



**2024-2025**

**STUDENT HANDBOOK**

925 Powder Springs Street SE, Smyrna, Georgia 30080

Phone: 678.842.6850 Fax: 678.842.6852

Website: [www.campbellhs.com](http://www.campbellhs.com)

# MISSION

One School, One Team, One Goal-Student Success

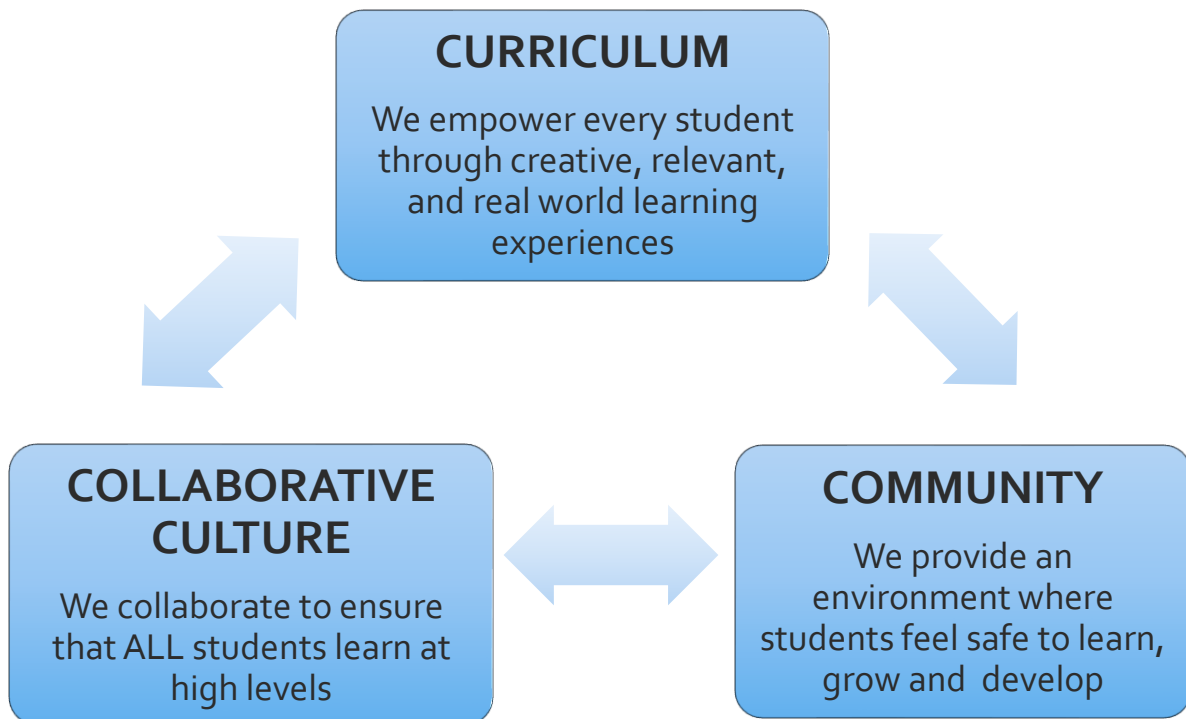
# VISION

Every Student. Every Day.

# CORE VALUES

Committed, Honorable, Strong

# COLLECTIVE COMMITMENTS



## About This Handbook...

The Campbell High School Student Handbook is designed to be an information source for students and parents. Included in this handbook are the most current policies for Cobb County School District, information regarding academic policies, schedules, student behavior expectations/consequences, and extracurricular activities.

Students are responsible for knowing the contents of this handbook and are responsible for any additional information related to local school or district policies throughout the school year and for communicating this information to their parents or guardians. For additional information on Cobb County School District policies, please go to <http://www.cobbk12.org>.

***Note: The information contained in this handbook is subject to change or modification regarding policy and procedures adopted by the Cobb County School District or Campbell High School.***

## Disclaimer

Cobb County School District shall maintain their educational programs in compliance with all laws relating to non – discrimination. Procedures shall be established, and personnel shall be appointed within the school district to deal with student, parent, and employee concerns relative to the requirement of non-discrimination. (Policy JAA-R)

No person shall be discriminated against because of race, creed, national origin, religion, sex, age, or disability. Concerns may be directed to the proper authority at the Cobb County School District. Questions concerning policies and practices of an individual school may be addressed to the building principal or to the Cobb County School District, 514 Glover Street, Marietta, GA 30060.

## ADMINISTRATIVE TEAM

Dr. Vanessa Watkins.....	Principal
Valencia Andrews.....	Assistant Principal
Dr. Jennifer Dorrough.....	Assistant Principal
Davana Silva-Rose.....	Assistant Principal
Josh Ford.....	Assistant Principal
Dr. Antwane Nelson.....	Assistant Principal
Dr. Jacinta Bouknight.....	Assistant Principal
James Thigpen.....	Athletic Director/Assistant Principal
John Armour.....	Assistant Principal
Lisha Wood.....	IB Coordinator/Assistant Principal
Latisha Weaver.....	Support & Services Administrator

## SCHOOL COUNSELORS

Laura Potts.....	Department Chair
Kimberly West.....	School Counselor
Candice Goldman.....	School Counselor
Rotarsha Jackson.....	School Counselor
Michelle Dotson.....	School Counselor
Dawn Holmgren .....	School Counselor
Yolanda Wright.....	School Counselor
Siera Saleem.....	Graduation Clerk
Kathy Young.....	College & Career Counselor
Shirley Diaz-Brown.....	College & Career Counselor
Shirley Usher.....	Counseling Clerk
Kim Lyons.....	Enrollment and Records Clerk

# BELL SCHEDULES

<b>REGULAR BELL SCHEDULE</b>	
Report to Class	8:15
1st Block	8:20-9:51
<i>1 minute warning bell</i>	9:57
2nd Block	9:58 - 11:28
<i>1 minute warning bell</i>	11:34
3rd Block	11:35 – 1:53
A Lunch	11:28 - 11:52
B Lunch	11:58 - 12:23
C Lunch	12:28 - 12:53
D Lunch	12:58 - 1:23
E Lunch	1:28 - 1:53
<i>1 minute warning bell</i>	1:59
4th Block	2:00 - 3:30

<b>30 MINUTE ADVISEMENT (Homeroom after 1st)</b>	
Report to Class	8:15
1st Block	8:20 - 9:38
<i>1 minute warning bell</i>	9:44
Homeroom	9:45 - 10:15
<i>1 minute warning bell</i>	10:21
2nd Block	10:22 - 11:42
<i>1 minute warning bell</i>	11:48
3rd Block	11:49 – 2:07
A Lunch	11:42 - 12:06
B Lunch	12:12 - 12:37
C Lunch	12:42 - 1:07
D Lunch	1:12 - 1:37
E Lunch	1:42 - 2:07
<i>1 minute warning bell</i>	2:13
4th Block	2:14 - 3:30

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*Campbell High School reserves the right to adjust local school policy in the event of health-related and safety concerns, remote/virtual learning and face-to-face instruction due to effects of the pandemic.*

**Cobb County School District  
Family Information Guide (FIG)**

[5d859127808.pdf \(cobbk12.org\)](#)

## 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 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. Students should abide by policies located on teachers' syllabi.

### GRADING

Student performance shall be recorded on the permanent record using numerical grades. Letter grades represent the following numerical grades:

A	90-100
B	80-89
C	74-79
D	70-73
F	Below 70

### REPORT CARDS/PROGRESS REPORTS

Report cards are issued every six weeks. Only the 18-week grades are recorded on the student's academic transcript. Parents and students may obtain current course grades as well as attendance information anytime through the Synergy (ParentVue and StudentVue) portal. Also, reports cards are published in Synergy every six weeks.

Conduct grades are given during each grading period and reported to parents on each progress report/report card. Conduct grades are related to the student's behavior within each class.

*The following is a guide to conduct grading:*

- Satisfactory – Needs no correction
- Needs Improvement – Needs some correction
- Unsatisfactory – Needs repeated correction

\*Note: conduct grades also contain specific comments that explain conduct coding application

## GRADE POINT AVERAGE/QUALITY POINTS

A student's grade point average (GPA) is based on quality points awarded for each grade earned. All courses taken in high school impact the GPA whether the student passes or fails the course. Quality points are awarded as listed below:

QUALITY POINTS		
Regular Courses	Honors Courses (see school registration forms)	Advanced Placement (AP), and college/University courses as described in Rule IDCH-R
		International Baccalaureate (IB) 4 <sup>th</sup> and 5 <sup>th</sup> Year Foreign Language Mathematics Courses: Multi-Variable Calculus Science Courses: Advanced Physics Robotics Advanced Genetics/DNA Research Advanced Scientific Internship Chemical and Material Science Engineering Advanced Scientific Research
A = 4 Quality Points	A = 4.5 Quality Points	A = 5 Quality Points
B = 3 Quality Points	B = 3.5 Quality Points	B = 4 Quality Points
C = 2 Quality Points	C = 2.5 Quality Points	C = 3 Quality Points
D = 1 Quality Points	D = 1.5 Quality Points	D = 2 Quality Points
F = 0 Quality Points	F = 0 Quality Points	F = 0 Quality Points

## HONOR ROLL

Students with a weighted GPA of 3.50 and higher at the end of each academic year are placed on the Principal's Honor Roll.

## HONOR GRADUATES

After the final computation of the grade point average, graduates shall be awarded "honor status" to students with a weighted GPA of 3.500 or higher only.

## PROMOTION/RETENTION

CCSD Admin Rule IHE-R indicates promotion/retention criteria and is based on the number and type of credits/units a student has earned. Listed below are the requirements from IHE-R for promotion to each grade level:

- 10<sup>th</sup> grade: 5 units including one unit each of required English/Language Arts, Math, and Science.
- 11<sup>th</sup> grade: 10 units including two units each of required English/Language Arts, Math, and Science.
- 12<sup>th</sup> grade: 16 units including and entering 4<sup>th</sup> year in high school based on the 9<sup>th</sup> grade entry date.

*Note:* Students who are retained will remain in the same grade-level homeroom and must retake the failed classes needed for promotion.



## GRADUATION REQUIREMENTS

The Cobb County Board of Education in conjunction with the Georgia State Board of Education offers one common set of high school graduation requirements for all students to earn a regular diploma. To receive a diploma, students must satisfy these minimum requirements:

<b>SUBJECT</b>	<b>REQUIREMENTS</b>
<b>English</b>	<b>4 units</b> , must include: 1 unit of 9 <sup>th</sup> grade Literature and 1 unit of American Literature <b>or</b> AP Language (Am Lit)
<b>Mathematics</b>	<b>4 units</b> : Algebra, Geometry, Algebra 2, and a fourth math credit (Pre-Calculus, AMDM, Statistical Reasoning, or AP Statistics)
<b>Science</b>	<b>4 units</b> :, must include: 1 unit Biology, 1 unit of Physics/Physical Science, 1 unit of Chemistry, Earth Systems, Environmental Science or an AP Course, and 1 unit of a 4 <sup>th</sup> science.
<b>Social Studies</b>	<b>3 units</b> , must include: 1 unit World History, 1 unit U. S. History, ½ unit American Government, ½ unit Principles of Economics
<b>Health/Physical Education</b>	½ unit Health ½ unit Personal Fitness
<b>Career, Technical, and Agricultural Ed <u>and/or</u> Fine Arts <u>and/or</u> World Language)</b>	<b>3 units</b> (any combination, although 3 CTAE units are recommended for a career pathway, and at least 2 units of the same foreign language is required for college admission)
<b>Electives</b>	<b>4 units</b>
<b>TOTAL UNITS</b>	<b>23 UNITS (Minimum)</b>

(CCSD Admin Rule IHF-R Graduation Requirements contains more detailed information and is available online.)

## REMIEDIATION

Students will receive intervention during WIN Wednesday and teacher-specific tutoring sessions. Focus is on the Priority Standards not mastered per unit during Deployment.

## COURSE EXTENSION

Occurs when students fail a course with a 60-69. Students complete Edmentum coursework before or after school within 10 days of the new semester to reach a 70. **\*\*Teacher of record must sign and submit a grade change form to the appropriate administrator.**

## CREDIT RECOVERY

Occurs when a student repeats the same course through CVA/GAVS/Edmentum (both courses are included on the transcript). Course is scheduled in Synergy and can be taken during the school day or before/after school. **\*\*Courses do not meet NCAA requirements.**

## DUAL ENROLLMENT

Dual Enrollment (DE) is a program that allows high school students in the states of Georgia to take college courses that can count for credit towards both high school graduation requirements and some college requirements. Eligible students must:

- Attend eligible public, private, or home school high schools in Georgia
- Be enrolled in 10th, 11th or 12th grade
  - 10th grade students can participate in DE by enrolling in eligible CTAE courses at a Technical College (TCSG)
  - If 10th graders have earned, in one sitting, either a 1200 on the SAT or a 26 on the ACT, they are eligible to apply for enrollment in any participating DE college and take any approved DE courses.
- Be a Georgia resident (no additional citizenship required)
- Meet college admissions requirements for their DE program
- Meet high school participation requirements specific to Cobb County:
  - Be on track for graduation
  - Be in good academic standing
  - Adhere to all the policies specifically stated in the Cobb County School District Local School Agreement (provided on the forms page of this site)
- Must not have already received a high school diploma

## CAMPBELL ADVANCED PLACEMENT SCHOLARS PROGRAM (C.A.P.S.)

The Campbell Advanced Placement Scholars Program (C.A.P.S.) aims to prepare and celebrate the academic accomplishments of Campbell's high performing students who are not enrolled in our IB Program. C.A.P.S. seeks to encourage, recognize, and support high performing Campbell students as they enroll in Honors and Advanced Placement (AP) courses. The goal of C.A.P.S. is to encourage students to take these highly rigorous courses in order to prepare them for life and collegiate success. Students receiving their C.A.P.S. stole have met the criteria and requirements of the program, including maintaining a minimum weighted GPA of 3.5, taking a minimum of 5 AP classes and 5 AP Exams, and completing a Fine Arts or Career Pathway.

## 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 program during the spring semester **only**. It is not permissible for a student to enroll in Minimum Day and in Mentorship in the same semester. Seniors who choose Minimum Day must provide proof of transportation prior to Minimum Day approval and must be off school premises when not enrolled in a Campbell High School class. Failure to adhere to requirements may result in student removal from Minimum Day Program. Students should contact their counselor if there are questions.

### Requirements for Participation:

Seniors may qualify for Minimum Day school day according to the following provisions:

- a. Students must be eligible for enrolling or being enrolled in sufficient courses to provide for their completing the requirements for high school graduation;

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- b. Students must have exceeded the sixteen (16) units necessary for classification as a senior according to the following:
  - (1) Seventeen and one-half (17.5) units must have been completed in order for a student to participate in Minimum Day during the first semester of the senior year;
  - (2) Nineteen and one-half (19.5) units must have been completed in order for a student to participate in Minimum Day during the second semester of the senior year.
  - (3) **Course/Assessment Requirements:**  
Students entering ninth grade in 2008-2009 and subsequent years **must**:
    - (a) Have passed a minimum of the following to qualify for Minimum Day:
      - 1) Two (2) required English/Language Arts credits,
      - 2) Two (2) required Mathematics credits, and
      - 3) Two (2) required Science credits; and
    - (b) Be able to schedule all specified courses for high school graduation.

## WORK-BASED LEARNING

Work-based learning (WBL) is a course that enables students to participate in a mentor-supervised, on-the-job training experience for career awareness and exploration. Students select a specific career field or industry's entry level job in which to participate. 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.

## 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, meet the minimum tardiness requirement 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.

### End-of-Course Exams

Students enrolled in Algebra I, American Literature, US History, and Biology take state-mandated End-of-Course Exams. These tests account for 10% of the final course grade. End-of-Course exam scores are posted on students' transcripts.

*Georgia Department of Education reserves the right to alter exam requirements.*

### Interim Assessments

Interim Assessments are designed based on the CCSD Instructional Frameworks to ensure the assessment is an extension of learning. They are aligned to CCSD priority standards. Interim Assessments are given at the end of a unit or quarter.

### Final Exams/Assessments

Comprehensive final exams are required for all courses:

- Non-EOC-high-school courses final exams count for 10% of a student's final grade
- In EOC courses, the EOC shall count as the final exam and count 20% of the student's final grade.
  - *Note:* This policy applies to all high school courses including those taught in middle school.

**Students are not permitted to take final exams early.** If a student misses a final exam, they will receive a **zero** 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 exam period with administrative approval. It is the responsibility of the student to make arrangements with the administrator in charge to make-up final exams.

## **EXAM EXEMPTION POLICY**

Cobb County School District does not allow exam exemptions.

## **CAMPBELL HIGH SCHOOL ACADEMIC INTEGRITY 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, this includes all forms of artificial intelligence (AI) including ChatGPT.
- C. Copying the work of others when the copied material will count as part of the semester grade.
- 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 may 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
  - Discipline referral for academic dishonesty

Teachers will refer situations L through M above 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 until reassessment has occurred.
2. Teacher/Parent/Student conference
3. Membership in any honor society (i.e. Beta Club, NHS, etc.) shall be revoked for a student violating this policy.

*Additional Note on Academic Integrity:* Once a cheating incident has occurred and the teacher has discussed the matter with the student and parent, the teacher should refer the student to the appropriate administrator. After the first offense, all subsequent offenses must be directed immediately to the appropriate administrator for action. Furthermore, the National Honor Society and other organizations do not allow membership by students who have cheated. Finally, 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.

### **DISCIPLINE PROCEDURES**

The CCSD Manual of Administrative Rules will be included in a 2022-2023 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 JCDA-R Student Code of Conduct will be posted on the school website for students.

**Students are expected to review the Student Code of Conduct.** Further information may be obtained at: <https://media.cobbk12.org/media/WWWCobb/medialib/f67e1628175.pdf>

### **DISCIPLINARY MEASURES FOR GENERAL MISCONDUCT**

Parents may also find the JCDA-R Student Code of Conduct online at <https://media.cobbk12.org/media/WWWCobb/medialib/f67e1628175.pdf>.

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 JCDA-R.

## **DISCIPLINARY OPTIONS**

**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.

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



## CCSD Administrative Rule JCDB-R Student Dress Code (Full Policy)

### **JCDB-R Student Dress Code**

7/17/20

#### **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, 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. Midriiffs 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. Administrators shall evaluate requests to wear coverings in accordance with sincerely held religious belief on a case-by-case basis.
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 should be approved by the Level 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.



## BEHAVIOR CONTRACT LETTER



### Campbell Spartans

#### Behavior Contract Letter for School Year 2024-25

I agree to abide by the following items of this Behavior Contract for the duration of the **2024-25 school year, specifically as it relates to all school activities including but not limited to sporting events, grade level activities including Homecoming, Prom, and Commencement.**

1. I am aware that this Behavior Contract Letter goes into effect upon receiving it. Behavior and performance are monitored from August 1, 2024, to May 21, 2025.
2. Students with chronic discipline are afforded interventions but are still subject to consequences according to the code of conduct.
3. Proper behavior and academic success are constant expectations; therefore, I understand that if I participate in any of the behaviors listed in a-f below, that it may/will result in my not being able to participate in school events including Sporting events, Homecoming, Prom, and Commencement.
  - a. Weapons of any kind
  - b. Fighting
  - c. Any vaping offense or serious verbal altercations
  - d. Violation of a level 3 or higher of the Student Code of Conduct, or any association with a threat against the school.
  - e. Pranks of any kind
  - f. Excessive tardies of 30 or more (Tardies will be assessed per semester and the student will have to attend an entire Saturday School session to be cleared to attend an event.)
4. The person I choose to invite to a school function such as a dance, whether a Campbell student or from another high school, is subject to the same rules.
5. I understand that if I cannot go to activities or ceremonies because of behavior, I will not receive a refund for those events.

#### Seniors Only

6. I will attend **ALL** commencement practices. If I do not attend commencement practice without prior approval from Dr. Dorrough or Dr. Bouknight, I will not be allowed to participate in the graduation commencement ceremony or receive my tickets.
7. If my conduct during rehearsal and or/ceremonies become disruptive, I could be removed from the ceremonies and will need a conference with Dr. Watkins prior to receiving my diploma.

July 26, 2024

## 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 after a 48-hour initial request, before or after school only. The certificates are good for 30 days only.

### 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 several days in a row, one note will be acceptable for all days missed. Notes must be legible.

Notes must include:

1. The note must include the following: 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.
2. Failure to present notes (or documentation) without the above information may result in an unexcused absence.
  - a. *Note:* Email is the *preferred* method of communication for absence notes.

### 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. 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.

### 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. There will be no checkouts after 2:45 PM. **Notes requesting early checkout are not permissible.** If a student must leave school for an appointment or otherwise emergency, and they drive or walk, their parents may call the attendance office anytime the day of the dismissal and give all the required information to the attendance clerk so that a student may pick up a dismissal slip. 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.

*Additional 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 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. 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 should be picked up in the Attendance Office.

*Note:* For homebound/hospital situations, please contact the counseling department about procedures.

## **MAKE-UP WORK**

Make-up work policies are listed on teachers' syllabi. Students are expected to make-up for all coursework 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 and seven days** in a particular class, the classroom teacher will contact the parent/guardian. When a student has been absent for **ten days**, a letter will be mailed home regarding the absences and the social worker will attempt to make contact. After 20 days (about three weeks) 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 20-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.

All students who arrive at school after 8:30 (and not on a bus) must go to the attendance office to check-in and get a pass.

### TARDY TO CLASS – 10 MINUTES OR LESS

All students less than 10 minutes late to class are expected to enter class with a pass from the closest LAS machine. Students will not be allowed to enter the classroom late without a pass. See the tardy consequence chart below for excessive tardies.

### TARDY TO CLASS – OVER 10 MINUTES

Students who are over ten minutes late to class are considered skipping. Teachers will enter an Unexcused Tardy in Synergy to send an immediate communication to parents in ParentVue. The teacher will then write a referral for skipping by the end of the day.

### TARDY TO 3<sup>rd</sup> Block & COMING BACK FROM LUNCH

Students who are late coming back from lunch are considered skipping. Teachers will enter an Unexcused Tardy in Synergy to send an immediate communication to parents in ParentVue. The teacher will then write a referral for skipping by the end of the day.

Tardy Consequence Chart
1 <sup>st</sup> – 5 <sup>th</sup> Occurrence: Verbal Warning
6 <sup>th</sup> Occurrence: Admin Conference
12 <sup>th</sup> Occurrence: 1 of Day ISS
18 <sup>th</sup> Occurrence: 2 of Days ISS
24 <sup>th</sup> Occurrence: 3 of Days ISS
30 <sup>th</sup> Occurrence: 4 of Days ISS
40 <sup>th</sup> Occurrence: 5 of Days ISS

## 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.

Students that have accumulated ten (10) or more consecutive days of unexcused absences will be Withdrawn.

## COLLEGE VISIT PROCEDURES

A parent note outlining the destination and dates the student will be absent must be turned in to the Attendance Office at least five school days before the absence. For 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 for a college visit.

## SCHOOL PROCEDURES

### HEALTH PROCEDURES

Students are expected to observe CCSD district health and safety recommendations and guidelines in all environments during school-related activities.

### 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 **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: the 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 before the school day starts 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 8:15AM each morning and students are expected to be in class no later than 8:25AM.

### 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 restricted. The behavior of students on school buses is considered an extension of classroom behavior. Maintaining proper conduct on the bus is the student, parent, bus driver and school officials' responsibility. Students shall observe the code of conduct established by the Cobb County Public Schools as outlined on the CCSD website.

(CCSD Code of Conduct: <https://media.cobbk12.org/media/WWWCobb/medialib/f67e1628175.pdf>.)

## 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) in order to use their cafeteria accounts. 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 use a credit card to purchase food at any time.** Parents may monitor their students' lunch purchases at [My Payments Plus](#).

Students may apply for free or reduced lunches via the **online application form** given to them in their student folders. Students are provided with the opportunity to eat breakfast in the cafeteria in the morning, but when the 8:05AM 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.

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.

## CAFETERIA BEHAVIOR

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

**Students are responsible for following the guidelines below:**

- Be on time
- 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/PHONES

Electronic devices for personal communications may not be used during instruction or at any time that disrupts activities or may be subversive to the school environment's good order.

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.

Earpieces, including headphones, buds, etc. may be used during class changes and in one ear only. This will ensure that students can hear adult directions, as needed.

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

## **LOST ELECTRONIC DEVICES/PHONES**

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 always secured and not left unattended.

## **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 Family Information Guide. [5d859127808.pdf \(cobbk12.org\)](#)

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 OF CCDS NETWORK**

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).

## **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.



## **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 of the proposed absence. Written requests should be made to the pupil personnel clerk in the attendance office.

## **HALL PASSES**

Students who leave a class for any reason are responsible for obtaining a school pass from their teacher; this includes students being checked out of school. 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. Policy may be adjusted at any time for health or safety reasons.

Students are not allowed to visit classes they are not assigned to during the instructional day.

## **LOST AND FOUND**

Personal belongings found during the school day will be placed in a container in a designated area in the main office. Students may complete a lost/missing item report with campus police for items of value.

## **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. Students will be assigned a designated parking space for the semester. They are not guaranteed to have the same lot and/or space both semesters. Students will be expected to park in their assigned spaces each day to avoid receiving a ticket from our police officers.

One-day parking will be limited to seven 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 from the bookkeeper/front office before the school day for a fee. Detailed information regarding Student Parking can be found on the Campbell High School webpage.

[www.cobbk12.org/campbellhs/page/649/parking](http://www.cobbk12.org/campbellhs/page/649/parking)



## 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 the book's cost and major damage at 50% of the book's cost. All fines and fees must be paid prior to the 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.

Digital Textbooks will be available through the CTLS.

## SCHOOL ISSUED LAPTOPS

CCSD makes laptops available to all students to be used for instructional purposes. These devices are considered an extension to textbooks and are expected for daily use. Students must use these devices to access daily course instruction and written assignments. Laptops should be charged and ready for daily use. Inappropriate use of CCSD-issued laptops will result in consequences.

## 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.

Students may visit vending machines during class changes and before/after school. **Students may not go to vending machines during instructional (class) time.** Students at the vending machine during instructional time are considered out-of-area and may be subject to discipline referral and consequences.

## 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 Cobb County School must contact the school principal, or his/her designee prior to, or immediately upon entry of school property. The person 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. Visitors with prior appointment may be allowed access to the counseling office.

## STUDENT ARRIVAL TIME/DISMISSAL

Students may not arrive earlier than 7:30 A.M. unless they are attending a scheduled tutorial session or teacher supervised club/activity. All students who arrive between 7:30 A.M. and 8:05 A.M. should report directly to the cafeteria without detouring to classrooms. Students may not leave campus once they arrive. When the 8:15 A.M. bell rings, students need to report directly to first block. Students must exit the building by 4:00 P.M. 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 at the intersection of the 600 and 700 Hallways. The hours when the school nurse is available are 8:00AM–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 get one from an Administrator in the cafeteria.

*Note:* 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) must come and pick up the student.

*\*NO EXCEPTIONS WILL BE MADE.*

### **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.*

**9. Can my child carry an EpiPen, insulin or asthma inhaler at school?**

*Yes, students may carry inhalers and EpiPens or insulin with a completed “Authorization to Carry Prescription Medication” Form JGCD-10 on file in the clinic.*

**Medical Marijuana**

Medical marijuana is considered contraband just as any other controlled substance outlined in the CCSD code of conduct and should not be on campus. Students should not be in possession of medical marijuana. Those found in possession will face the same consequences as possessing marijuana in school as covered under the controlled substance discipline policy and student code of conduct.

**LEARNING COMMONS**

**LEARNING COMMONS HOURS**  
**Monday – Thursday 7:30 AM-4:00 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 case of damaged or lost materials, students and staff will be assessed a \$15 replacement fee.
- Students may check out 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.

## HOME/SCHOOL COMMUNICATIONS

### SCHOOL WEBSITE

Students and parents/guardians are encouraged to check the Campbell High School website account often. You may access the Campbell website through the CCSD website.

### 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 communicate through CTLS 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. 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 Cobb Teaching and Learning System (CTLS) will be used for primary communication for student learning as a virtual resource. <http://cobbctls.com/>
- 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 contact the main office to schedule an appointment to meet with the student's administrator.
- At any time, parents/guardians may access their student's grades through ParentVUE, an online report. For more 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 two weeks of a school wide activity may not be allowed to participate in that activity. Activities include dances, prom, athletic games, pep rallies, or 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 participating 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.**

## **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, to encourage students to stay on track for their graduation requirements, has adopted a policy that regulates student participation in activities.

Students 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 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.

## **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.

## **CHS AMBASSADORS**

The purpose of the CHS Ambassadors program is to assist our rising 9th graders with being integrated into the school. CHS Ambassadors help incoming freshmen transition to high school life smoothly. The goal is for every freshman to be involved in at least 1 extracurricular or athletic activity.

## **PRINCIPAL'S ADVISORY COUNCIL**

Campbell High School believes family and community engagement is critical to student and district success. The Principal Advisory Council provides a means by which parents, community members, and school staff can work together to create a better understanding of and mutual respect for each other's concerns and share ideas for school improvement.

Membership for the Council is representative of the stakeholders within the school community. The principal selects people to serve on the Council each school year.

## **PRINCIPAL'S STUDENT ADVISORY COUNCIL**



Students from all grade levels will have an opportunity to apply and serve on the Council to provide suggestions for school improvement.

## **PTSA**

PTSA stands for Parent, Teacher, Student Association. The overall purpose of PTSA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children. We are committed to making the lives of children healthier, happier, safer, and more productive. PTSA supports the school by volunteering and raising necessary funds to supplement education for our students.

## **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.

**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 through CTLS and payments may be made through [My Payments Plus](#) . Additional information about yearbooks, order dates, senior pictures, senior credits, and other important details will be communicated to students at the beginning of the school year and posted on the school website throughout the year.