

# **CHS Parent/Student Handbook**

## **2019-2020**



**Cedartown High School  
Home of the Cedartown Bulldogs**

***School Address***

167 Frank Lott Dr.  
Cedartown, GA 30125

***Principal***

Scott Hendrix

***Assistant Principals***

Yvonne Lee  
Todd Tillery

***Counselors***

Laurie Brumby  
Sara Underwood

***Media Specialist***

Sheila Heivilin

***Administrative Assistant***

Lisa Denton

***Bookkeeper***

Judy Patterson

***Secretary***

Rachel Ramey

***Parent Involvement Coordinator***

Casey Womack

***Receptionist***

Kriss York

## **Principal's Message**

Dear Students and Parents,

Welcome to Cedartown High School. You are joining a long line of successful students that have left CHS and became successful in many fields. You will be expected to strive to reach these same levels of success. Our goals are to make you feel comfortable as a student at CHS and push you to be the very best that you can be.

Parents, I would like you to understand that you are a vital part of the educational process. CHS and you must act as partners to ensure that your student has a successful four years at CHS, and leaves here with a solid foundation for success in their chosen fields.

Our faculty and staff are committed to serving the needs of the Cedartown community. We will provide a nurturing environment that will offer the chance for every student to succeed. At CHS we believe that "Everyone is important, Every moment counts", we will do our part in living up to this belief for our students.

Sincerely,

Scott Hendrix

### **Bell Schedules**

**Regular Bell Schedule:** This is the bell schedule we use on Monday through Friday unless otherwise noted in announcements.

**Afternoon Activity Bell Schedule:** This is the bell schedule we use when we are having any special afternoon activities such as pep rallies, guest speakers, or special programs.

**Morning Activity Bell Schedule:** This is the bell schedule we use on the 1st two Thursdays of each month when we have advisement.

### **Tardies**

When the tardy bell rings for class (8:00 a.m.), the teacher will close the classroom door and begin with instruction. Students are given three tardies before any consequences are incorporated. Students will be assigned Saturday Work Detail on the 4th tardy. Students who fail to attend Saturday Work Detail will be assigned ISS and reassigned Saturday Work Detail (These are two separate offenses).

### **Hall Passes**

Students are expected to stay in class during the entire class period. Occasionally, students may have an emergency and need to leave the room. Teacher permission must be obtained prior to leaving the classroom, and the student must have a pass signed by the teacher in order to leave the classroom.

### **Announcements**

Announcements are made at the end of 1<sup>st</sup> period every school day, unless we are on the activity bell schedule. When announcements are made, students are to be quiet and attentive as important information regarding sports, schedules, scholarships, meetings, policies, and other topics/events are being discussed.

### **Illness or Injury**

A student who feels ill or injured during the day should tell his/her classroom teacher immediately. When deemed appropriate, the student will be sent with a pass to either the school nurse or main office. School personnel can only administer immediate first aid – we do not diagnose or treat illness or injuries.

### **Attendance**

One of the primary contributors to your success in school is your **attendance** to school. Students must make it a priority to be at school every day. Please read the PSD attendance policy.

### **Lockers**

Students may rent a locker for \$6 (Bottom) or \$8 (Top). Each locker has its own combination lock, and this combination should not be shared with anyone else. Locks, other than those rented from CHS, will be removed from lockers. Students may visit their lockers after the first bell rings at 8:00 am, between classes, and after school. CHS will not assume liability for lost or missing personal items contained within school lockers. School authorities may search a locker and seize any illegal, unauthorized, or contraband materials discovered in the search at any time.

## **Graduation Requirements**

Course Requirements:

For students entering CHS in 2009-2010 and subsequent years:

- 4 credits each in English, Math, Science, 3 in Social Studies  
(15 total core class credits)
- 5 CTAE, modern language, or fine arts courses  
(3 in one career pathway plus 2 students' choice)
- 1 Physical Education and Health course
- 2 Electives
- 23 total units minimum

### **Testing Requirements:**

For the 2016-2017 school year, students taking GSE Algebra I, GSE Geometry, 9th Grade Lit, American Lit, Physical Science, Biology, Economics, and U.S. History must take the EOC (End-of-Course) Test in order to receive credit for the course. The EOC will count 20% of a student's second semester average.

## **Promotion Criteria**

Promotion at the high school level is based on credits earned. The following promotional standards must be met by all students.

- a. Promotion to 10<sup>th</sup>: 5 Units
- b. Promotion to 11<sup>th</sup>: 11Units
- c. Promotion to 12<sup>th</sup>: 17 Units

## **Participation in Graduation Exercises**

Students must be eligible for one of the Secondary School credentials in order to participate in a high school's graduation exercised. Secondary School Credentials are: (1). The High School diploma-the document awarded to students certifying that they have satisfied attendance requirements, unit requirements, and the state assessment requirements as referenced in Rule 16-3-1-.07. The following link will take you to more information regarding graduation requirements on the PSD website. [\*\*PSD Graduation Requirements\*\*](#)

### **Automobile Registration**

Any student who drives to school must obtain a parking permit. The permit must be displayed in the vehicle at all times. In order to become eligible for a permit, you must obtain a parking application in the main office. The application must be filled out completely and signed by a parent/guardian. The application must be brought to the main office, and upon showing a valid Georgia driver's license and proof of insurance, the student may purchase a parking permit. Parking permits will be issued each semester. The cost of parking will be \$30. Vehicles parked on the CHS campus are subject to search and seizure as outlined in the Polk School District Student Handbook and Code of Conduct. For more information, click on the following link: [PSD Code of Conduct](#)

**NOTE:** *CHS reserves the right to tow any vehicle which does not have a valid parking permit. Students should lock cars and immediately enter the building upon arrival. Loitering in the parking lot is not permitted. The parking lot is off limits during the school day. The privilege of driving on school property and the use of parking lot facilities shall be withdrawn without refund of fees whenever a driver operates his/her vehicle in a manner that is illegal and/or threatens the welfare of the people or property, or violates PSD policies and procedures.*

### **Early Dismissal**

A student who needs to be dismissed early during the school day should follow the procedures below:

1. The student must bring a parent's note to Mrs. Ramey in the main office before reporting to 1st period on the day of the early dismissal. Mrs. Ramey will contact all parents/guardians prior to check-out. At this time, Mrs. Ramey will issue the student an early dismissal notice. The early dismissal notice should be shown to the teacher and brought to the office at the time of check-out.
2. At check-out time, the student will bring the early dismissal to the office where he/she will be allowed to sign out. Please discuss with the teacher whose class you will be leaving and show him/her your early dismissal notice in order to leave the classroom.
3. We **CANNOT** accept phone calls or emails for early dismissal. This is not to inconvenience students or parents, it is simply a safety issue.
4. Leaving campus without following this procedure will be considered as skipping, and appropriate disciplinary action will be taken.
5. Students who have reached 18 years of age may not sign out at will.
6. Students not living with parents or guardians are required to see the principal prior to check out.

### **Lunch/Lunch Shifts**

We have four lunch shifts at CHS. Your lunch shift is based on your 4th period class each day. Students are to stay in the cafeteria during the entire lunch. Students may not be in classrooms or in the hallways during lunch. Please refer to bell schedules to review the lunch shifts.

### **School Cafeteria Information**

CHS students are not required to pay for breakfast or lunch. CHS will operate under a "Grab and Go" system for breakfast. Students will be allowed to take the sack breakfast to 1st period but are expected to throw away all trash. [PSD Food Services](#)

### **Fines**

Fines incurred are expected to be paid immediately. Should students have fines and/ or charges that are unpaid, privileges may be withheld until arrangements have been made to pay the fines. To pay fines, students/parents may contact the main office at CHS.

### **Media Center**

The Media Center at CHS is an important student-centered learning area. A media specialist is available from 7:45-4:00 to help students. Students using the Media Center during class are required to have written permission from the classroom teacher.

### **Clubs at CHS**

Clubs offer the opportunity for students to become involved in extra-curricular and co-curricular activities. Students involved in clubs and activities often enjoy more success than their peers that are not involved. CHS offers a wide variety of clubs that offer opportunities for students to enrich their high school experience. The following is a list of clubs offered at CHS:

**Drama** (Sponsor-C. Reaves)

A club for students interested in performing arts.

**Environmental** (Sponsor-J. Hunnicutt)

A club for students concerned about taking care of our environment.

**FBLA** (Sponsor-A. Kelley)

A club that focuses on leadership skills in the business arena.

**FCA** (Sponsor –G. Orebaugh)

A club for athletes and non-athletes who wish to express their faith with like-minded students and staff.

**FFA** (Sponsor-M.Ferguson)

A club that focuses on developing leadership skills with an emphasis in agriculture.

**Thespian Society** (Sponsor- C.Reaves)

An honor society for theatre students.

**Key** (Sponsor-K. Knott)

A service club associated with the Kiwanis Club.

**National Honor Society** (Sponsors-C. Whitfield & J. Fetkenhour)

A club for 10th, 11th, and 12th grade students who meet demanding academic qualifications, maintain service activities, and are invited to join.

**Student Council** (Sponsors-J.Cupp & R.Graves)

A club for students who are interested in student government and impacting decisions made at school.

**SkillsUSA** (Sponsors-L. Carter, M. Frasier, M.Hayden, M. Lester, R.McDowell, J. Parker, L. Porterfield, C. Smith, B. Tillery)

A club affiliated with specific technical-career preparatory programs offered at CHS.

**PowerSchool**

PowerSchool, a web-based student information system, allows parents/guardians to track students' current grades and attendance on a daily basis. PowerSchool passwords can be obtained by parents in the Main Office from Mrs. Haney. PowerSchool may not be accessible to parents during the first and last week of the school year. The following link can be used to access PowerSchool directly. [PSD Parent PowerSchool Portal](#)

**Detention (Morning & After School)**

Students may be assigned to morning or after school detention. Failure to attend assigned detention as well as arriving late to detention will result in further administrative discipline.

**Certificate of Attendance for Drivers License**

Students wishing to obtain a driver's license are required by the Department of Motor Vehicles (DMV) to have a Certificate of Attendance from the school they attend.

Students at CHS can complete a Certificate of Attendance in the Main Office. The certificate will be completed and notarized for the student to pick up on the following school day.

**Cheating**

Cheating is not allowed at CHS. A student caught cheating will receive a grade of zero (0) for the assignment and cannot redo the assignment. He/she may also be subjected to administrative discipline.

**Credit Recovery**

A student who fails a class may be eligible to make up the class by attending Credit Recovery sessions before, during, and after school. Credit recovery is a computer-based, self-paced program which is offered via Odysseyware. Any student who is interested in Credit Recovery should see a school counselor.

**Course Syllabus**

At the beginning of the school year, each teacher will give every student a course syllabus that gives an overview of the required work. It will include a description of the course, technology/textbooks to be used, materials needed, units to be covered, grading procedures, and other information of importance. Signing the syllabus indicates agreement of completion as designed.



### **Dress Code**

The CHS faculty and staff prefers to focus instruction rather than dress code; however, the Polk School District dress code will be enforced at CHS. A student who violates the dress code will be asked to change clothes. For specific approved clothing, please carefully consult the Polk School District Code of Conduct using the following link: [PSD Student Dress Code](#)

### **Class Dismissal**

The bells do not dismiss students from class – the teacher dismisses students. When the bell rings, students should remain in their seats until they are dismissed by the classroom or substitute teacher. Individual teachers may have specialized sayings or gestures to indicate class dismissal.

### **Prom**

Students in the 11<sup>th</sup> or 12<sup>th</sup> grade are eligible to attend prom and to invite a date. No middle school students or individuals over 20 may attend the CHS prom. No student in the Alternative Education Program will be allowed admittance to the CHS prom. Guest attendants will be asked to submit a copy of their drivers' license or a valid Georgia photo id. Any student not enrolled at CHS must get administrative approval to attend the prom. Any questions pertaining to CHS prom should be directed to Mrs. Angie Shuman

### **Food at School/Classroom**

Food served in the CHS cafeteria must be eaten in the cafeteria, unless it is a "Grab and Go" breakfast. It is a violation of PSD policy for any student to have food delivered onto campus or to leave school, excused or unexcused, for the purpose of obtaining food during the school day. Students may not visit vending machines during class to obtain food or drink. Vending machines are available before school, during lunch, and after school.

### **Security of Personal Items**

***Neither CHS or Polk School District is responsible for students' lost or stolen personal items.*** Students are responsible for all personal items brought to school – book bags, purses, wallets, gym bags, books, calculators, phones, musical instruments, etc. The school cannot be held responsible for personal items including clothing. It is the individual student's responsibility to keep up with all personal items. All lost and found items should be turned into the main office. Students in possession of lost items which do not belong to them will be disciplined.

### **Cell Phones/Electronic Devices**

Cell phones are allowed at CHS, however, each teacher will set the acceptable use of cell phones for their class. A violation of the teachers classroom rules may result in the teacher taking up cell phones and turning them over to school administration.

### **Restrooms**

Student restrooms are provided on each hallway. Students can attend the restroom during class with teacher permission only or during class change. Students must have a hallway pass when attending the restroom during class.

### **Make-Up Work**

Make-up work for students is completed at the discretion of the teacher. Make up work is taken on a case-by-case basis. Preferably, make-up work needs to be completed before the next summative assessment (Unit Test).

### **Retest Policy**

1. Students are allowed 1 retest per nine week grading period
2. Remediation must occur before a retest can be administered.
3. Final exams may not be retested.
4. AP courses are not allowed to retest.
5. If neither retest opportunity is used the lowest test grade will be dropped.

### **Midterm Criteria**

Midterms will make up 20% of the final grade in the fall semester. The midterm will be a comprehensive, standards-based common assessment.

**It's a  
great day  
to be a  
CEDARTOWN  
BULLDOG!!!**