

# **College & Career Institute 2018-2019 Student Handbook**



## **WELCOME LETTER FROM THE PRINCIPAL**

It is with great pleasure and pride that I welcome you to the Douglas County College and Career Institute (CCI) for the 2018-2019 school year. Our number one priority is providing our students with a first-class education by preparing them to be college and career ready. We can achieve this goal through our partnerships with West Georgia Technical College and the Douglas County Chamber of Commerce. Over the past several years, the CCI and our learning community have worked extremely hard to build a rich tradition of excellence and pride. We have high expectations of all who walk through our doors and look to you to not only continue the traditions established here at the CCI, but also to establish your own tradition of excellence that surpasses any we have seen to date.

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

Gary L. Morris  
Principal

**Embrace Opportunities . . . Unlock Potential . . . Inspire Excellence!**

## **CONTACT INFORMATION**

RECEPTIONIST	770-947-7690
MAIN OFFICE FAX	770-947-3896
ATTENDANCE OFFICE	770-947-7690
RECORDS INFORMATION	770-947-7690
TEACHER/STAFF EMAIL	FirstName.LastName@dcssga.org

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

## **INFINITE CAMPUS PARENT PORTAL**

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

Please go to [www.dcssga.org](http://www.dcssga.org) – click on the “Resources” tab at the top of the screen—click on the “Parents” tab on the right side of the screen – click on “Infinite Campus Parent Portal”. Follow instructions to receive your activation key. You will need your student's 6 digit I.D. #, Social Security #, and birthdate.

## **AN OPEN INVITATION TO PARENTS & FAMILIES**

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

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

## **GENERAL INFORMATION**

### **ARRIVAL TO SCHOOL**

Students arriving to school prior to 8:50 a.m. **must** remain in the atrium unless they are involved in a supervised school activity and have a pass. Students will have from 8:50-9:00 to report to their first block class.

### **DAILY SCHEDULE**

#### CCI Academy Schedule

1 <sup>st</sup> Block	9:00-10:17
Class Change	10:17-10:21
2 <sup>nd</sup> Block	10:21-12:00 11:21-11:39 (1 <sup>st</sup> Lunch) 11:42-12:00 (2 <sup>nd</sup> Lunch)
Class Change	12:00-12:04
Genius Time	12:04-12:30
Class Change	12:30-12:34
3 <sup>rd</sup> Block	12:34-1:52
Class Change	1:52-1:56
4 <sup>th</sup> Block	1:56-3:15

#### CCI MOWR Schedule (½ Day Students)

Morning Session	9:00-11:35
Afternoon Session	12:45-3:15

### **CCI Norms**

- Be on time
- No head gear inside the building
- Cell phones secured and turned off during instructional time
- Stay in seat until teacher releases class
- Help keep the school clean

## **BUS TRANSPORTATION**

Your child should ride his/her assigned bus to their base high school in the mornings. Buses will then transport your child from his/her base high school to the CCI/WGTC campus. If your child participates in the morning session at the CCI, the bus will depart from the CCI at 11:35 a.m. to return him/her to the base high school. If your child participates in the afternoon session at the CCI, the bus will pick-up your child at the base high school for transport to the CCI. The bus will depart the CCI at 3:15 p.m. to transport all children back to his/her base school for school dismissal.

### **The bus schedule for Academy (full-day) students is as follows:**

8:30 a.m.	Bus Departs Base High School for the CCI Academy
3:15 p.m.	Bus Departs the CCI Academy to Return to Base High School

### **The bus schedule for MOWR (1/2 day) students is as follows:**

8:30 a.m.	Bus Departs Base High School for CCI Morning Session
11:35 a.m.	Bus Departs CCI (Morning Session) for Base High School
12:25 p.m.	Bus Departs Base High School for CCI Afternoon Session
3:15 p.m.	Bus Departs CCI (Afternoon Session) for Base High School

## **STUDENT PICK UP / DROP OFF AND BUS LOADING AREAS**

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

### Bus Loading Area

The bus drop-off and pick-up area is in the back of the school. Cars parked or traveling in this area are subject to ticketing by the Police Department. Should your child choose to drive in this area, he/she will be subject to revocation of his/her parking permit.

### Car Loading Area

- Morning Drop-Off:

The car drop off area is in the front of the building. While in the drop-off area, please do not park and get out of your car. If you need to come in to the building for any reason, please park your vehicle in a parking space.

- Afternoon Pick-Up:

When picking up your child in the afternoon, parents will need to park in the upper parking lot and wait for their child to be dismissed. Please do not line-up in front of the building for afternoon pick-up.

## **PARKING**

### MOWR Students (1/2 Day) and CCI Academy Students (Full Day)

Your child may park in the designated parking lot in front of the CCI building. All students will be permitted to park free of charge.

## **STUDENT ACTIVITIES**

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

### **Clubs**

#### **BETA Club:**

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

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

#### **Skills USA:**

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

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

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

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

## **LOST AND FOUND ARTICLES**

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

## **POLICIES AND PROCEDURES**

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

[www.dcssga.org](http://www.dcssga.org)

- Resources
- Parents
- Policy Manual
- Section J--Students

NOTE: ENCLOSED POLICIES IN THIS MANUAL ARE:

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

### **TARDIES TO SCHOOL**

Children who arrive to school after 9:00 a.m. (Academy & A.M. Session) or 12:45 p.m. (P.M. Session) will report directly to the receptionist to receive a tardy pass to class. If your child is more than 45 minutes late to class, he/she will be counted absent for the class. Unexcused tardies directly affect grades.

Unexcused tardies to the CCI will be dealt with in the following manner:

6 Unexcused Tardies	Saturday Work Detail <i>and/or</i> Loss of Parking Privileges for 10 School Days
12 Unexcused Tardies	In-School Suspension <i>and/or</i> Saturday Work Detail <i>and/or</i> Loss or Parking Privileges for 15 School Days
18 Unexcused Tardies	Out-of-School Suspension <i>and/or</i> Saturday Work Detail <i>and/or</i> Loss of Parking Privileges for the Remainder of the Semester (or 25 School Days; whichever is greater)

*All tardies will be counted on a per semester basis*

### **SIGNING OUT OF SCHOOL**

- Procedures for Students Who Will Be Driving Themselves:
  - Your child must present a written excuse from a parent/guardian to the CCI receptionist (with a phone number for verification purposes) before the beginning of the school day and a check-out slip will be issued.
- Procedure for Students Who Will be Picked-up by a Parent/Guardian:
  - A parent/guardian will need to sign-out their child at the front desk. Photo identification will be required.

No child may be checked out by anyone other than the parent/guardian or persons listed on the emergency contact form. Your child may not check out without written verification from you or the doctor's office. When your child is ill, the receptionist/attendance clerk will contact you. You will need to send email verification. ***Facsimiles or phone calls will not be accepted for student check-out.***

Excused reasons for a child to be checked-out of school include, but are not limited to:

- Doctor/Dentist appointments
- Illness
- Court appearance
- Death in the family

## **HIGH SCHOOL ATTENDANCE POLICY**

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

### **ATTENDANCE RULES**

1. Absences will be classified as excused or unexcused.

Excused absences are those due to emergencies such as:

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

Unexcused absences are all failures to attend school other than those specifically excused by the administration.

2. Absences and tardies will be recorded in each class. Absences and tardies from school will be recorded on the student permanent record. A student must be present at school for at least one-half of the required instructional time to be counted present for the day.
3. A high school student must be enrolled in each course a minimum of 130 clock hours per semester (including days transferred from other schools) to receive Carnegie unit credit for the course. A student must be present every day except those determined to be excused absences. A clock hour is defined as 60 minutes of instructional time.
4. If a student is absent from school, the student must bring a note with the signature of a parent, doctor, dentist, judge, etc. stating the date and reason for absence. This written excuse must be presented to the appropriate teacher(s) within three (3) school days of the student's return to school from the absence. This is the responsibility of the student. The principal will resolve any question in determining whether an absence is excused or unexcused.

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

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

Unexcused absences will result in no credit for work missed.

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

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

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

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



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

**Last Issued Date:** 6/15/2015

### **Douglas County School System Guidelines for Addressing Absenteeism**

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

When a student is absent:

- The Teacher will check for a parent excuse.
- The Teacher will give all excuses to the Attendance Clerk each morning by 9:00 a.m. (Excuses will be given to Mrs. Thigpin)
- Teacher(s) will assign makeup work and set a reasonable timeline for return of work.

#### **After five unexcused absences:**

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

#### **Upon the seventh unexcused absences:**

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

School days missed as a result of an out-of-school suspension shall not count as unexcused days for the purpose of determining student truancy.

**Last Revised:** 7/20/2015

## **ENROLLMENT REQUIREMENTS FOR DRIVERS LICENSE**

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

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

## **HIGH SCHOOL DRESS CODE**

### **HIGH SCHOOL DRESS CODE**

Descriptor Code: JCDB-R(1)\_

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

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

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

#### **APPROVED FOR SCHOOL WEAR:**

##### **Pants**

- Pants that are size appropriate and worn at the waist.

##### **Shorts**

- Shorts that are size and length appropriate and worn at the waist.

##### **Skirts and dresses**

- Skirts must be size and length appropriate and worn at waistline.

##### **Shirts and blouses**

- Long or short sleeved, dress shirt, T-shirt, polo type shirt, sweaters and sweatshirts which are size appropriate. Shirts must be below the belt line.

##### **Shoes**

- All students must wear appropriate shoes at all times

##### **Undergarments**

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

##### **Accessories**

- Belts are optional and, if worn, are to be proper length.

#### **NOT APPROVED FOR SCHOOL WEAR:**

- Pants,; with holes above the knee;
- See-through clothing;

- Sleeveless shirts, tube and halter tops, tank tops and spaghetti straps;
- Deep-scooped necklines;
- Clothing that shows the bare midriff, bare back or the bare shoulders;
- Rubber and/or metal cleats, bare feet; pajamas, bedroom shoes, or other sleepwear;
- Articles of clothing which advertise or display the symbols of drugs, tobacco products or alcoholic beverages;
- Clothing which displays or implies profane, vulgar, obscene or racially offensive language, symbols or sexual innuendo;
- Emblems, insignias, writing, graphics, pictures, badges, tattoos or other symbols where the effect thereof is to unreasonably attract the attention or cause disruption of a class or disruption or interference with the operation of the school;
- Hats, sunglasses and caps, visors, skull caps, do rags, and bandanas etc. (All hats and caps shall be properly stored during the school day).
- Hoods of any type must not be pulled up on head.
- Chains hanging from wallets or clothing; dog collars or electronic belt buckles.
- Display or wearing of any gang articles, paraphernalia or clothing that can be construed as being gang related (e.g., bandanas, sweat bands, head rags, T-shirts, jerseys, jackets, etc.);
- Jewelry that is offensive; distracts or is studded or pointed, including "grills" and heavy chains;
- Any hairstyle or coloring and body piercings which cause a distraction or disturbance to the learning environment;
- Clothing worn in a manner inconsistent with the intended design (ex.: exposure of clothing designed and sold as undergarments, rolled up pants legs, bandanas used as belts, etc.).
- Shoes with any type of wheels or other rolling apparatus.

**Exceptions:**

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

**Consequences for failure to comply:**

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

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

**Last Issued Date:** 10/2/2017

**CCI Specific Dress Code:**

- Leggings will only be permitted if the student's mid-section/bottom area is completely covered by a shirt, tunic, etc. that is at least the length of the student's fingertips with his/her arms fully extended by their side.

# **DRUG SCREENING POLICY**

## **ALCOHOL AND OTHER DRUGS Policy JCDAC LAST REVISED 2/3/14**

Douglas County School System acknowledges the problem of substance abuse in society. We value all our students and believe their use or possession of alcohol and other drugs is harmful to their physical, emotional and mental health and it is also wrong and unlawful. We believe the use of alcohol or other drugs decreases their ability to learn and may create dangerous situations for them, other students, or school system employees. It is our intention to maintain a safe, healthy environment conducive to learning for all students and to protect the reputation of the Douglas County School System. Accordingly, the following policy is set forth. This policy shall apply to all students and compliance with this policy is mandatory as per requirements for the Drug-Free Schools and Communities Act of 1989.

It shall further be the policy of the Douglas County School System to provide age appropriate, developmentally based drug and alcohol Education and prevention programs, which address the legal, social and health consequences of drug and alcohol use and to provide information about effective techniques for resisting peer pressure in the use of illicit drugs or alcohol for all students in the system. These programs shall provide information about any drug and alcohol counseling rehabilitation and re-entry programs available to students.

### **NARCOTICS, ALCOHOLIC BEVERAGES, AND STIMULANT DRUGS**

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drugs, hallucinogenic drugs, and amphetamines, barbiturates, cocaine, marijuana, controlled substances, alcoholic beverages, anabolic steroids, look-alike drugs, or intoxicants of any kind:

1. on the school grounds during and immediately before or immediately after school hours.
2. on the school grounds at any other time when the school is being used by any school group.
3. off the school grounds at a school activity, function or event.
4. en route to and from school or school activity on school system buses or chartered buses acquired for school activities.

Compliance with these requirements is mandatory. Use of a drug authorized by a medical prescription from a registered physician should not be considered a violation of this regulation. All prescription drugs shall be kept in the original container.

### **Procedures for Handling Incidents of Abuse**

Procedures for handling incidents in the schools involving the possession, sale, and/or use of drugs, alcoholic beverages or any other behavior affecting substances shall be as follows:

1. Definite assignments shall be given to personnel within the individual school.
  - a. The principal will be responsible for carrying out the policy and it's supporting procedures within each school.
  - b. The principal will serve as the clearing point for records, reports, and inquiries relating to the school.
  - c. Staff members will pass concerns to any of the school's administrative staff members. Administrative staff members are the principals and assistant principals.
2. The names of students will not be released.
3. The police and the parents of any involved students shall be contacted immediately.
4. Student offenses including possession, use, or sale of drugs, look alike drugs, alcoholic beverages, or drug paraphernalia will be heard by a discipline tribunal. An initial investigation must be completed and temporary consequences (suspension) are assigned by school administrators. These offenses shall be grounds for long term suspension/expulsion/permanent expulsion. Suspended students may be referred to drug and alcohol prevention programs as appropriate and available.
5. The schools will cooperate with the police department by making every effort to identify and report the source of supply and by developing an in-service instruction program for staff members.
6. The schools will make every effort to help students having a drug problem by counseling, by drug abuse education, by cooperating with the county health department and individual physicians in appropriate health education and health care, and by other appropriate means.
7. A copy of this policy shall be readily available to all parents and students.
8. There shall be a biennial review of this program to:
  1. determine its effectiveness and implement changes to the program if needed; and
  2. ensure that the disciplinary sanctions imposed by this policy are consistently enforced.

## Drug Testing of Students Participating in Athletics, Extracurricular Activities and Driving a Vehicle on Campus

The Douglas County Board of Education firmly believes that the use and abuse of drugs that are not prescribed or used as described are detrimental to the physical, emotional and mental well-being of its students. The Board further believes that this abuse seriously interferes with the academic and athletic performance of students and creates an unhealthy learning environment. These concerns have prompted the Board to authorize the Superintendent and his administrative staff to develop and implement drug screening procedures for all students who wish to participate in any privileged activities be it, interscholastic athletic activity, any interscholastic extracurricular activity, or any student who applies for a parking permit and intends to park a vehicle on school grounds of the Douglas County School System.

### DRUG SCREENING PROCEDURES Regulation JCDAC-R(1) LAST REVISED 1/22/13

#### I. Definitions

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

#### II. Drug Testing Procedures

- A. **Testing:** The system shall select a certified drug testing laboratory to assist with implementing its drug testing program.
- B. **Chain of Custody:** The system shall utilize strict "chain of custody" procedures as established by the drug testing laboratory conducting the testing process.
- C. **Consent and Cost:** Each participating student and his or her parents are required to sign a written consent form for drug testing prior to being allowed to participate in any interscholastic athletic activity, any interscholastic extracurricular activity or to apply for a parking permit and intends on parking a vehicle on school grounds in the Douglas County School System. The cost of any of the initial drug testing if required will be paid for by the participant.

Any random testing done throughout the course of the school year will be paid for by the school system. Should a student test positive or non-negative for drug abuse, the cost of the mandatory follow up drug test will be paid by the parent.

- D. **Medication:** Participating students who are currently or have been taking prescription or nonprescription medication must disclose that fact at the time of drug testing and upon request, provide verification. Verification could consist of a copy of the prescription with the physician's written authorization, and original prescription bottle on which the label indicates the physician's authorization or a nonprescription bottle containing the label of contents or other information requested by the Principal or Designee.
- E. **Initial Testing:** Participating students in athletics can be required to submit to and pass an initial drug test before being allowed to participate in any interscholastic athletic activity. The initial drug test will be administered on a day determined by the Athletic Director in coordination with the laboratory conducting the test.

The student/parent can be responsible for paying for the initial exam each season of participation. The student may participate during the time between the initial test and the time the results are submitted to the school.

Students participating in extracurricular activities, excluding athletics, will be subject to a random test between the first and last days of practice and competitions during the year.

- F. **Random Selection Process:** Drug testing of participating students shall occur at various times throughout the year as determined by Principal, Athletic Director, Drug Testing Coordinator, and the lab conducting the drug test. Individuals will be selected at random using a numerical selection process whereby each participating student's name and identity remain unknown until the random selections are completed.

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

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

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

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

### III. General Prohibitions and Penalties

- A. **Standard of Conduct for Participating Students:** The use or possession of a drug, as defined herein, by a participating student creates an unhealthy learning environment and is both dangerous and detrimental to a student's ability to participate in any interscholastic athletics, any interscholastic extracurricular activity or to operate a vehicle on any school ground and is hereby prohibited.
- B. **Penalties:** Any participating student whose drug test administered pursuant to this policy renders a positive or non-negative test result as indicated by the testing laboratory or who otherwise violates this policy shall be subject to the following consequences: (Note: All drug test screening results are cumulative for the student's high school career).
- C. **Refusal to Test:** A student's refusal to test or to produce a sample within a reasonable amount of time will be treated the same as a positive test result and will be counted in the cumulative number of positive test results. No student testing positive or non-negative, or refusing to test will be penalized academically.

Testing results will not be released to criminal or juvenile authorities unless required by state or federal laws.

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

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

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

- In Athletics:** The participating student will be suspended from participating in interscholastic athletic competitions and practices for 25 calendar days and a minimum of 10% of competition dates. **If not in season, suspension will begin on the GHSA start date for the next season with which the student is affiliated.** Before returning to interscholastic athletic competition the participant must submit to another drug test paid for by the participant. Any positive or non-negative results at the time of the follow up test will be considered the participants **Second Positive or Non-negative Drug Test Result.**
- Extracurricular Activities Not Including Athletics:** The participant will be suspended from participating in competitions, practices, meetings, or performances for 25 calendar days. Before returning to interscholastic competition the participant must submit to another drug test paid for by the participant. Any positive or non-negative results at the time of the follow up test will be considered the participants **Second Positive or Non-negative Drug Test Result.**
- Parking on Campus:** The student will not be allowed to drive or park a vehicle on campus for 25 calendar days. Before being allowed to park on campus the student must submit to another drug test paid for by the student. Any positive or non-negative results at the time of the follow up test will be considered the participants **Second Positive or Non-negative Drug Test Result.**

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

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

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

### IV. Appeal:

A participating student who tested positive or non-negative and whose test results have been forwarded by the testing laboratory to the Coordinator for the imposition of action provided herein may appeal such a decision to the school principal whose decision shall be final and not subject to further administrative appeal.

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

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

# **INSTRUCTIONAL INFORMATION**

## **MATERIALS REVIEW**

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

## **CURRICULUM INFORMATION**

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

### **The Grading Policy is as follows:**

All grades taken on assignments, tests, and/or projects shall be recorded in Infinite Campus (high school courses) or Banner (college courses). Final grades will be entered into Infinite Campus.

### **Grading Scale**

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

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

### **Weight of Grades**

All grades can be categorized into two groups, summative and formative. Please refer to your child's class syllabus for the specific weighting for grades.

### **EOC/Final Exam**

End of Course Tests (or final exams in non-EOC courses) will count 20% of the final grade in all high school courses.

### **Incomplete Grades**

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

### **Late Work**

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

## **Make-Up Opportunities**

### **Make Up Work (Excused)**

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

### **Make Up Work (Unexcused)**

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

### **Extra Credit**

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

### **CDA's (Common District Assessments)**

- Can replace with another CDA developed by a collective group of teachers who teach that subject.
- Test must be the same type of test: multiple-choice, using an assessment management tool.
- Use pacing guides to determine the window available to retest.
- Teachers *may* allow students the opportunity to retest.

## **APPEALS**

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

## **SUPERINTENDENT'S SCHOLAR PROGRAM**

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

### **CRITERIA FOR SELECTION**

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

### **RECOGNITION**

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

## **ADVISEMENT MATERIALS**

The CCI advisement program plays a vital role in helping students and parents plan for the future. There are numerous advisement activities during the year when handouts will be distributed to students and parents regarding graduation requirements, postsecondary education opportunities, college admission standards, and career information. In the spring, the school system will publish a course catalog that will contain information that will assist students in selecting courses. The student's advisor will schedule a time for the advisor, student, and parent to meet regarding the student's program of study.

## **COUNSELING**

The CCI counselor strives to reach every student in the areas of academic support, career guidance and personal/social interventions. Through our counseling curriculum, intentional guidance, individual support and specialized interventions, it is our goal to empower all students with the skills they need to graduate and prepare for life after high school. The counselor is available to students between 8:00 a.m. and 3:30 p.m. unless there is an immediate emergency. Students should always get a pass from a teacher to go to the counselor's office.

The high school counseling program is designed to build onto and expand the services offered in elementary and middle schools in Douglas County. The program includes personal and group counseling, career counseling, credit verification, course planning, interpretation of standardized test results, consultation with parents and teachers, group work, and classroom guidance.

## **FINANCIAL INFORMATION**

### **Check Cashing & Acceptance Policy**

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

### **SOLICITATION AND ADVERTISING**

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

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

## **CAFETERIA**

### CCI Academy

Your child may eat breakfast at home or at his/her base high school before coming to the CCI. Your child will be served lunch at the CCI or he/she may bring their lunch from home. Lunch will be eaten during the scheduled lunch period. Your child will be assigned to eat either first lunch (11:21-11:39) or second lunch (11:42-12:00). Parents are asked to avoid bringing any outside food (i.e. fast food) to students for lunch. If there is an extraordinary circumstance where food must be dropped off, the food must arrive before the child's scheduled lunch period. If the food arrives after your child's scheduled lunch period, it will not be given to your child until the end of the school day.

Meal Prices:

	Breakfast	Lunch
High School Students	\$1.25	\$2.50
Staff	\$1.65	\$3.25
Guests	\$1.65	\$3.50



Students are encouraged to participate in the school nutrition programs. Nutritionally balanced breakfasts and lunches are available to all students. Menus are planned by a registered dietician. Breakfasts are designed to meet one-fourth of the recommended daily allowance of nutrients for Americans. Lunches meet one-third RDA. Several choices in menu offerings are available. Free meals or reduced price meals are available to students who qualify. You may elect to go online and fill out one application per family. The website address is: [www.schoolcafe.com](http://www.schoolcafe.com) or turn in a completed application.

Students are encouraged to pay in advance for meals to eliminate the necessity of bringing money daily. Any amount can be paid. The school cafeteria manager can provide information about student account balances at any time.

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

#### MOWR (½ day)

Your child will eat breakfast and/or lunch at his/her base high school. Your child may also choose to bring or pick-up food on the way to CCI. This food must be consumed in the atrium area and must be finished before the start of class.

## **TEXTBOOKS AND OTHER SCHOOL PROPERTY**

Textbooks and other materials for the high school courses are supplied by the Douglas County School System and are paid for by tax dollars. Textbooks for college courses are supplied and paid for by West Georgia Technical College. All books are issued to your child as borrowed property. Consequently, your child will be held responsible for damage and/or loss of books issued to them. Collection of funds for lost or damaged college books is handled by the Student Services office at WGTC.

All holds/financial obligations must be cleared by the last day of the semester. Materials will not be issued for the next semester until textbooks, library books, and classroom equipment have been cleared for the previous semester. In addition, grade reports, records, and diplomas will be withheld until these obligations are cleared.

## **TECHNOLOGY**

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

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

### **Policies**

Douglas County School System Policy IFBG on Acceptable Internet Use will be followed. This policy can be found on the Douglas County School System website or by clicking Ctrl + the following link:

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=IFBG&Sch=4058&S=4058&C=I&RevNo=1.44&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

Douglas County School System Regulation IFBG-R(1) on Acceptable Internet Use will be followed. This regulation can be found by clicking Ctrl + the following link:

[https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=IFBG-R\(1\)&Sch=4058&S=4058&C=I&RevNo=4.87&T=A&Z=R&St=ADOPTED&PG=6&SN=true](https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=IFBG-R(1)&Sch=4058&S=4058&C=I&RevNo=4.87&T=A&Z=R&St=ADOPTED&PG=6&SN=true)

Your child is expected to follow Douglas County School System rules and regulations with regards to Internet use. The conditions for accessing the Internet at the CCI are addressed in DCSS Exhibits IFBG-E(1) and IFBG-E(2). These forms will be sent home at the beginning

of the school year for you and your child to sign and return.  
These exhibits can also be found by clicking Ctrl + the following links:

[https://simbli.eboardsolutions.com/SB\\_ePolicy/SB\\_Exhibit.aspx?PC=IFBG-E\(1\)&Sch=4058&S=4058&T=A&C=I&Z=E&St=ADOPTED&RevNo=1.01&PG=6&SN=true](https://simbli.eboardsolutions.com/SB_ePolicy/SB_Exhibit.aspx?PC=IFBG-E(1)&Sch=4058&S=4058&T=A&C=I&Z=E&St=ADOPTED&RevNo=1.01&PG=6&SN=true)

[https://simbli.eboardsolutions.com/SB\\_ePolicy/SB\\_Exhibit.aspx?PC=IFBG-E\(2\)&Sch=4058&S=4058&T=A&C=I&Z=E&St=ADOPTED&RevNo=1.01&PG=6&SN=true](https://simbli.eboardsolutions.com/SB_ePolicy/SB_Exhibit.aspx?PC=IFBG-E(2)&Sch=4058&S=4058&T=A&C=I&Z=E&St=ADOPTED&RevNo=1.01&PG=6&SN=true)

### **Front Desk Telephone**

If an emergency occurs, telephone assistance will be available at the receptionist's desk and/or any administrative office.

### **Cell Phones**

All cell phones must be turned off and put away during instructional time for all high school and college courses. The only exception to this rule would be if a teacher/instructor gives permission based on a specific instructional reason. Cell phones **will** be allowed in the atrium area while at lunch, on break, or before/after school.

### **Ear Buds / Headphones**

Ear buds are **not** permitted to be worn in the hallways or the atrium area. Ear buds will only be allowed for specific instructional reasons while in the classroom areas, and only with the express permission from the teacher.