



**2019-2020**

# **STUDENT HANDBOOK**

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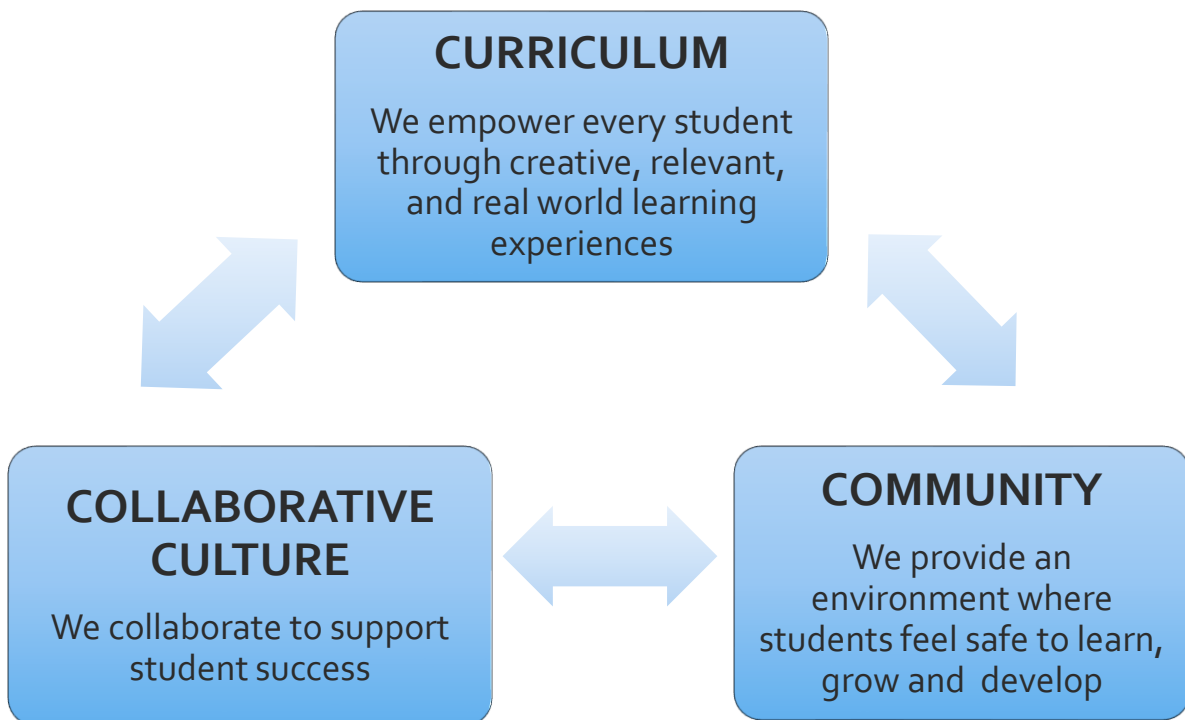
# MISSION

One School, One Team, One Goal-Student Success

# VISION

Every Student. Every Day.

# COLLECTIVE COMMITMENTS



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## **ACADEMICS AND STUDENT LEARNING**

### **SCHEDULING**

During the fall and spring semesters, teachers will make core recommendations based on student progress and grades. Elective registration is typically held in January/February in which students will select 8 elective choices. After core and elective choices have been made, students will have the opportunity to preview their course selections/recommendations and submit core/elective changes for the upcoming school year. Scheduling changes and requests will only be honored during course preview.

### **HOMEWORK**

Students are encouraged to use personal calendars/agendas to record homework assignments and then to refer to the calendar each evening.

### **SENIOR MINIMUM DAY**

Students classified as seniors and having completed sufficient hours to provide for one unit above the total needed to meet graduation requirements may enroll in the Minimum Day/Morning program. It is not permissible for a student to enroll in Minimum Day/Morning and in Mentorship in the same semester. Seniors who choose Minimum Day must provide proof of transportation prior to Minimum Day/Morning approval and must be off school premises by the beginning of 4<sup>th</sup> block daily. Seniors who enroll in Minimum Morning should report to campus in a timely manner for their 2<sup>nd</sup> block classes. Failure to adhere to requirements could result in removal of Minimum Day/Morning schedule.

### **WORK-BASED INTERNSHIP**

Students who meet the requirements to participate in the work-based Internship program are expected to leave campus at the designated time to report to their places of employment. Internship students are required to check-out with their instructor and to leave campus by the beginning of the first assigned period of Internship.

### **STUDENT MENTORSHIP CLASS**

Mentorship is a class offered for juniors and seniors on track for graduation. Students must have a 3.0 minimum GPA, administrative approval, good attendance, minimum tardiness and must not have had ISS, or OSS the previous semester. Students may only mentor twice in their high school career. Students cannot abuse mentorship privileges to assist other students and must remain in their assigned location unless directed otherwise by a faculty member.

### **TESTING**

#### **Advanced Placement Exams**

AP Exams are administered each May and are graded on a 1 to 5-point scale. Generally, students who take an AP Course in high school take the AP Exam in that subject. For more information, go to [www.apcentral.collegeboard.com](http://www.apcentral.collegeboard.com).

#### **End-of-Course Exams**

Students enrolled in Algebra I, Geometry, Ninth Literature, American Literature, Economics, US History, Physical Science and Biology take state-mandated End-of-Course Exams. These tests account for 20% of the final course grade. End-of-Course exam scores are posted on the students' transcripts.

### **Student Growth Measure Exams**

Students will be given Student Growth Measure exams in all other courses (non-EOC course). These exams will count towards students' final grades. They can also be followed by a teacher developed assessments (final exams) at the end of the semester, which will also count towards their final grade

### **Final Exams/Assessments**

Comprehensive final assessments (final exams) may be given at the end of some courses and are calculated as 10-20% of the final course grade. Students are not permitted to take final assessments early. If a student misses a final exam, they will receive a 0 on the exam. Approved missed exams must be made up within the first 10 days of the next semester. During exam administration, students must remain in class and will not be allowed to leave early. In case of illness, students may be tested after the scheduled assessment period with administrative approval. It is the responsibility of the student to make arrangements with the administrator in charge to make up final assessments.

## **EXAM EXEMPTION POLICY**

Juniors and Seniors only may exempt an exam if they meet the following criteria:

- Have an **A or B** and **3** or fewer unexcused absences in the class.
- Have not received ISS or OSS for current semester.
- Have 9 or fewer unexcused combined tardies from classes.
- If a student exempts an exam, they should not be on campus. If students are on campus, they will report to the designated area.

The following exams **MAY NOT** be exempted: **IB, AP, SGM, and EOC exams**

## **EXAM EXEMPTION APPEAL PROCESS**

An appeal process for absences will be in place and students must have professional documentation submitted (legal, medical, etc.) with their appeal form. Students will not be penalized for absences/tardies due to a field trip, late buses, and/or testing.

## **CAMPBELL HIGH SCHOOL ACADEMIC HONESTY POLICY**

The following are considered scholastic dishonesty in schoolwork and will be disciplined:

- A. Taking information of any form into a test situation for the purpose of responding to test items.
- B. Plagiarism – Using the ideas or words of others without proper documentation.
- C. Copying the work of others when the copied material will count as part of the semester grade. This includes the copying of computer disks and files.
- D. Using online translators or language produced by tutors or native speakers for any class assignment

unless authorized by the teacher.

- E. Use or display of a cell phone during testing. Teachers cannot be expected to determine why the cell phone is out; therefore, all use or display of cell phones (or any unauthorized technological device) is considered cheating.
- F. Letting another student see one's own paper during an exam, test, or quiz.
- G. Looking at another student's paper during an exam, test, or quiz.
- H. Using any kind of "cheat" notes during the exam, test, or quiz for assistance.
- I. Talking with another student during an exam, test, or quiz. Teachers cannot be expected to determine the content of a private conversation between students, therefore, all talking during tests is considered cheating.
- J. Fabricating or altering science laboratory data.
- K. Giving and receiving test information to other students in other periods of the same teacher and/or the same course in or out of class.
- L. Taking test questions (complete tests, answer key, teacher's edition) to provide assistance in later test situations (administrative referral).**
- M. Selling, buying, or using papers written by another party (administrative referral).**

**Disciplinary procedures** for cheating will include the following:

1. Individual teachers will handle disciplinary actions in situations A through K listed above.
2. Mandatory actions by teachers will include the following:
  - Assignment of a zero for that particular grade
  - Teacher/student conference
  - Parent notification
  - Misconduct form to be filed in student's disciplinary file

Teachers will refer situations (L – M) that involve taking test questions and selling, buying, or using papers written by another party to the appropriate Administrator.

**Disciplinary action** will include the following:

1. Assignment of a zero for that particular grade
2. Student/Administrator conference
3. Teacher/ Parent conference
4. Minimum assignment to ISS for a minimum of two days
5. Membership in any honor society (i.e. Beta Club, NHS, etc.) shall be revoked for a student violating this policy.

Once a cheating incident has occurred and the teacher has discussed the matter with the student, the teacher should refer the student to the appropriate administrator, so that it can be determined if a previous cheating incident has occurred. After the first offense, all subsequent offenses must be directed immediately to the appropriate administrator for action. The National Honor Society and other organizations do not allow membership by students who have cheated. Incidents of cheating are cumulative over the student's high school enrollment.

## STUDENT BEHAVIOR AND DISCIPLINE

### EXPECTATIONS FOR BEHAVIOR

**Behavior in the Classroom** – Campbell High School has high expectations for all students, based on topics that are critical for success

**WE ARE . . .**  
**On Time**  
**Respectful**  
**Engaged in our Education**  
  
**Every student, Every day**

### DISCIPLINE PROCEDURES

The CCSD Manual of Administrative Rules will be included in a 2019-2020 Family Information Guide located on the school district website along with the Student Handbook. Students, parents and guardians are encouraged to read this information carefully. The JICDA-H Student Code of Conduct will also be given to students during the first week of school. ***Students are expected to sign that they received the Student Code of Conduct. Failure to sign off on the Student Code of Conduct can result in the student not being permitted to participate in school functions such as: Prom, school wide assemblies, homecoming activities, school wide dances, senior week activities.***

Further information may be obtained at:

<http://www.cobbk12.org/generalinfo/FamilyInformationGuide/index.aspx>

### DISCIPLINARY MEASURES FOR GENERAL MISCONDUCT

Parents may also find the JCDA-H Student Code of Conduct online at [www.cobbk12.org](http://www.cobbk12.org). Disciplinary actions taken for misconduct are progressive in nature and will be determined by the appropriate administrator based on the circumstances of the specific infraction and the student's previous disciplinary conduct. If a student is in the company of someone who is in violation of a behavioral policy, that student may be treated as if she/he is in violation of the policy. These rules apply 24/7, 365 days a year when/where a Campbell student represents Campbell, or on school property. A general guideline of disciplinary actions follows. These rules are found at [www.cobbk12.org](http://www.cobbk12.org) under Administrative Rule JIH.

### DISCIPLINARY OPTIONS

**Teacher Detention-** During the first days of a semester, every student will receive oral and written orientation procedures from teachers regarding detention policies. Each teacher may have his own guidelines, and it is the student's responsibility to adhere to individual teacher detention rules. Failure to serve a teacher detention will result in referral to an administrator.

**School Detention:** After-school detention has been established to provide students with initial consequences for some offenses. School detention is held for 20 minutes in the ISS room after school, two days a week. Failure to attend School Detention will result in In-School Suspension.

**In-School Suspension** - In-School Suspension has been established as a measure to keep students in school while they are being disciplined for serious offenses. Strict state and county policies govern the ISS program. The student is made aware of these policies prior to his reporting to ISS. Students are given the opportunity to obtain all class assignments before entering the ISS program. It is the student's responsibility to ensure all work is made up. Students cannot participate in school activities such as athletic events, club competitions, drama, band chorus, or orchestra performances during days serving ISS.

**Out-of-School Suspension** – Suspension is the strongest statement the local school makes in expressing disapproval of misbehavior. Suspended students will be permitted to make up their work; which will be due the day the student returns from suspension. Suspended students are not permitted to participate in or attend any extracurricular events. Excessive behavior infractions may result in placement in the alternative Education Program. Teachers will provide work for OSS infractions for five or more days.

## **STUDENT SEARCHES**

### **Administrative Rule JCAB-R**

The CCSD endeavors to provide a safe and secure environment for all students. The CCSD authorizes reasonable searches of students directed to that end by authorized school officials. Searches based on reasonable suspicion may proceed without hindrance or delay, but they shall be conducted in a manner that ensures that students are not arbitrarily stripped of personal privacy. The principal of each school or designated administrator possesses the authority to conduct inspections of students' lockers, articles carried upon their persons and vehicles. Such searches shall be based on a reasonable suspicion of the presence of deleterious items, but not limited to bombs, handguns, or other dangerous weapons, contraband drugs, alcohol, tobacco, stink/smoke bombs, hidden noisemakers and water guns. In the event the search of a student's person, his personal possessions, his locker, or vehicle reveals the student is concealing material, the possession of which is prohibited by federal, state, or local law, local law enforcement authorities shall be notified so they may take appropriate action, in addition to administrative response.



## STUDENT DRESS CODE AND PROCEDURES

**Cobb County School District Administrative Rule JCDB-R Student Dress Code** is the standard for Campbell High School. The rule is summarized below also allows for local school additions. The rule in its entirety is on the next page.

All students shall maintain the following minimum standard of dress:

- Appropriate shoes shall be worn.
- Midriffs shall be covered.
- Appropriate undergarments shall be worn and may not be visible.
- Strapless garments shall be worn with a jacket.
- Tank-tops shall be worn with a jacket.
- Appropriate shorts, as determined by school administration, may be worn. (FINGER TIP LENGTH)
- No caps, bandanas nor hood covering the head are to be worn in the school buildings during the school day unless there is a special activity during which they are deemed appropriate by the school administration.
- Clothing or ornamentation that does any of the following is prohibited:
  - Displays or advertises substances illegal for minors.
  - Display suggestive phrases, designs, markings, or profanities.
  - Advocates, promotes, or suggest illegal activity.

Additionally:

- Pants should be worn at the waist.
- Medical and/or religious exceptions to headgear must be approved by administration.
- Earplugs for phones or any other electronics should be worn leaving one side out during the instructional day.

***\*The school reserves the right to revise the above list at any time and to make judgments in individual cases.***

### DISCIPLINARY PROCEDURES

Students who wear inappropriate clothing to school will be sent to ISS for a warning and given the opportunity to call home for a change of clothing or be placed in ISS for the remainder of the day. Additional dress code violations will result in disciplinary action to include but not limited to ISS or OSS.



## DISTRICT ADMINISTRATIVE RULE

### JCDB-R Student Dress Code 1/7/13

#### RATIONALE/OBJECTIVE:

All students of the Cobb County School District (District) are encouraged to observe a standard of grooming and dress consistent with the level of formality of the school situation.

#### RULE:

##### A. GENERAL PROVISIONS:

All students shall be required to maintain the level of personal hygiene necessary to ensure a healthful school environment and to refrain from any mode of dress which proves to contribute to any disruption of school functions.

##### B. RESPONSIBILITY FOR ENFORCEMENT:

Administrators and teachers shall enforce the dress code Rule, and the principal or designee shall be the final judge as to the appropriateness, neatness and cleanliness of the wearing apparel, or whether or not apparel is disruptive, unsafe, or in violation of the dress code.

##### C. MINIMUM STANDARD OF DRESS:

All students shall maintain the following minimum standard of dress:

1. Appropriate shoes shall be worn.
2. Midriffs shall be covered.
3. Appropriate under-garments shall be worn and may not be visible.
4. Strapless garments shall be worn with a jacket.
5. Tank-tops shall be worn with a jacket.
6. Appropriate shorts, as determined by the school administration, may be worn.
7. No caps, hats, bandanas nor hoods covering the head are to be worn in the school buildings during the school day unless there is a special activity during which they are deemed appropriate by the school administration.
8. Clothing or ornamentation that does any of the following is prohibited:
  - a. Displays or advertises substances illegal for minors.
  - b. Displays suggestive phrases, designs, markings, or profanities.
  - c. Advocates, promotes, or suggests illegal activity.

##### D. ADDITIONAL REQUIREMENTS OF LOCAL SCHOOLS:

Local schools may establish additional requirements for student dress, including school uniforms. These additional requirements must be approved by the Area Assistant Superintendent and reviewed by the Student Support office. School uniform proposals must also be reviewed by the Board attorney.

##### E. SPECIFIC QUESTIONS:

Parents or students who have specific questions about a garment's appropriateness should consult the local school student handbook and/or the local school administration.

Adopted: 9/8/82  
 Revised: 4/13/83; 8/8/84; 7/23/87; 6/14/89; 11/11/92; 5/23/02  
 Reclassified an Administrative Rule: 9/1/04  
 Revised: 11/10/04; 1/11/06; 1/18/12  
 Revised and re-coded: 1/7/13 (Previously coded as Administrative Rule JICA)

Legal Reference  
 O.C.G.A. 20-02-0736 Student codes of conduct; distribution

## **ATTENDANCE PROCEDURES**

### **CERTIFICATES OF ATTENDANCE-TEEN DRIVERS**

Certificates of Enrollment may be requested before or after school in the Attendance Office. There is a \$2.00 processing fee. Certificates can be picked up 48 hours after initial request before or after school only. The certificate is good for 30 days.

### **ABSENCE NOTES**

When a student is absent, he/she must bring a written statement from his parent or guardian stating the reason for the absence. Students must present a parent note or medical note at the attendance office before or after school within three days of returning to school. If a student misses a number of days in a row, one note will be acceptable for all days missed. Notes must be legible. Notes must include:

The note must include: student's name, grade, first block teachers name: date(s) of absence, reason for absence, parent signature, and phone number where a parent can be reached.

Failure to present a documentation or notes without all of the above information may result in an unexcused absence.

### **EXCUSED ABSENCES/UNEXCUSED ABSENCES**

The Georgia State Board of Education states that students may be temporarily excused from school for the following reasons: (1) personal illness (2) death or serious illness in the immediate family (3) recognized religious holidays observed by the student's faith (4) absences mandated by order of government agencies, and (5) conditions, which render school attendance impossible or hazardous to the student's health or safety. No phone calls will be accepted to excuse a student's absence(s). The student has three school days to clear an unexcused absence.

### **LATE ARRIVALS**

If arrival at school is between 8:20 - 8:30 AM, students should obtain a pass at the tardy station closest to the students' first period class. If arrival is after 8:30 AM, the student should report to the attendance office to sign in and receive an admit slip. Student will receive an automatic notice of late arrival. Students have three school days to bring a note of excuse. After the three days, the tardy or absence is marked unexcused. Continual tardiness will result in disciplinary action.

### **RED PASSES**

A red pass is issued to students who are more than ten minutes late, unexcused. Red passes are issued through the attendance office and may be given to students who are tardy from class to class or who have checked into school after 8:30, without an excused note. The red pass signifies that an administrative referral will be submitted for the student. Administration will meet with the student, call the parent, provide time for an excused note to be sent to attendance, and will either clear the referral for the student or issue appropriate disciplinary consequences.

## CHECK-OUT POLICY

Parents (or their designee) must come to the attendance office to pick up students. Anyone picking up a student must be on the student's emergency contact list, and the person must show a photo ID. If a student returns to school, he/she must sign in again through the attendance office.

Students must be present at least half of the day to be eligible to participate in extracurricular activities. To be counted present, a student must check in before 12:00PM, or may not check out until 12:00PM.

**We do not accept notes for early checkout.** If a student must leave school for an appointment or otherwise emergency and they drive or walk or ride a bus their parent may call the attendance office anytime the day of the dismissal and give all the required information to the attendance clerk. The attendance office will then call the student at the time requested by the parent. The student then is required to come to the attendance office to pick up a dismissal slip. Should the student return in the same day, they are to sign back in at attendance before going to class. As a courtesy to our parents they may also call to have their student waiting for them in the attendance office if they are coming to the school to check them out.

Note: If a student is present in school for any part of a day and a long-term assignment is due in any class that day, the assignment must be given to the teacher in person before the student checks out. A grade of zero may be given if this procedure is not followed. Note: On special occasions, it may be necessary for the administration to require parents/guardians to check out their students in person. Students will be notified in advance if this policy should be necessary.

## EXTENDED ABSENCES

After a student has missed four (4) consecutive days due to illness, the parent or guardian should contact the counseling office to request make up work. Work may be picked up 24 hours after making the request. Long-term absences may require a homebound teacher. (Please see the counseling department about hospital/homebound procedures.) Requests for consideration of extended absences due to family trips/activities must be submitted in writing to the principal, prior to the absences. If approved, the absences will be considered unexcused, but the opportunity for make-up work will be available.

## MAKE-UP WORK

Students are expected to make up all work missed during an absence. It is the student's responsibility to find out what work was missed and to turn it in to his/her teachers. Students should check with individual teachers for policies regarding make-up tests.

## NOTIFICATION OF EXCESSIVE ABSENCES

When a student has been absent five (5) and (7) days in a particular class, the classroom teacher will contact the parent/guardian. When a student has been absent for ten (10) days, a letter will be mailed home regarding the absences and the social worker will attempt to make contact. After twenty (20) days of absences, the student will be required to provide a doctor's note to excuse any further absences, including early dismissals. If no note is provided, the absences will be unexcused. The ten and twenty-day absence rule is cumulative for the school year.

## TARDIES TO CLASS

Tardiness to class is a disruption to instructional time. Any student who is tardy to class will be given a tardy pass and assigned an administrative consequence, including but not limited to suspension.

## WITHDRAWALS

Students withdrawing from school for any reason should report to the main office to complete the proper forms. The student must be accompanied by a parent or guardian or bring a signed note stating the reason for withdrawal, the new home address, and/or the new school's address. This should be done the day before the last day the student will be in school. All books must be returned, and fines or fees paid to clear the records.

## COLLEGE VISIT PROCEDURES

A parent note which outlines the destination and dates the student will be absent needs to be turned in to the Attendance Office AT LEAST 5 school days prior to the absence. In order for these absences to be considered excused, official documentation from the institution including dates and times of tours, appointments with admissions counselors, etc. MUST be turned in to the Attendance Office when the student returns to school. Brochures and campus maps will not qualify as appropriate and sufficient documentation of a college visit.

# SCHOOL PROCEDURES

## BUS CONDUCT/TRANSPORTATION

Maintaining proper conduct while on the school bus is the responsibility of the student. Students will observe the same code of conduct as they would on the school campus. Serious or continued misconduct will result in disciplinary action and may include suspension from the bus. Students must board the bus at their assigned bus stop.

In accordance with CCSD policy, students may be transported from and returned to their residences only. Students may ride a different bus other than their own **ONLY IN EMERGENCY SITUATIONS** if they have a written request from their parent/guardian approved prior to 12 NOON through the bus administrator. The following procedures are to be followed concerning such a request:

- A. The written request should contain the following information: student's name, date, bus number they are going to ride, parent or guardian signature, telephone number where note can be verified by the front office.
- B. Students should bring their requests prior to the start of the school day to the front office to receive a special bus pass for that day. Automatic approval for a special bus pass may not be granted if the student has exhibited prior misconduct while riding any bus.
- C. Late bus passes will be issued beginning at 8:15 a.m. each morning and students are expected to be in class no later than 8:25 a.m.

## SCHOOL BUS CONDUCT

Safety rules and regulations have been developed to assure all students, eligible to ride the bus, of their rights, but it is also their responsibility to follow these rules. When rules are broken, the privilege of riding the bus will be interrupted. The behavior of students on school buses is considered an extension of classroom behavior. Maintaining proper conduct while on the bus shall be the joint responsibility of the student, parent, bus driver and school officials. Students shall observe the following code of conduct established by the Cobb County Public Schools:

## CAFETERIA/LUNCH PERIOD

Campbell High School's cafeteria uses a computer system that allows parents to pay in advance for student lunches. Students must memorize their Cobb County ID number (six digits). Students can deposit money in their accounts any time. Students should not share ID numbers with any other student. Extra food will be sold as a cash only sale if there is no money on the account. **High school students may not charge food at any time.** Students may apply for free or reduced lunches via the **online application form** given to them in their student folders. Students are provided the opportunity to eat breakfast in the cafeteria in the morning, but when the 8:05 am bell rings all students need to report to their first block class. Only students eating breakfast and/or with a valid bus pass can remain in the cafeteria after 8:15AM. During lunch, students must stay in the cafeteria or other approved supervised areas. Students must have a pass from a teacher to leave the cafeteria during lunch. Parents may monitor their students' lunch purchases at [www.mealpay.com](http://www.mealpay.com).

Online applications for free and reduced priced lunches are accepted any time during the school year. Students will follow procedures as instructed by dining hall staff.

Students are expected to display **appropriate behavior** in the cafeteria. Students must report directly to the cafeteria and be in attendance until dismissed by the appropriate bell. Only seniors are permitted to sit and eat in the senior courtyard.

Students are responsible for following the guidelines below:

- Be on time
- Remain seated.
- Do not cut in line.
- Clean up after themselves and dispose of all trash, including trays, food and drink cartons, in garbage cans.
- Do not take food or drinks outside the cafeteria/lunch area.
- Outside food deliveries are not permitted.
- Do not leave the campus during lunch.
- Do not leave the cafeteria without a pass from an administrator or teacher.

## **ELECTRONIC COMMUNICATION DEVICES**

Electronic devices may be used in the building during class changes, breakfast, and lunch. Ear pieces, including headphones, buds, etc. may be used during class changes; in one ear only. This will insure that students can hear adult directions, as needed. Students cannot use, display, or turn on electronic communication/music devices during instructional class time without teacher permission. Students who violate this policy will be subject to disciplinary action.

**The school is NOT responsible for searching/investigating the loss of or theft of electronic personal items.** It is the student's responsibility to ensure that personal items are secured at all times and not left unattended.

Office phones may be used for emergencies and with the permission of adult office personnel only. Students should report to a teacher, a counselor, or the clinic for emergencies that require the use of a telephone.

## **EMERGENCY DRILLS**

Fire drills will be held monthly. The warning is a continuous ringing of the fire alarm. Students are expected to quietly file out of the building to a designated area. Code Red Drills, Take-cover and drop drills will also be conducted periodically. Students must remain quiet and comply with their teacher's directions.

## **FINES AND FEES**

All fines and fees must be paid prior to students withdrawing or graduating from Campbell High School. A student's final transcript/report card will not be released unless all fines and fees have been reconciled. Students will be prohibited from participating in Prom, homecoming activities, school wide dances, senior week activities and/or graduation until all fees have been paid.

## **FIELD TRIPS/PERSONAL FIELD TRIPS**

Any time a student leaves campus on an official school trip, signed parental consent must be given. If the trip causes a student to miss another class, it is the student's responsibility to inform the teacher and arrange for any make-up assignments to be completed by the specified date.

Recognizing that parents may desire to take students on a non-school sponsored trip, the administration does not want to penalize a student who might be able to avail him/herself of an educational experience outside the classroom. In compliance with state regulations, the administration must consider such absences as "unexcused," but students can make up their work upon return. This provision can be offered only to students who request such approval in advance to the proposed absence. Written requests should be turned into the pupil personnel clerk in the attendance office.

## **HALL PASSES**

Students who leave a class for any reason are responsible for obtaining a school wide pass from their teacher. The pass should include the date, time, and destination. Students who wish to leave the cafeteria during lunch to work in the Learning Commons must sign in upon entering the Learning Commons or remain in the cafeteria. Students who wish to return to their assigned classroom from lunch must obtain a pass before coming to the cafeteria.

## **LOCKERS**

- A. Lockers will be available after the first week of school. Students should not share lockers or combinations.
- B. The right is reserved to search a school locker when there is reason to believe a school violation has occurred and at the end of each semester. All lockers are subject to inspection and search by school officials as provided by law. Random locker searches will be conducted periodically throughout the school year.
- C. Students should not go to their lockers during any class period or during their lunch period without a written pass signed by a faculty member.
- D. The school is not responsible for items taken from a locker. If students have problems with their lockers, they should report the problem to the proper administrator.
- E. When using their P. E. locker, students should secure all possessions before leaving the locker room.
- F. No obscene pictures or illegal substance-oriented pictures, slogans, etc. may be placed inside lockers or on the doors. A student will be held responsible for any extraordinary measures needed to clean an assigned locker at the end of the year.

## **LOST AND FOUND**

Personal belongings found during the school day will be placed in a container in a designated area in the cafeteria. Purses, phones and other items of value will be sent to the front office/recovery office. Additional lost items will be stored in the School Social Worker's office located across from the Chorus classroom for a limited time.

## **PARKING/AUTOMOBILES – FEES AND POLICIES**

Each student who chooses to park a vehicle on campus, in the designated student parking area, must purchase a per-semester parking permit. The CCSD Public Parking Permit Application and Vehicle Registration Form (12-92) will be used to advise students and parents of rules and regulations.

One-day parking will be limited to 7 days per semester and is subject to the same rules and regulations as stated on the Parking Permit Application. One-day parking passes are available with the bookkeeper/front office before the school day for a fee of \$1/day.

Students will be ineligible for parking if they have excessive tardies and absences.

## **TEXTBOOKS, FINES, AND FEES**

Students are responsible for returning textbooks in the same condition as issued. If a book is not returned, or is damaged beyond use, the student will be charged the cost of the book. Minor damage will be assessed at 25% of book cost and major damages at 50% of book cost. All fines and fees must be paid prior to student's withdrawing or graduating from Campbell High school. A student's final transcript/report cards will not be released unless all fees and fines have been reconciled.

## **VENDING MACHINES**

Vending machines, available for student use, are located throughout the school. Students should dispose of all trash in an appropriate manner. No food or beverages are allowed in classrooms unless permitted by the teacher. Refunds will not be given for any money lost in the machines.



## **VISITORS**

Only those who have legitimate school business may visit Campbell's campus. Parents must have appropriate ID and are welcome to participate in announced classroom visits. All visitors must check in at the front office or attendance office. Instructional time will not be interrupted for conferences. (According to CCSD Policy JV) All persons wishing to visit a Cobb County School must contact the school principal, or his/her designee prior to, or immediately upon entry of school property. The persons must obtain written permission to visit any part of the school. The principal may grant permission at his discretion in accordance with school operations. The presence or visitation of unauthorized persons in and about school system facilities or properties may constitute trespassing and may subject visitors to criminal prosecution under the laws of the State of Georgia. A student or employee may not have an unauthorized visitor in class.

## **STUDENT ARRIVAL TIME/DISMISSAL**

Students may not arrive earlier than 7:15 A.M. unless they are attending a scheduled tutorial session. All students who arrive between 7:15 A.M. and 8:05 A.M. should report directly to the cafeteria without detouring to lockers and/or classrooms. Students may not leave campus once they arrive. When the 8:15 AM bell rings, students need to report directly to first block. Students must exit the building by 3:45 each day unless under the direct supervision of a teacher or coach. Any student remaining on campus to attend tutoring, a club meeting or athletic practice, should report directly to the appropriate teacher or coach. Campbell students who are not staying for a scheduled activity are expected to exit the building at school dismissal. To ensure the safety and security of our students, students are not allowed to remain in the building to wait for their rides. The campus police officers will cite students for trespassing and can press charges against students who are found in unauthorized areas after school hours.

## **SCHOOL CLINIC**

The Clinic is located in the same suite as the school's Attendance Office. The hours when the school nurse is available are 9:00 AM–3:00 PM. Students must have a pass from a teacher or an administrator to go to the clinic.

## **ACCIDENTS**

Any accidents or student injuries should be reported by the classroom teacher immediately. The nurse should be immediately notified.

## **FIRST AID and OTHER MEDICAL ASSISTANCE**

Students needing minor attention should report to their teacher and get a pass to the clinic. If a student needs to go to the clinic during lunch they should obtain one from an Administrator located in the Cafeteria.

**Student drivers being checked out through the clinic with complaints of headaches, migraines, vomiting, feeling dizzy or lightheaded, eye concerns, fever over 100.7, pain or an injury will not be allowed to drive themselves home. A parent/guardian or designated emergency contact (on file with the school) will be required to come and pick up the student.**

***\* NO EXCEPTIONS WILL BE MADE TO THIS POLICY\* CCSD regulation JLCD***

## MEDICATIONS

A school employee or trained clinic worker will, with written permission from the child's parent/guardian, assist the child in taking prescribed medication. Prescription drugs must be kept in the clinic in the original container, bear the name of the patient (student), the name of the physician prescribing the medication, and the name of the pharmacy filling the prescription. Controlled medications (ADD, ADHD, Pain medications) must be brought to the clinic by a parent/guardian. Students are not allowed to bring these medications to school themselves. They must be in the original container, bear the name of the patient (student), the name of the physician prescribing the medication, and the name of the pharmacy filling the prescription. Students who are found with these or other Controlled Substances will be found in violation of Administrative Rule JCDA-H.

## QUESTIONS AND ANSWERS (MEDICATIONS AND HEALTH CARE AT SCHOOL)

### 1. Does the school provide medications?

*No, the school does not provide medication. Medication must be brought to the school clinic by the parent/guardian. An "Authorization to Give Medication", Form JLCD-2, must be completed and filed with the School Clinic.*

### 2. May the parent/guardian bring and give medications to their student?

*Yes, a parent/guardian may come to school and give their child medication. They should come to the school clinic where their student will be called from class.*

### 3. Where can I find authorization forms?

*Authorization forms are found in the school clinic, or online. To find forms online go to [www.cobbk12.org](http://www.cobbk12.org). Locate "General Info", and then click on "Student Health Services". Left hand side of page Click on "My Student Needs Medicine at School". Print and complete Authorization form and return to clinic along with the medication.*

### 4. Why do medications have to be in the original container?

*The original container provides information from the manufacturer about over-the-counter medications, including the name of the medication, the proper dose, how the medication should be given, how often the medication can be given, possible side effects, and when the medication is no longer effective (an expiration date).*

*The original prescription container includes the name of the medication, the patient's name, the prescribing licensed health care provider, the proper dose, how and when it should be given, how long the medication should be given, when the medication expires, and the pharmacy where purchased. All of this information is necessary for the School Nurse to administer medication in a safe manner.*

### 5. What if my child's medication or dosage changes?

*Parents/guardians must inform the School Nurse of any medication changes. New medication or different doses will not be given unless the parent completes a new medication form. The information on the prescription bottle label must match the new consent form.*

### 6. May my child carry over-the-counter medication at school?

*High school students may carry any over-the-counter medication and do not need to complete an "Authorization to Carry Over-the-Counter Medication." Students may not share any medication,*

*whether over the counter or prescription, with others. Doing so could be a violation of the Student Code of Conduct and could also result in the student losing his/her privilege of carrying medication on his/her person.*

**7. Can my child take herbal medication at school?**

*No. Over-the-counter diet pills, vitamins, dietary supplements, including minerals or herbs will not be given.*

**8. Can my child carry his asthma inhaler at school?**

Yes, students may carry inhalers, EPI-pens or insulin with a completed "Authorization to Carry Prescription Medication" Form JLCD-10 on file in the clinic.

## LEARNING COMMONS

### LEARNING COMMONS HOURS

**Monday – Thursday 7:30-4:30**

**Fridays and days preceding a student holiday 7:30 AM-3:45 PM**

- Students may use the Learning Commons before and after school; students may also visit the Learning Commons during lunch provided they have a pass.

### BOOK CHECK-OUT PROCEDURES

- In the event of damaged or lost materials, students and staff will be assessed a \$15 replacement fee.
- Students may checkout up to three resources for three weeks.
- There is a \$ .10 per day fine for all materials not returned by the due date.
- Students are encouraged to pay outstanding fines in a timely manner. The Learning Commons staff will make every effort to create a payment plan to ensure continued access to educational resources.

### PRINTING IN THE LEARNING COMMONS

- Paper is provided by the Learning Commons to all teachers and students.
- Students may print up to five pages free per media center visit. There is a \$ .10 per page fee for printing over the five-page limit.
- Color printing is \$ .25 per page--limit five pages.

### TECHNOLOGY USE (IFBG-R Internet Acceptable Use)

Principals and Administrators will inform students and employees of the responsibilities associated with use of the CCSD technology policies. To this end, Administrative Rule IFBJ-R (Internet Acceptable Use) and

Board of Education Policy IFBGE (Internet Safety) are included in the Parent Information Guide. Any attempts to harm, modify, destroy or otherwise change the district's data and technology should be reported to appropriate district authorities. Staff will refer to District Administrative Rules governing employee and student conduct, including, Rule IFBJR (Student Conduct: Codes of Conduct), when addressing inappropriate use or abuse of District technology privileges.

**Students:** Students will adhere to all policies, Rules and regulations issued by the District and their respective school.

## **PENALTIES FOR PROHIBITED USE**

Students and employees who violate district/school policies, rules or regulations governing the use of the District's technology and network resources may have their network privileges suspended or revoked and will be subject to District Administrative Rules applying to employee and student conduct including, for students, the provisions of the appropriate District Code of Conduct (Rules JICDA-E, -M, or -H).

## **HOME/SCHOOL COMMUNICATIONS**

### **SCHOOL WEBSITE AND TWITTER ACCOUNT**

Students and parent/guardians are encouraged to check the Campbell High School website and Twitter account often. You may access the Campbell website through the CCSD website. You may access the Twitter account: @CHSsparta.

### **COMMUNICATION (HOME/SCHOOL)**

The CCSD recognizes that the delivery of information to the home is a responsibility that must be shared by school personnel and students. Parents should provide valid daytime contact numbers. Students in grades 9-12 are expected to transmit written notes, messages, deficiencies, report cards, and other documents between the school and their parents/guardians. School personnel shall be responsible for making reasonable effort in the communication process, including e-mail, written messages, and telephone calls and messages, to bring particular attention to situations where the educational welfare of students may be in jeopardy. However, school personnel shall not be held responsible for student problems that develop from the refusal of students to transmit messages from the school to the home. Progress reports/report card dates are posted on the county website.

The Campbell administration strongly encourages students and parents to communicate their concerns to teachers as soon as a problem becomes evident. If a student has a concern or a problem in a class, the student should follow these steps to resolve the issue:

- The student should schedule a meeting with the teacher. If the issue is not resolved, the student and parent/guardian should schedule an appointment with the teacher.
- If the problem persists, the parent/guardian and teacher should schedule an appointment with the appropriate counselor/administrator. At any time, parents/guardians may access their student's grades through ParentVUE, an online report. For information on ParentVUE, the main office or counseling department.

## STUDENT ACTIVITIES

### ATHLETIC/EXTRACURRICULAR ACTIVITIES

Students are encouraged to take an active part in student clubs and organizations. All organizations must be approved by the principal and sponsored by a faculty member. A staff member must be present at all meetings and activities. **All club activities, including fundraisers must be approved at least two weeks prior to the event by the principal.** Students who receive ISS/OSS within in two weeks of a school wide activity will not be allowed to participate in that activity. (Activities include but are not limited to dances, prom, athletic games, pep rallies, any other school wide assembly). Students participating in extracurricular activities must be picked up no later than 15 minutes after the end of the activity. Failure to do so may result in not being able to participate in future activities. **Students who are suspected of any gang-related behaviors or found guilty of any gang related charges on campus or off campus will not be permitted to participate or attend any after school activities such as athletic games, dances etc.**

### CONDUCT AT ATHLETIC EVENTS

As spectators, a student represents Campbell as much as the athletes do and is responsible for much of the school's reputation. Support the team enthusiastically but with consideration for the other team's players and fans. Remember that extracurricular activities are an extension of the school day, and student conduct must comply with all school behavior policies. Students will not be permitted to participate in future events if conduct violates Cobb and/or Campbell's expectations for code of conduct.

### GHSA SPORTSMANSHIP STATEMENT

*The GHSA and its member schools have made a commitment to promote good sportsmanship by student/athletes, coaches, and spectators at all GHSA sanctioned events. Profanity, degrading remarks, and intimidating actions directed at officials or competitors will not be tolerated and are grounds for removal from the event site. Spectators are not allowed to enter the competition area during warm-ups or while the contest is being conducted. Thank you for your cooperation in the promotion of good sportsmanship at today's event.*

### ELIGIBILITY

State Board Policy and CCSD Policy require that students who participate in extracurricular activities meet certain eligibility requirements.

To be eligible for participation, a student must:

1. Pass three subjects (three Carnegie units) the semester preceding participation;
2. Be enrolled in at least 3 classes which offer credit toward graduation;
3. Be on-track for graduation as follows:
  - Earned 5 units at the beginning of the 2nd year;
  - Earned 11 units at the beginning of the 3rd year;
  - Earned 17 units at the beginning of the 4th year.

### GUIDELINES FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Participation in interscholastic/extracurricular activities in public schools is a privilege. Students will be required to sign a Campbell High School Conduct Statement and Drug/Alcohol Statement (see Policy JJICA

Policy addendum). Eligibility requirements are set by the state, and all students involved in any GHSA-sponsored extracurricular activity must meet state requirements. The State Board of Education in an effort to encourage students to stay on track for their graduation requirements has adopted a policy that regulates student participation in activities.

Students who are involved in extracurricular activities enjoy high visibility and serve as role models for younger students in our school. Therefore, Campbell High School expects its students to act in accordance with their positions as representatives of the school at all on-campus and off-campus activities. Any discipline infraction two weeks prior to a school wide activity will result in the student not being allowed to participate in the activity. Excessive unexcused tardies beyond five per semester will result in the loss of parking privileges and participation in school wide activities including, but not limited to, school dances, prom, athletic games, and school wide assemblies. A student who uses or possesses illegal drugs or alcohol, on or off school property, shall be suspended from interscholastic/extracurricular activities in compliance with CCSD Administrative Rule JJICA. A student who is arrested for or charged with, a misdemeanor involving moral turpitude, or a felony shall be automatically suspended from interscholastic/extracurricular activities. The student shall remain suspended from these activities until the matter is resolved in favor of the student.

### **CCSD STUDENT ATHLETES PARTICIPATION STANDARDS: JHEA STANDARDS**

The CCSD recognizes the significance of extracurricular activities at the high school level. In order to assure that students' participation in these activities is in line with their progress toward high school graduation, the following standards shall be observed for student participation in all high school extracurricular activities. (For the purpose of this policy, extracurricular activities include athletic and competitive teams sanctioned by the GHSA including cheerleading, debate and one-act plays.)

- A. Students must meet all academic eligibility requirements as outlined under "Guidelines for Participation in Extracurricular Activities."
- B. Students who wish to participate on an athletic team must have a physical exam performed by a licensed physician prior to participation. Physicals are current for one calendar year. Completed physical exam forms should be turned in to the athletic coordinator. Students must also submit proof of adequate insurance coverage.
- C. Students are not eligible to participate in a GHSA-sanctioned activity after their eighth semester in high school.

### **DRUG/ALCOHOL POLICY FOR INVOLVEMENT IN EXTRACURRICULAR ACTIVITIES**

In order to provide consistency and fairness in dealing with students involved in extracurricular activities who violate the Drug and Alcohol Policy, CCSD Administrative Rule IDF-R will be followed. Students who are participating in any athletic program may be dismissed by their coach, if they have been involved in substance use.

### **FUNDRAISING AND SOCIAL FUNCTIONS**

All fundraising activities must be requested in writing and approved by the principal. No sales may take place during class time. School regulations and disciplinary actions apply to all extracurricular functions. All special events must be approved and scheduled at least two weeks in advance. Students are not permitted to solicit and/or sell any items on campus unless approved by a faculty member.

## STUDENT EVENTS

All Campbell High School student events, which include extracurricular, athletic, or other school events, must be approved by the administration. All events must be chaperoned by a Campbell High School faculty member. Only presently enrolled students and their approved school-aged guests may attend. Appropriate school rules of conduct are in effect even though the event may be off-campus and after-hours.

## STUDENT RECOGNITION

It is the goal of Campbell High School to recognize outstanding students, who excel academically, maintain excellent attendance and who display exemplary character. Such students will be honored through various programs: We have other national honor society groups. Do we add them to this list?

**National Beta Club** - Students are selected for membership in the fall of a student's sophomore year. Criteria for membership include a 3.5 grade point average (GPA); fifteen (15) hours of community service; and display of the ideals of leadership, character, and honor. Certain disciplinary offenses, occurring at any time during a student's high school career may exclude him/her from consideration. These include but are not limited to the following: academic dishonesty, insubordination, skipping/truancy, fighting, forgery, and other inappropriate actions leading to In-School Suspension (ISS) or Out-of-School Suspension (OSS).

**National Honor Society** - This national organization recognizes and encourages academic achievement while striving for ideals in leadership, character, honor, and service. Students are selected for membership in the fall of their junior year based on grade point average (GPA), character, and participation in extracurricular activities. Membership is open to juniors and seniors who meet the following criteria: GPA requirement is a 3.75, school or community volunteering of 40 hours each year, leadership in the school and the community and character. Certain disciplinary offenses, occurring at any time during a student's high school career, may exclude him/her from consideration. These include but are not limited to the following: academic dishonesty, insubordination, skipping/truancy, fighting, forgery, and other inappropriate actions leading to In-School Suspension (ISS) or Out-of-School Suspension (OSS).

**Who's Who Recognition** – The top 10% of the graduating Senior Class is recognized with this most prestigious honor. Seniors are scored on three criteria: grade point average (GPA); participation in extracurricular activities; and popular vote by the Senior Class.

## YEARBOOK SALES

The yearbook can be ordered during the fall ordering period. Order forms are available from and payments may be made to the Yearbook sponsor. Additional information regarding yearbooks, order dates, senior pictures, senior credits, and other important details will be communicated to students at the beginning of the school year as well as posted on the school website throughout the year.