplinary action.
- Students will refrain from eating and/or drinking while in the Media Center. Violators will be dismissed from the Media Center.
- Students will be prohibited from using cell phones or any other electronic device or headphones at any time while in the media center. (8:05 am – 3:10 pm)

In order to best serve all students at Chapel Hill High School, no material must leave the Media Center unless properly checked out. The media staff reserves the right, if necessary, to check all books, book bags, coats, and other possessions to determine if any materials have been taken without permission.

The CHHS staff recognizes the value of Internet use in an educational setting and acknowledges its tremendous potential

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to enhance the total learning experience. The staff also believes the thirteen conditions for Internet access established by the Board and set forth in the *Internet Use Authorization Form* appropriately reflect acceptable and non- acceptable use. With these conditions in mind, we encourage participation in activities that utilize Internet access, and we offer the following three guidelines to assist students in determining what is acceptable use:

1. **BE SELECTIVE** – Remember, the Internet is a reference tool for accessing information, but it may not always be the most appropriate tool for the situation. Often, as students, you will participate in supervised, structured activities designed for a specific purpose. But at other times, you will be asked to determine the appropriateness of Internet use in your particular situation and then, if Internet proves to be the best choice for information, you must determine the most appropriate site for your particular assignment.
2. **BE CONSIDERATE** – You should respect your equipment, your teachers, your classmates and other Internet users. When using information acquired from the Internet, remember to give credit where credit is due. Observe the copyright laws. They apply to Internet use just as they do to other types of reference sources. Remember, too, that this is a school setting, and you are expected to conduct yourself accordingly.
3. **BE CAREFUL** – Always keep in mind that there is no such thing as privacy on the Internet. Do not divulge any personal information about yourself or others. Security is a top priority. Do not give your password to anyone and report any possible breach of security to a teacher or an administrator immediately.

TECHNOLOGY

The administration, faculty, and staff believe that the Internet is a powerful educational tool when used appropriately. Further, we believe that this technology's vast scope and worldwide nature are consistent with educational goals related to making students aware of the larger environment in which they live. Finally, we believe that the appropriate use of the Internet is this shared responsibility of the school and home. The following policy is designed with these beliefs in mind.

1. The policy for appropriate use of the Internet developed and approved by the Douglas County Board of Education is adopted in its entirety.
2. Every student and his/her guardian must read and sign the Internet policy statement prior to using the technology. Record of this agreement will be maintained in the student's STAR record.
3. Students will not use the World Wide Web, new-groups, file transfer protocol (FTP), search engines, chat rooms, or other Internet methodologies to access sex, drug, alcohol, or similar sites inappropriate for a typical high school classroom. Accessing inappropriate sites and/or transferring inappropriate files are zero tolerance offenses. Students violating this section of the policy will be suspended from further Internet use.
4. No student shall attempt to order goods or services, enter any pay-for-service area of the Internet, or in any way attempt to encumber school funds through sources available on the Internet. Any action taken by a student that results in a cost (loss) to the school will result in his/her being suspended from further Internet use. Further, the student and his family are liable for any charges incurred by Chapel Hill High School.

Students must fully acknowledge and document all materials used from Internet sources.

Failure to assign credit to the source and supply the address where the quoted source can be verified is plagiarism.

Chapel Hill High School is committed to providing students, teachers and staff access to advanced technology in order to increase opportunities for learning and productivity. Parents and students must recognize that students will be required to make independent decisions and use good judgment in their use of computers and other technical resources (to include but not be limited to computers, peripheral devices, network resources, software, Internet, cameras, video, televisions, projectors, etcetera).

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Inappropriate use of computers or other technical resources may result in the termination of access to such resources and disciplinary action. Abuse of technology may include, but not be limited to, any or all of the following:

1. Use of the Internet, computers or technical resources for non-educational purposes.
2. Damage to technical resources either physical or functional.
3. Interference in the delivery of technical services provided and maintained by the local school, school system, or anyone else.
4. Violation of copyright law (by installation or distribution of unlicensed software, shareware that is not paid for, or copyright infringement of images or text).
5. Installation, execution or possession of software not authorized by Chapel Hill High School. This would include all software not purchased by or specifically authorized by Chapel Hill High.
6. Violation of network or individual computer security by the use of hacking techniques or possession of hacking software on school property.
7. Divulging security measures by giving out passwords or attempting to bypass security to uncover passwords, IP addresses, or any other information that has been denied users as a security precaution.
8. Transmission of computer viruses or any other non-educational programs via disk, the Internet, or the network.
9. Abuse of network storage space; consult with your teacher before downloading files or programs. Your hard drive directories or home directory on the network is treated in the same manner as your locker, book bag or car ... that which is contained therein is your responsibility and subject to the same right to search as such.
10. Possession of any material failing to meet the standards of the Douglas County Board of Education policies accessed, transmitted or manipulated by technical resources. These could include, but would not be limited to, materials with obscene, hateful or violent content.

Any conduct that is in conflict with these conditions is inappropriate. The parent will compensate the school or school system for any expenses or costs incurred.

REMEMBER, you, the student, have agreed to abide by the conditions established for Internet access and have signed an agreement to that effect. You are responsible for your conduct. Furthermore, by signing the use agreement, you acknowledge that any action on your part deemed inappropriate by school officials may result in disciplinary action