

Chattahoochee High School

Student Handbook

2019-2020



A word cloud graphic centered on the page. The word "HOOCH" is the largest and most prominent, written in a bold, serif font. To its right, the word "FAMILY" is also large. Below "HOOCH" is the word "EXCELLENCE" in a similar bold, serif font. Underneath "EXCELLENCE" is the word "COLLEGE" in a smaller, all-caps, sans-serif font. Other words in the cloud include "CAREER", "LEADERS", "COMMUNITY", "SPORTS", "CARING", "DEDICATED", "FRIENDLY", "ACADEMICS", and "ARTS", all in various sizes and orientations, creating a dense and layered composition.

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“Continuing the Tradition”

Creating a community where everyone loves to learn, work, and serve.

Welcome to Chattahoochee High School, a National Blue-Ribbon School, Georgia School of Excellence, and the home of the Cougars! Our school culture is shaped by the “HOOCH WAY” and defined by three simple but intricate words of Pride, Respect, and Integrity. Living these words define how we treat each other and is necessary in creating our Hooch Family. Hooch Family exists in every aspect of life at Chattahoochee: Academics, Arts, Athletics, and Service to Community.

At the Hooch, we lead students to their full potential through excellence in academics, athletics, arts, and service. We need you now more than ever to help us accomplish our mission and support the work we do. Each of us have critical roles to fill – student, parent, teacher, administrator, coach, bus driver, cafeteria worker, custodian, etc. Each of our contributions are unique, but together we are Hooch Family and working to a common goal in supporting students to be successful.

I am proud and honored to be the Principal of Chattahoochee High School! The Hooch Family is as strong as ever and I promise to carry on the strong tradition of excellence. I am here to serve. It is going to be a great year and together we will continue to accomplish amazing things. *Have Pride...Give Respect...Show Integrity—The Hooch Way!*

Partners in Education,

Dr. Mike Todd

Principal



School Administration

Dr. Mike Todd, Principal

Toddm@fultonschools.org (47610)

Mrs. Debra Bryant, Assistant Principal - (A-E)

Bryantd1@fultonschools.org (Ext. 47561)

Mr. Garin Berry, Assistant Principal - (F-L)

berryg@fultonschools.org (Ext. 47551)

Mrs. Rebbie Lichliter, Assistant Principal - (M-R)

LichliterR@fultonschools.org (Ext. 47567)

Mrs. Gwen Harris, Assistant Principal - (S-Z)

HarrisG@fultonschools.org (Ext. 47552)

Mrs. Brenda Campbell, Assistant Administrator

CampbellB1@fultonschools.org (Ext. 47553)

Counseling Department

(Students assigned by alphabet)

Elizabeth Chilson Student Last Names A-DEO (Ext. 47555)

Curtisa Johnson Student Last Names DER-HEI (Ext. 47574)

Navina Vemuri Student Last Names HEN-McD (Ext. 47572)

Deborah Blount Student Last Names McG-SA (Ext. 47564)

Tammy Jones Student Last Names SC-Z (Ext. 47556)

Alicia McClung Social Worker (Ext. 47557)

Receptionist/Professional Assistant

Cynthia Butler (Ext.47559)

Support Staff

Athletic Director JJ Hicks (Ext 47565)

Cafeteria Manager Anne Prianti (Ext 47657)

Media Center Lin Lee, METI (Ext 27561)

EricaGreene, Para

Cluster Nurse Susie Orr (Ext 47563)

Clinic Assistant Dana Cochran (Ext 47554)

Resource Officers Natalie Forbes (Ext 47587)

Michael Cain (Ext 47586)

Campus Security Associate Sandra Swint (Ext 47577)

Graduation Coaches/504

Felecia Gialenios (Ext. 47566)

Nikki Lee (Ext. 47563)

Registrar

Solange Leonardo (Ext. 47558)

Bilingual Parent Liaisons

MJ Kang-Korean (Ext. 47584)

Maria Soriano-Spanish (Ext. 47573)



Department Chairpersons

Staff emails are available at www.chattcougar.com

English	David White
Math	Terri Engelberth
Science	Matt Mihordea
Social Studies	Tim Reeder
Career Tech	Kylie Dayton
Counseling	Curtisa Johnson
Fine Arts	Lori Buonamici



SCHOOL HOURS

Although staff members may be present beyond the posted hours, service to the public is limited to the hours from 7:30 until 3:45pm. Classroom instruction will not be interrupted to provide for the delivery of messages, lunch, forgotten class assignments, flowers, balloons, etc. to students.

Early release students must leave campus **immediately** upon dismissal. *Students not in a supervised activity should be out of the building by 3:45 pm.* Students who leave early should carry a copy of their schedule as they may be stopped and asked to show it by our Campus Security Associate.

Lunch Times 3rd 10:45-11:38 4th 11:43-12:36 5th 12:41-1:34

- These are the only places you can eat during your lunch period. This rule applies to ALL grades.
 - **Cafeteria** ○
Front Courtyard
- You may study **without food** in the media center. You may NOT be in the atrium (front lobby).
- You will be written up for being in an off-limits area if you are ANY place else.
- You are NOT allowed in hallways and not allowed trips to your locker for any reason during lunch.
- You may receive a pass **before** lunch if you need to see a teacher during this time. It should have the correct date and time. You should be where the pass says.

MY SCHEDULE


Time	Fall Semester Subjects	Teacher	Room #
8:20-9:13	1st:		
9:18-10:11 10:12-10:40	2nd: Chatt Time		
10:45-11:38	3rd:		
11:43-12:36	4th:		
12:41-1:34	5th:		
1:39-2:32	6th:		
2:37-3:30	7th:		

Time	Spring Semester Subjects	Teacher	Room #
8:20-9:13	1st:		
9:18-10:11 10:12-10:40	2nd: Chatt Time		
10:45-11:38	3rd:		
11:43-12:36	4th:		
12:41-1:34	5th:		
1:39-2:32	6th:		
2:37-3:30	7th:		



INFORMATION

GENERAL KNOWLEDGE
SPECIFICS FACTS NICITIES
DETAILS MINUTIAE
PARTICULARS



ATTENDANCE

- All absences are unexcused unless a note is brought in **within five days** of your return to school. After five days, notes will not be accepted.
- If you are absent for more than ten days from any class, you may be required to provide a doctor's note.
- You can get a Certificate of Attendance for your driver's license **with 24 hours' notice** at the Attendance office. Same day service is not available.

TEACHER- PARENT CONFERENCES

Parents are encouraged to communicate frequently with school staff. Email is the most effective way to contact CHS teachers. The email address of each CHS faculty member is available at www.chattcougar.com. Parents should allow 24 hours for a response. A conference involving multiple teachers and staff members may be requested by contacting the Counseling suite at 470-254-7559.

EXCUSED ABSENCES (FCBOE District Policy: JBD)

Students are allowed to make-up all work missed due to an excused absence. For all absences, a written note of explanation signed by a parent/ guardian is required **within five** days of the student's return to school. If your child is absent as a result of a medical appointment, it is strongly encouraged that you bring a return to school note from the doctor's office for the absence. The written note should be turned in to the Attendance Office. Emails and faxes will not be accepted. After five days notes cannot be accepted. Failure to comply will result in absences being marked as "unexcused". A doctor's note may be required for absences over ten days. Frequent "notes from home" excusing absences may result in a flag on your student's attendance requiring doctor's notes on office letterhead for all absences due to illness.

Notes are not required for school-sponsored activities. When written documentation is provided, Georgia law excuses absences in the following situations:

1. Personal illness of the student
2. Attendance would be detrimental to student's health (i.e. medical appointment)
3. Serious illness or death in the immediate family
4. Religious holiday
5. Pre-approved absence
6. Mandate by a court order or a government agency
7. Voting or registering to vote (Not to exceed ½ day)
8. Out-of-school suspension assignment
9. Conditions rendering attendance impossible or hazardous to the student

UNEXCUSED ABSENCES

All other absences not mentioned in the above sections, including absences due to truancy and class cuts, are considered "unexcused".

PRE-APPROVED ABSENCES

Students may request an annual maximum of **six** pre-approved absences by providing a written note to their assistant principal **3 days prior to the absence**. If approved, the administrator will sign the written note and will send the student to the Attendance Window to obtain a "Pre-Approved Absence" form. That form must be signed by each teacher and returned to the Attendance Window prior to the absence. Pre-approved absences **cannot be granted after the date of the absence**. **All assignments missed during pre-approved absences are due on the first day back to school**. Teachers reserve the right to not sign-off on a pre-approved absence due to failing grades, extensive absences and for behavioral history.

Pre-approved absences may be requested for:

1. College visitations
2. A travel opportunity with educational benefits
3. A graduation or wedding of a close family member
4. A specialized educational experience
5. A circumstance mutually agreeable to the parents and principal

Pre-approved absences will not be granted during final exams except in extenuating circumstances and if submitted in writing and approved by the Principal.

ASSESSMENT ABSENCES (new this year)

Students who are at school and deliberately skip a period to avoid an assessment, project or presentation will be written up and may only make-up that assessment during the next Saturday Opportunity School. Failure to show up for that Saturday make-up opportunity will result in a "0" for that exam.

ATTENDANCE CONTRACT (FCBOE District Policy: JBD)

Regardless of the reason, students who are marked absent for **ten or more days from any class** may be **required to provide a Doctor's statement** in order to excuse future absences. Students who are placed onto an attendance contract may receive disciplinary consequences for failure to comply with school attendance rules and terms of their contract.

CHECK IN-CHECK OUT

Failure to follow check-in or check-out procedures constitutes a class cut. Students may not leave campus without permission of a parent AND an administrator. Students failing to adhere to CHS policy will be referred to an administrator for appropriate action.

To check-in/check-out, a written request from a parent/guardian is required stating the reason for a tardy arrival to or early dismissal from school. A daytime phone number for the parent/guardian listed in Infinite Campus.

- The request will be verified. If a student does not have a written request from a parent/guardian, the check-in/check-out will be marked as an unexcused tardy or unexcused absence.
- For any check-in after the first ten minutes into a class period, students should report directly to class. Teachers will change the "A" absent to a "T" tardy.
- To check-out, students should take a written request signed by a parent/guardian to the Attendance Window **prior to the start of the school day**. The attendance secretary will issue a check-out pass to the student stating when the student is authorized to leave campus. This pass must be presented to the classroom teacher in order to be released from class. Once a student has come on campus they must have permission from a parent AND an administrator to leave if they do not have a note.
- Once on campus, students may not leave campus prior to the dismissal of school without checking-out through the Attendance Office. The only exception to this is for student who have an off-campus class regularly in their schedule.
- ***On Exam Days, on Early Release Days and on days preceding a school holiday, including Thanksgiving, Winter, or Spring Holiday breaks, requests to check-in or check-out must be made in person by a parent/guardian at the Attendance Window.***

MAKE UP WORK

It is the student's responsibility to request make-up work from the teacher on the first day back to school and are expected to access homework and in-class assignments using the teacher's website. Students who are present for any portion of the school day are expected to turn in all assignments due on that day in order to receive full credit for the assignments. Assignment due dates that have been communicated prior to a full-day absence are always due upon the student's return to school when the due date occurred during the absence.

After an ***excused absence***, a student will have the number of school days equivalent to the number of days absent to make up the work. Make up work can be requested BEFORE, DURING, or AFTER an absence. However, work requested BEFORE an absence is only given at the discretion of the teacher. ***Any exceptions for extensions of time will be made at the discretion of the teacher.***

RECOVERY POLICY

FCBOE High School Policy:

Opportunities designed to allow students to recover from a low or failing cumulative grade will be allowed when all work required to date has been completed and the student has demonstrated a legitimate effort to meet all course requirements including attendance. Students should contact the teacher concerning recovery opportunities. Teachers are expected to establish a reasonable time period for recovery work to be completed during the semester. All recovery work must be directly related to course objectives and must be completed ten school days prior to the end of the semester. Teachers will determine when and how students with extenuating circumstances may improve their grades.

Chattahoochee's recovery policy will be provided in all class syllabi at the beginning of the school year.

TARDINESS TO CLASS

Instruction occurs in all CHS classrooms from bell to bell. After the tardy bell rings, students will be allowed in any class but will be marked Tardy.

Entering class after the bell rings means you ARE tardy.

1st/2nd – Teacher Warning

3rd – Parent Contact (email or phone)

4th – Detention + Parent Phone Call

5th – Referral to Administration

Students That Drive

5 tardies and/or unexcused absences to 1st period may result in your parking permit being suspended or revoked.

PARKING PERMITS

Because a limited number of parking spaces are available on campus, parking is assigned each semester to the juniors and seniors who qualify and who have submitted an application. The parking application is to be submitted electronically and is available on line at [Chattcoughar.com](http://www.chattcoughar.com) at the link to the "Student Parking Process". It is published at:

<http://www.chattcoughar.com/importantinfo/parking/index.php>. Parking Fees are \$90 annually.. **Parking on campus with a regular permit or a daily parking pass will only be available to Juniors and Seniors who meet the eligibility requirements. Attendance and behavior are considered. For Fall 2019, you may not have more than 10 unexcused absences or serious and/or habitual behavior incidents (this includes Honor Code Violations).**

ILLEGAL PARKING

Our Campus Security Associate patrols for illegally parked cars several times each day. Students are not permitted in any parking lot during the school day without authorization from the Administration. Students are not permitted to remain in parked cars before or during school hours. Students parked illegally could have their car tires booted or their car towed. The fine for removing a boot from an illegally parked car is \$50. Towing is at the owner's expense.

Students leaving the campus during the day without permission will have the following consequences and these will be applied to any student in the vehicle with a parking permit.

1st offense = Loss of parking privileges one month + 1 days ISS

2nd offense = Loss of parking privileges two months + 2 days ISS

3rd offense = Loss of parking privileges three months + 3 days ISS

4th offense = Loss of parking privilege (no refund of fees)

Students are discouraged from parking off campus in neighborhood streets. Johns Creek Police Department may be provided with the plate numbers of vehicles that are reported by residents of the subdivisions.

Our CSA (campus security associate) will be patrolling parking lots multiple times a day looking for unpermitted cars. Unpermitted cars may have tires booted. The cost of having the boot removed is \$50.

DRIVER'S LICENSE CERTIFICATE

With 24 hours-notice, students may secure the Certificate of Attendance form required for a driver's license and permit at the Attendance Office. The student will need to complete part of the form and leave it with the Attendance Secretary. On the following day the signed and notarized form may be picked up at the Attendance Office.

GRADING SCALE AND CREDITS

Students will receive only numeric grades on report cards.

A (90-100) B (80-89) C (70-79) FAILING (0-69)

A student entering high school is assigned a graduation year. Assignments beyond freshman year will be determined by the number of earned credits. To be promoted a student must earn:

- *5 credits to be a sophomore*
- *11 credits to be a junior*
- *17 credits to be a senior*

Students who do not complete high school within four years may be placed in an alternative school in their 5th year.

GRADING REPORTING

Progress reports – every six weeks

Report Cards – end of each semester

**Credits earned at end of each semester*

NUMERIC GRADE AVERAGE (NGA) SUMMARY

Progress cards show numeric grade which is determined by adding all grades together and dividing by total number of courses taken. Transcript shows numeric average for term and NGA for cumulative.

COURSE WEIGHT

Advanced Placement, Honors, and dual enrollment post-secondary option courses will receive an additional seven points to their final passing grade. The seven additional points will be reflected on grade reports only, not under each individual course nor used in the computation of cumulative averages.

FINAL EXAMS POLICY

Attendance during final exams is mandatory. Students absent on final exam days must have a parent/guardian contact the Attendance Office (470-254-7571) on the morning of the absence in order for the absence to be considered as excused.

Senior Exemption of final exam in last semester w/ following criteria met:

1. An average of 85 or higher in the seventeenth week
2. No more than four (4) absences from the class (excluding school-related activities and religious holidays). Absences due to "Pre-Approved, Excused, Unexcused, ISS and OSS" reasons are considered absences from class.
3. No more than four (4) tardy arrivals to the class
4. Seniors with more than four (4) absences must have a grade of 93 or higher in the seventeenth week. This grade does not include honors points.
5. Submit a completed final exam exemption form

MEDIA CENTER

The Hooch Learning Studio

Our Mission: Supporting the Hooch community and curriculum by providing many kinds of learning opportunities for students and instructional design support for teachers.

The Chattahoochee Media Center is a learning studio for students to engage in formal and informal learning activities. Our overarching goal is to support our community of learners by inviting their participation and collectively nurturing an organic media center program that is reflective and respectful of our learning community's needs. Constructive conversation is welcomed and different learning zones will be integrated into our learning space to support both active and quiet kinds of learning experiences. We work with teachers to provide small and whole group instruction; we are also happy to help students use the space for self-organized learning. Food is not allowed but bottled water is and we ask that no water is used near the computer areas. The Media Center is open daily from 7:30 AM until 3:45 p.m.

During the school day, students are required to sign in and out of the Media Center and should come with an appropriate/authorized pass from his/her teacher. During lunch periods, students may use the Media Center on a space available basis after signing in. This availability will be contingent on scheduled classes and activities. Students are not required to sign in before or after school.

At the end of each semester, all library materials must be returned and all fines cleared. Notices of fines and overdue materials will be emailed to or placed in student's first period teacher's mailboxes for distribution. Unpaid fines will cause transcript and grade report delays. Seniors' diplomas will be held until all fines and fees are paid. This includes fines for missing/lost textbooks.

Students will need to use their authorized barcode or enter their unique student number to check out Media Center materials. The loan period for nonfiction and fiction materials is three weeks with a 10 cent fine per school day once the book is overdue; the maximum fine for any item is \$3.00. Print reference materials may be circulated with a shorter loan period or the student may use the virtual version of the material online. If an item is lost, the student will be charged the full replacement cost of the material. Back issues of magazines may be checked out for three days. We welcome student suggestions for purchases; please see any media center staff member for a book recommendation form!

Students may copy or print up to 10 pages at no charge each day. Any additional copies will be charged 10 cents for black and white printing; color print jobs are 25 cents per page. The Code of Conduct is enforced in the media center and you may have your privileges revoked for not following the rules.

WE LOOK FORWARD TO GETTING TO KNOW YOU DURING 2019-2020 AND ENLISTING YOUR ASSISTANCE AS WE BUILD A LIBRARY LEARNING STUDIO THAT WILL SUPPORT MULTIPLE MODES OF LEARNING AND LITERACIES!

SCHEDULE CHANGES DISTRICT POLICY IHA HIGH SCHOOLS (9-12)

Students are expected to complete courses for which they are enrolled. If changes are necessary, they should be requested in writing by the parent/guardian **within the first ten (10) school days** of the course. All course changes must meet the following criteria: an FTE-eligible course is available for the student, space is available in an already scheduled course, and the student's graduation requirements can be met within four years and be approved by the teacher and guidance counselor. Schedule changes will not be approved for changing lunch periods, selecting specific teachers or elective changes. Students were given the opportunity to select three elective choices. Most students will be placed in their first choice however, in the event that class is full, they will be guaranteed one of the other two choices.

Students may be allowed to transfer out of a course **outside the 10 day period** in the event of an exceptional hardship or in response to a teacher recommendation that is approved by the administrator for scheduling. ***Failure in the course alone should not be considered an exceptional hardship.*** Factors which interfere with a student's mastery of the content such as a catastrophic event or extended illness would be examples of an exceptional hardship. Requests for exceptional hardships should be made in writing by the parent to the administrator over scheduling. This year, that administrator is Mrs. Lichliter. After the 10 day period, ALL requests for schedule changes should be made to her not counselors. Requests for a lunch change due to medical need will require a letter from your physician's office for documentation.

SEMESTER SYSTEM WITH YEAR-LONG SCHEDULING

All schools in Fulton County operate on a system that divides the school year into two semesters of ninety days each. Students take six classes per semester. Each class carries a 1/2 unit of credit.

Many courses (including language arts, mathematics, world language, science, and social studies) cover an entire year but they are divided into two separate semesters of study. For example, students who take biology may earn one unit of credit during the year because at the end of ***each*** semester a final grade and an assignment of a 1/2 unit of credit will be recorded on the student's academic record (if the grade was "70" or higher). In order to maintain consistency and establish a greater rapport between students and teachers, every effort will be made for students to remain with the same teacher for the entire year when enrolled in year-long courses.

For a fee, students may enroll in FCBOE summer school classes provided either face to face or online. Each student may take a maximum of two classes (1 unit) during the summer school semester.

EOC / AP Exams Policy

*For AP Students enrolled in a course that has an EOC, students who take the AP exam will not have an additional final evaluation activity.

*For AP Students enrolled in a course that does NOT have an EOC, students will have an additional final evaluation activity (practice AP exam) prior to the AP exam that will count 20% for their final grade.

*Students who have an EOC in a course will not have an additional final exam. They may have a unit test that will be weighted as a regular test grade.

Affidavit of Residence (FCBOE Policy: JBC)

In February 2015, the Fulton County School System revised its School Admission Policy (JBC) for Residency Verification. The policy no longer requires families to submit an Affidavit of Residence for every year of student enrollment but instead now requires ***two proofs of residence* upon initial enrollment into Fulton County Schools and upon entry into Kindergarten, 6th grade, 9th grade, and when there is any address change.*** The two proofs of residence must be from the school system's approved list of verifiable residence documents: ***one*** from the approved Utility list and ***one*** from the approved Residency list. The school system approved proofs of residence are a current water, electric, or gas bill **AND** one of the following: home mortgage payment, apartment/house lease, current bank statement, Section 8/HUD housing contract, home contract, homeowners/renters insurance card, current paycheck stub, state driver's license/ID with current address, HOA bill/statement.

If proof of residency is delayed, the student will be provisionally enrolled for a period of 30 calendar days. Following the provisional enrollment period, the student may be withdrawn from school. The enrolling person will be notified at least 10 calendar days prior to the withdrawal of the student.

CHANGE OF ADDRESS AND/OR PHONE NUMBER

The data clerk in the main office should be informed immediately when a student has a change of residence, email address and/or phone number. In this way, school communications - especially those of an emergency nature - and grade reports will reach the student's home promptly. Changes in phone number and email may also be made through the Home Access program. However, all address changes must be done through the data clerk. The Data Clerk, Ronda Harris, may be contacted at 470-254-7562.

WITHDRAWAL FROM SCHOOL

A parent/guardian is asked to contact the Counseling Office prior to student withdrawal. During the last full day of attendance, the student should obtain a withdrawal form from the Counseling Office and circulate it to each of his/her classroom teachers. The completed withdrawal form should be returned to the Counseling Office at the end of the day. All financial obligations must be met before student records will be forwarded.

The Fulton County school system is authorized to withdraw a student who:

- a. Has missed more than 10 consecutive days of unexcused absences;
- b. Is not subject to compulsory school attendance; and
- c. Is not receiving instructional services from the local school system through homebound instruction or services required by the Federal Individual with Disabilities Education Act; or
- d. Is no longer a resident of the local school system.



ATHLETIC INFORMATION

FALL Sports	Cross Country Football Softball Volleyball Cheerleading	Boys/Girls Boys Girls Girls Girls
WINTER Sports	Basketball Diving Swimming Wrestling Cheerleading	Boys/Girls Boys/Girls Boys/Girls Boys Girls
SPRING Sports	Golf Tennis Track Lacrosse Soccer Baseball Gymnastics	Boys/Girls Boys/Girls Boys/Girls Boys/Girls Boys/Girls Boys Girls

CHS follows standards and rules established by both the Fulton County School System and the Georgia High School Association. Any student wishing to represent Chattahoochee HS must meet eligibility requirements as defined by these organizations and CHS. All eligibility requirements established by GHSA must be met and maintained.

Freshmen - (1st year) entering 9th grade are eligible academically. Second semester first-year students must have passed courses of at least 2.5 Carnegie units the previous semester in order to participate.
Sophomores - (2nd year) 5 Carnegie units and passed courses carrying at least 2.5 Carnegie units in the previous semester.
Juniors - (3rd year) 10 Carnegie units and passed courses carrying at least 2.5 Carnegie units in the previous semester.
Seniors - (4th year) 16 Carnegie units and passed courses carrying at least 2.5 Carnegie units in the previous semester.

CHS Athlete Regulations

The following regulations apply to all CHS student athletes:

1. Before a student may practice, try-out or participate in off-season workouts, a current GHSA Physical Examination form must be on file at Chattahoochee AND show proof of insurance.
2. To participate in athletics a student must:
 - pass five out of six courses the preceding semester. Summer school is considered as an extension of Spring Semester
 - be present in school at least four (4) periods to be eligible to participate in a sport that day
 - be on track for graduation at the beginning of each school year
 - obey training rules at all times, especially the general rules of the non-use of alcohol, tobacco, and unauthorized drugs, as well as all local, state, and federal laws
 - return all equipment issued or pay the replacement cost of any item remain in good standing on the squad (in the sport he/she is participating) until the entire schedule has been completed and/or until he/she has been released by the coach in order to receive an award
3. Students who are assigned to In-School Suspension may **not** participate in any school activity including sporting events on the day(s) they serve suspension. For students assigned to Out-of-School Suspension may **not** participate in any school activity until the day after their suspension ends.

CAFETERIA

The breakfast and lunch programs at CHS are under the direction of the FCBOE Student Nutrition Program (SNP) and follow guidelines set by Georgia Department of Education and the United States Department of Agriculture. Students are encouraged to purchase affordable and well balanced meals, a la carte selections are also available for purchase. Menus, meal prices, and other nutritional information can be viewed at the SNP website at: www.fultonschools.org/dept/schoolnutrition

On-line payments are available to interested parents who wish to make on-line credit card payments and view their student's meal account at: mypaymentplus.com (please note there is a small charge made by the vendor for this service). Checks and cash are also accepted; charging of meals is not permitted.

Questions or comments can be directed to the Cafeteria Manager, Anne Prianti, at 470-254-7657.

LUNCH PERIOD

All students are scheduled for a lunch period either 3rd, 4th, or 5th period. During lunch students may dine together in the cafeteria in designated areas. During lunch students may visit the Main Office and the Counseling Center. Students may study and relax in the media center without food. However, **all other areas of the building and campus** - including academic halls, the gym lobby, parking lots, hallways, athletic facilities and portable classrooms - are considered unauthorized areas during lunch.

Students are not allowed to order and/or purchase food from outside vendors during the school day, and disciplinary action may occur for violation of this rule. Food that is delivered for students MAY be confiscated and returned at the end of the day. Parents are asked to avoid the delivery or drop-off of food items to students during the school day. Lunchtime guests (including parents) are not allowed. Former students may not sign in to visit anyone and should not be on campus without administrative approval.

GRADUATION

Students may participate in graduation exercises after all requirements for a High School Diploma or an Individualized Education Diploma have been met. Students MUST attend graduation practice to receive their free set of tickets. Students should dress appropriately for graduation.

HONOR GRADUATES

The honor graduate list is established at the end of the first semester of the Senior Year. At graduation, Fulton County recognizes students who have achieved a cumulative average of at least an "88" as Honor Graduates. Rounding is not used in computing the average. CHS also recognizes students with a cumulative average of at least "92" as Magna Cum Laude and students with a cumulative average of at least "96" as Summa Cum Laude Honor Graduates.

VALEDICTORIAN / SALUTATORIAN

To be eligible for the honor of class valedictorian or salutarian, a senior must have been an enrolled member of the high school during the five consecutive semesters prior to the graduation date (fall semester sophomore year through fall semester senior year).

1. The valedictorian is the senior with the highest cumulative numerical average at the end of the first semester.
2. The salutarian is the senior with the second highest cumulative numerical average at the end of the first semester.
3. Grades on the student's official transcript will determine the student's Grade Point Average/Numerical Average.

TRANSCRIPTS

Transcript requests should be made in the Guidance Office through the records coordinator. Seniors should make requests directly on their "transcript request card". The cost is \$3.00 per transcript. Most in-state colleges accept official electronic transcripts from the high school through gacollege411. For out-of-state colleges, students must pick up their official transcript from the counseling office 1-2 days following the request. If a letter of recommendation is needed from a counselor, please allow up to 2 weeks.

LOCKERS

Hall Locker rental fee = \$15 / year. Locker Room rental fee = \$10 / semester. Locker Room locker assistance is provided in the Physical education coaching office. Locker fees are not refundable. All locker information is kept confidential. Lockers should be locked at all times. For security reasons, students should not share lockers or locker combinations. Valuable items, money & personal property should not be brought to school or left in lockers. The school is not responsible for lost or stolen textbooks, valuable items, money or personal property. Damage to lockers may result in disciplinary consequences. Searches of lockers or locker areas may be conducted in accordance with State Law.

MONITORING THE ELECTRONIC NETWORK AND E-MAIL

Use of the network is limited to support of the School System's educational mission. Therefore, information transmitted or received over the School System's network (including E-mail) should not be considered "personal" or "private." Messages may be opened and read by the school principal, department head or other appropriate personnel without the consent of the sender or intended recipient. Local, state or federal officials may also obtain access to electronic communications in connection with investigations or other purposes. In addition, messages sent over the EN may be subject to disclosure under the Open Records Act. Students who elect to receive a personal device (Microsoft Surface) will be responsible for its condition.

FINES

Textbook distribution and collection is very organized. If a student fails to return a textbook or their device, fines will be placed on the student's account. All fines must be cleared before a student can receive their diploma.

ACCIDENT INSURANCE

Students must be covered by medical insurance in order to participate in school activities. Information regarding school insurance and claim forms are available in the Main Office but any agreement for insurance is between the student and the company. Accident insurance is available for all CHS students through T.W. Lord & Associates, the insurance carrier. The premium will be collected early in September for those students wishing to enroll. Any student who wishes to file a claim for insurance is responsible for providing a complete insurance claim form to office personnel as soon as possible after the accident. The school and Fulton County Schools do not provide student insurance of any kind. We offer the student a service only.

SCHOOL BUS

The school bus is an extension of the school and the driver has the same authority as a teacher. Misbehavior on a school bus will result in the loss of the privilege of bus transportation or other disciplinary consequences.

To ride another bus, a written request from a parent/guardian must be given to the Assistant Principals' Office in the morning that includes the reason for the bus change, phone number for the parental/guardian. If a parent/guardian cannot be reached for verification, the request must be denied. Requests can only be accepted for changes involving one or two days. Requests for bus changes involving more than two days must be made through the Fulton County Transportation Office. Chattahoochee's transportation coordinator, Duane Debruler Debrulerde@fultonschools.org.

CELL PHONES/ELECTRONIC DEVICES

- Students may use cell phones on school grounds before or after class but **MUST** be turned off and put away in classrooms. Usage of communication devices is **never** allowed on any FCBOE vehicle or during an emergency drill or evacuation.
- During class and all instructional activities, personal listening devices are never to be worn, used, or visible **without the explicit permission of the teacher**. Teachers may allow supervised cell phone use for instructional purposes only.
- Students who are found with electronic communication devices in the "on" position, in use, or **in view** during the school day, including class changes, will have the device confiscated. A parent/guardian may pick up the device by 4pm from the Main Office the day it is confiscated. The student may pick up their device the following day. A student's refusal to relinquish their electronic device will result in additional disciplinary consequences. ***The school is not responsible for lost or stolen electronic devices.***

DANCES

Students at Chattahoochee have an opportunity to attend a number of extracurricular dances during the school year including homecoming and prom. Students may bring a non-CHS student to the event as a guest/date if the person meets the following criteria: the person is in high school or has graduated and is under the age of 21.

RELEASE OF RECORDS

In accordance with the Family Education Rights and Privacy Act, school records for a student may be released only with the parent's permission if the student is under 18 years of age (except when records are required by an educational agency in which the student seeks or intends to enroll). If a student is 18 or older, the student may grant permission for records to be released.

RESOURCE OFFICERS

Chattahoochee High School is staffed with School Police Officers. The law enforcement officers protect the students and the school from theft and vandalism, act as a resource for student concerns, assist in the investigation of student problems, and function as liaison between the school and law enforcement agencies. School Resource Officers are certified police officers possessing full arrest powers.



Conduct and
Progressive Discipline

MISTAKE CHANCES
CONSEQUENCES HONOR
INTEGRITY DISCIPLINE SUSPENSION CHOICES ISS
DETENTION SECOND CONDUCT REFERRAL

CHATTAHOOCHEE PROGRESSIVE DISCIPLINE

Many rule violations are handled immediately by teachers through the use of conferences, phone calls, private detention assignments, counselor referrals, school social worker referrals, behavior contracts, etc. Other violations will be referred to an assistant principal. Minor incidents may also be handled by our Assistant Administrator, Mrs. Brenda Campbell and Mrs. Chelsea Depa who is in our aspiring leadership program. Mrs. Depa consults with an administrator prior to speaking with students.

When a student violates school rules and a disciplinary consequence is assigned, special arrangements will not be offered to students. Students must make their own arrangements for transportation. Students on work programs must make arrangements with their employers to serve assigned detentions. Students assigned to suspension may not attend or participate in any extracurricular activity until the suspension term is complete, this includes student athletes who may not participate in a sporting event the day of a suspension. Failure to serve assigned consequences will result in an escalation of the disciplinary response. Chattahoochee High School follows the FCS progressive disciplinary intervention cycle.

CHATTAHOOCHEE LOCAL CONDUCT RULES

An orderly and efficient operation of the school day is provided at Chattahoochee so that learning may take place in our classrooms. It is the responsibility of each of our students to know and to abide by CHS rules and regulation. Self-discipline and consideration of others are essential for a successful educational setting. The responsibility for development and maintenance of this self-discipline is a combined effort of students, parents, teachers, administrators, and the community that established the accepted value system. The authority of CHS personnel is in effect when the student is:

1. on school grounds;
2. off school grounds at a school activity, function, or event;
3. traveling to and from school or a school activity, function, or event.

Each student is fully responsible for reviewing the Code of Conduct handbook found at the link below.

<https://www.fultonschools.org/Domain/266>

Our most common disciplinary infractions are Honor Code violations, skipping class and leaving campus without permission. We have a great culture of kindness here at Chattahoochee. Please choose to be kind.

Examples of Tier 1 Offenses:

Public displays of affection (hand holding is allowed)
Profane language or gestures to a student
Insubordination
Skipping
Leaving campus w/o permission

Examples of Tier 2 Offenses:

Schoolwide disruption
Theft or Attempt to Theft
Profanity toward an employee
Honor Code violations
Dress Code

Examples of Tier 3 Offenses:

False fire alarm
Battery
Alcohol/Drug Possession/Vaping or possession
Bullying/Harassment
Weapon Category II
Sexual harassment/battery
Technology offenses

*Examples of Tier 4 Offenses:

Battery of an employee
Assault/threat to an employee
Alcohol/drug distribution
Sexual molestation
Off campus felonious misconduct
* 10 days OSS AND hearing for expulsion

Dress code decisions are subject to interpretation by the CHS staff and administration.

High school students are expected to develop social skills that include the ability to make good decisions about when and where certain types of clothing are appropriate. At Chattahoochee we encourage our students to “dress for success” by choosing attire for school that is sensible and safe.

Furthermore, clothing that is provocative or inflammatory is not to be worn to school because it may distract from the learning environment. Clothing must respect the personal beliefs and religious rights of all students and staff.

Dress code will be reviewed the first week of school in class meetings by administrators and also in 2nd period by teachers. Dress code violations usually result in a detention, the opportunity to change or if extreme, removal from class until alternate clothing can be provided by a parent. Repeated violations MAY result in a referral to ISS for a Code of Conduct referral for failure to follow school rules.

Students who are sent to the office for a dress code check who fail to appear will receive ISS for insubordination.

Modesty	Prohibited
<p>NO bare midriffs</p> <p>NO excessive cleavage</p> <p>NO uncovered undergarments</p> <p>NO sheer fabric showing Undergarments</p> <p>NO jeans or pants sagging jeans/pants worn at the waistline and not displaying undergarments</p> <p>Length of shorts/skirts must be an appropriate length – including items worn OVER leggings</p> <p>Armholes must not be oversized exposing skin under the arms or across the shoulders and back</p> <p>Straps/tees/shirts/ etc...should be at least three fingers wide across shoulder</p> <p>Holes, rips and tears in clothing are NOT allowed above the knee even if skin is covered.</p>	<p>Hats or head coverings inside the building (hats, bandanas, hoods, visors, head wraps, etc..) Unless customary religious attire.</p> <p>No sunglasses inside the building</p> <p>Ornamentation or clothing depicting obscenities, profanity, vulgarity, racism, nudity, sexual innuendo, gang affiliation, or violence</p> <p>Ornamentation or clothing with writing, slogans or pictures that insinuate or support messages of alcohol, tobacco or drugs</p> <p>Studded apparel and chains that are greater than 6” in length or could be considered weapons by shape and size</p> <p>Bedroom slippers or pajamas</p> <p>Beach and swim wear</p>

CHATTAHOOCHEE HONOR CODE POLICY

In an effort to encourage fair assessments and to authenticate learning, the Chattahoochee faculty supports a strong policy against cheating. Cheating can be defined in the following instances:

- willingly provide other students with access to their work
- sharing assessment questions after you have taken your test
- plagiarism
- submitted work from other students as your own
- “splitting an assignment or task and turning in the other person’s part as your own original work”
- excessive parent assistance resulting in a level of quality of work you could not achieve by yourself
- use of cell phone or other device during assessments
- deliberately citing sources incorrectly

Students guilty of an honor code violation will receive a grade of “0” on the assignment or test and a day of ISS. Honor Code Violations regarding distributing material or information to others that violates the Honor Code may receive up to 10 days OSS.

The assignment may not be made up (students who have a “0” are not eligible for recovery). Additionally, an Honor Code Violation Form will be completed by the teacher and filed with the administration. Students receiving an Honor Code violations will be assigned In School Suspension as outlined in the Fulton County Code of Conduct & Discipline Handbook. Please note, your college application may ask you to report instances of academic dishonesty.

We encourage you to talk to your teachers if you are not sure how to use or cite information that is not your own original work.

Pause B4U Post

Use of social media carries great responsibility. Chattahoochee students are expected to know how to use social media and technology to display respectful interactions and show good judgement and character.

Once you post, tag, send, like or share anything you are responsible for the consequences of that action. Bullying or harassment through the use of social media can carry consequences from school regardless of when or where the activity took place.

If you are being bullied or harassed through social media by another student, you need to take the following steps.

1. **Don’t respond**
2. **Report it** to your parent and your administrator (be prepared to show the messages, posts or videos/pictures). The administrator will investigate and make a report.
3. **Block** the individual on all social media, cell phone and email.

4. **Tell friends not to share** anything from people you have blocked. If they're your friends, they'll block them as well.

If you fail to block the individual or decide to respond instead of letting administrator handle the harassment, your complaint may not be investigated.

Help us help you. If you follow the social media pledge we pledge to help make it stop.

If you are using social media to send negative messages or to harass or embarrass anyone and those actions cause a disruption at school there will be school consequences. Based upon the Fulton County Code of Conduct, consequences are local interventions up to 10 days of Out of School Suspension.

If your actions are found to be bullying as described in the Fulton County Code of Conduct (6b), you will be taken to a tribunal hearing for expulsion on your 3rd offense. (FCCoC pg. 15).

Find us on the web <http://www.chattcougar.com> or <https://www.facebook.com/ChattahoocheeHighSchool/>

