Cambridge High School
2845 Bethany Bend
Milton, Georgia 30004

470-254-2883
470-254-2927 (Fax)

www.Cambridgehs.org
Cambridge High School

Mission, Vision, and Belief

Statements

Our Mission
Cambridge High School…educating, challenging, and inspiring all students to reach their full potential and achieve college and career readiness.

Our Vision
Cambridge High School…providing the best educational experience for each student within and beyond the classroom.

Our Beliefs
The Cambridge High School community believes that our students will achieve their full potential when we cultivate high expectations, mutual respect, and encouragement; embrace individualism and diversity; provide a framework for student mentoring and support; encourage extracurricular participation in academics, arts, athletics, and service opportunities; foster a collaborative community effort; maintain a challenging, diverse, and relevant curriculum; integrate and optimize technology; celebrate individual and school accomplishments and progress; ensure that students feel safe and respected;
connect with people, programs, and experiences within and beyond the classroom.
Principal
Kimberly H. Premoli
Principal’s Assistant, Mary Ross

Administrative Staff

Administrators
Darius Maize
Shavanda Toomer
Jennifer Beard
Joel Peterson

Administrators’ Assistant
Dianne Ellison

Administrative Assistants
Tonekia Phairr
Peter Vajda

Athletic Director
Lesley Broadwell

Bookkeeper
Christine Vicente

Communications
Carol Bybee

Counseling Department

Counseling Department Chair
Allyson Carvell

Counselor
Jennifer Evans

Counselor
Seana Ficklin

Counselor
Olivia Beck

Counselor
Julie Falk

Graduation Coach
Chip Flemmer

Counseling Secretary
Denise Theriault

Data Clerk
Jessamy Russell

Records Clerk
Vickie Stokes
School Governance Council

Principal
Kimberly Premoli

Council Members
April Adams
Ellen Kerr
Cheri Garvin
Michelle Morris
Dr. Vonda Wright
Stephanie Butler
Darrien Hess
Joel Peterson
Joe Baker

Area Superintendent
Kibbey Crumbley
crumbleyk@fultonschools.org

School Board President District 4
Linda Bryant
bryantlp@fultonschools.org

School Board Member District 2
Katie Reeves
reevesk@fultonschools.org
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EOE and ADA Statement
It is the policy of the Fulton County School System not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program, or any other program, activity, or service. If you wish to make a complaint or request accommodation or modification due to discrimination in any program, activity, or service, contact Compliance Coordinator, 6y201 Powers Ferry Rd. NE, Atlanta, GA., 30339 or phone 470-254-4585. TTY 1-800-255-0135.
Local School Calendar  
2018-19

Aug. 6-Mon. First Day of School
Aug. 23-Thurs. Open House
Aug. 27-Tues. Senior Parent Night
Aug. 28-Tues. Senior Student Advisement
Sept. 3-Mon. Labor Day Holiday-schools closed
Sept. 17-Mon. Freshman and Sophomore Parent Night
Sept. 18-Tues. Sophomore Student Advisement
Sept. 25-Tues. Evening with UGA
Oct. 4-Thurs. Cambridge Professional Development Day-students off
Oct. 5-Fri. Teacher Work Day-students off
Oct. 8-Mon. Columbus Day-schools closed
Oct. 10-Wed. PSAT Day/Cambridge Prof. Dev. Day-students off in PM
Oct. 12-Fri. Homecoming Game
Oct. 13-Sat. Homecoming Dance
Oct. 15-Mon. Financial Aid Night
Oct. 22-Mon. Junior Parent Night
Nov. 19-23 Apply to College Day
Nov. 19-23 Thanksgiving Holidays-schools closed
Dec. 17-20 Final Exams
Dec. 20-Thurs. Last Day of 1st Semester
Dec. 21-Jan. 2 Winter Holidays-schools closed
Jan. 3-Thurs. Teacher Work Day-students off
Jan. 4-Fri. Fulton County Professional Dev. Day-students off
Jan. 7-Mon. Second Semester Begins
Jan. 28-Mon. Dual Enrollment
Jan. 31-Thurs. Special Programs Night
Feb. 15-Fri. Holiday-schools closed *
Feb. 18-Mon. President’s Day-schools closed
March 6-Wed. 7th Annual College Fair
March 8-Fri. Teacher Work Day-students off*
March 11-Mon. Fulton County Professional Development Day-students off
March 12-Tues. Cambridge Professional Development Day-students off
April 1-5 Spring Break-schools closed
April 13-Sat. Prom (alternative date given by Mercedes stadium is April 20)
April 18-Thurs. Senior Parent Meeting
April 22-Mon. Honors Night
April 26-Fri. VIP Breakfast
May 6-17 AP Exams
May 20-23 Final Exams
May 23-Thurs. Last Day of School
May 24-Fri. Post Planning

* Designated as inclement weather make-up day (if needed)
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<th>WEDNESDAY</th>
<th>THURSDAY</th>
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<td>5</td>
<td>Lunch / SH or CLAWS</td>
<td>12:29 PM – 1:26 PM</td>
<td>12:02 PM – 12:52 PM</td>
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<td>2:47 PM – 3:30 PM</td>
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GROWL Week (week B)

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<th></th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY (LATE START)</th>
<th>THURSDAY</th>
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<tr>
<td></td>
<td>9:20 AM:10:40 AM 9th grade CLAWS Academy/Intramural Sports or Study Hall</td>
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<tr>
<td>5</td>
<td>Lunch / SH or CLAWS</td>
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Student Organizations

Beta Club
Dance Team
College Club
Diplomacy Club
Eco-Bears Environmental Club
FBLA
Fellowship of Christian Athletes
French Club and French Honor Society
Georgia Law Honors Society
Gay Straight Alliance
Honor Guard
Humane Society Club
Interact
Junior Classical League
Math Team
Mock Trial
Mu Alpha Theta, Math Honor Society
Multicultural Club
National Art Honor Society
National English Honor Society
National Honor Society
National Technical Honor Society
Philosophy Club
Printmaking Club
Rachel’s Challenge
Ronald McDonald House Charities Club
SkillsUSA
Spanish Club
Spanish National Honor Society
Student Council
Technology Student Assn. Architecture Club
Thespian Troupe
Video/Broadcasting Club
Yearbook
Young Republicans

*Student organizations are always changing based on the need and interest*
General Information

Cambridge High School is one of 18 high schools in the Fulton County School District. The school serves approximately 2000 students in grades 9-12.

Note: Radio Station WSB 750-AM is the official source for information on school closings due to inclement weather or other emergencies.

Semester System
All schools in Fulton County operate on the semester system. At Cambridge, students take 6 classes each semester.

Grades and Evaluations
Students will receive numeric grades on report cards for each course completed.

Grading Scale

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<th>Grade</th>
<th>Percentage</th>
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<tr>
<td>A</td>
<td>90 and above</td>
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<tr>
<td>B</td>
<td>80-89</td>
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<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>F</td>
<td>69 and below*</td>
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*By state rule, any grade below 70 is failing.

Advanced Placement, Honors, and Joint Enrollment courses carry a weighted grade of an additional 7 quality points that are added to the final semester averages of 70 and above.

Valedictorian/Salutatorian
To be eligible for the honor of class valedictorian or salutatorian, a senior must meet established academic and enrollment criteria. The valedictorian is the senior with the highest cumulative numerical average. The salutatorian is the senior with the second highest cumulative numeric average. Senior class valedictorian and salutatorian are selected at the end of first semester. For new schools, eligible students must be a four-year graduate enrolled for the entire fall semester; in year two, recipients must be four-year graduates enrolled for the entire previous three semesters; in year three and beyond, eligible students must be a four-year graduate enrolled for the entire previous five semesters.

Honor Graduates
Students will be identified as honor graduates at the end of the first semester of the senior year if their numeric average is an 88 or greater.

Progress Reports
Interim reports will be issued every 6 weeks of each semester and will reflect the student’s performance at those times. Parents should feel free to contact the school at any time during the semester. Administrators, counselors, and teachers stand ready to discuss student placement or performance.

Recovery Policy
The intent of recovery is to assist students who are failing courses by providing adequate opportunities to master course objectives in order to eliminate preventable failures. The goal of recovery is to help students learn to be successful and responsible.
Opportunity will be given to students to recover from low grades (below 74) if all work required has been completed and the student has shown a legitimate effort to meet all course requirements and has maintained consistent attendance. Students who wish to work toward improving their status must contact their teacher to make arrangements for recovery. Recovery work must be completed 10 days before the end of the semester.

Each academic department may have its own recovery opportunities for students. Please refer to your child’s syllabus or contact your child’s teacher for specific information pertaining to your child’s class.

**Grade Level Assignments**
Students will stay with their class for all school activities for their freshman year only. Assignments beyond the freshman year will be determined by the number of credits the student earns. To be promoted to the next level, freshmen must earn 5 credits, sophomores must earn 11 credits, and juniors must earn 17 credits. Promotion to the next grade level is determined by credits earned prior to the beginning of the school year.

**Honor Code**
Every Cambridge High School student is honor bound to refrain from lying, cheating, and stealing. Lying is the student's intentional falsification or denial of fact or the student's intentional creation of a false impression. Cheating is giving, receiving, or attempting either to give or to receive unauthorized help that could result in an unfair advantage in a student's completion of schoolwork. Cheating is the representation of another's work as being one's own. Stealing is the taking of anything without the consent of the owner. Teachers may have students sign a pledge that they have neither given nor received any unauthorized help or assistance on a test, activity, or examination. When students are aware of an Honor Code violation, they should talk with the person involved and should report the violation to a teacher or an administrator. Teachers are responsible for both handling and reporting Honor Code violations. The degree of consequence will vary with the severity of the infraction. Teachers will deal with Honor Code infractions regarding homework, class assignments, and quizzes; administrators will meet with student, parent(s), and teacher to deal with infractions regarding tests, research and major papers, etc. **Students will receive a zero on the assignment and may receive further disciplinary action.** Honor Code violations will result in dismissal from the National Honor Society and Beta Club. They may jeopardize grades, extracurricular participation, and faculty-based selections.

**Enrichment Programming**

Multiple times during the school week, enrichment programs are offered. The enrichment programs include C.L.A.W.S, exclusively for freshmen; Study Hall, offered to all other students in grades 9-11 during lunch periods; and PAWS², offered to all students on Tuesday and Thursday during the school day and after academic classes.

**Descriptions**

**C.L.A.W.S.**: The CLAWS (Caring, Learning, and Adapting While Succeeding) Program is a comprehensive transition program during first semester that provides each freshman student with a support group consisting of student mentors, a faculty advisor, and the school counselors. Student mentors are “trusted guides” to freshmen. They provide an ongoing orientation process that enables freshman to become familiar with policies, procedures, programs, and traditions at Cambridge. CLAWS occurs during lunch periods on Monday, Wednesday, and Friday during the first semester. All freshmen are required to attend CLAWS.
P.A.W.S.² (People Always Willing to Share and Support!) At Cambridge teachers are always willing to share and support students to reach their full potential. During PAWS² periods on Tuesday and Thursday afternoons the talented faculty and staff offer enhancement programs such as National Art Honors Society and College Applications, as well as academic and special programs such as Math or Science support or Physical Conditioning. All ninth, tenth, eleventh students are required to attend PAWS², and students are offered a wide-range of PAWS offerings from which to choose and also the flexibility to change their PAWS² course throughout the semester. Seniors in good academic standing and with good attendance have the option to dismiss earlier with appropriate approval during this time. If academic support is determined as a need, students at all grade levels may be assigned to support courses.

G.R.O.W.L.: (Gaining Relevant Opportunities through Wednesday Learning) GROWL is a unique schedule that addresses several Cambridge High School goals:

- Support 9th grade students as they transition to high school
- Offer more flexibility for 10th, 11th, and 12th grade students
- Provide teachers more time for collaboration and professional learning

On GROWL days, 9th graders will be required to report to school at the regular time and 10th, 11th, and 12th grade students have the option of arriving at school at 10:50 on GROWL days.

Study Hall: Students in grades 9th-11th attend Study Hall during one-half of a full lunch period on Mondays and Fridays. Students are expected to attend their assigned Study Hall and to report to Study Hall with study materials. Homework completion and studying is the point of the study hall. If students have nothing to study, then reading a book is also acceptable. If students do not have an assignment to complete or a book to read, an assignment will be provided by the study hall teacher. Games/web use on cell phones may not be considered an acceptable use of study hall time. Headphones are acceptable to listen to music, but the music should not be loud enough that others can hear the music. Teachers may only issue passes to the Media Center for two students per study hall class.

Lunch and Learn: Learning labs offer an opportunity for students to complete assignments, collaborate with peers, and/or make up work during their lunch periods. Students are expected to sign up for a lab electronically and will have access with their student IDs.

**General Procedures**

Student ID Cards
Once distributed, each Cambridge High School student is expected to carry his or her CHS student ID card on his or her person at all times while on campus and at all school-related functions on or off campus. Failure to produce the student ID card upon adult request may result in disciplinary consequences.

Students who lose ID cards should report to the front office to purchase a replacement card for $10.00.

Student Center
Our student center has a growing collection of resources—both print and electronic—as well as computers, cutting edge technology, and a comfortable "learning commons" environment. Visit our webpage through the Cambridge HS website, www.cambridgehs.org, and gain access to databases, eBooks, and other resources (passwords for databases are available in the student center). Visit our Help Desk if you have questions or issues about your Microsoft Surface.
Policies and procedures are as follows:

- **Hours of operation** – 7:30am-4:15pm
- **Students must have a signed Pass by a teacher or staff member to enter**
- **Students must adhere to Fulton County acceptable use policy**
- **Students can check out 4 print books at a time for 2 weeks**
- **Students must pay $.10/day for overdue books**
- **Students can pay $.10 per page for black/white print**
- **Students can pay $.25 per page for color print**

**Fines, Fees, and Charges**

All students owing Cambridge High School money because of lost or damaged textbooks, library books, athletic or musical equipment, or any type of school equipment or uniforms will be expected to pay appropriate replacement costs. The Fulton County School Board has authorized all schools to impose the following sanctions to students with unpaid fines, fees, or other charges:

1. Refusal to issue any additional school property.
2. Refusal to issue textbooks, library books or media materials.
3. Withholding of parking privileges.
4. Small claims court filings for $100 or more debt.

Cambridge High School may impose any or all of the above sanctions to students who have not fulfilled their financial obligations.

**Lockers**

Hall lockers are issued through homerooms. Locker rental is $15.00 per year. Only one student is assigned per locker. **The student to whom the locker is assigned is responsible for the content and security of the locker. Sharing of lockers is highly discouraged.** The school bears no responsibility for students’ personal items. Note: Searches of specific lockers or locker areas may be conducted by school personnel at any time to protect the safety and welfare of the student body and staff. Physical education lockers are issued by the P.E. teachers each semester. The rental is $10.00 per semester. **Students must exercise due diligence in securing their items.**

**Bus Transportation**

Students are expected to conduct themselves properly while riding the school bus. Eating, shouting, hanging out of the windows, and throwing things will not be tolerated. Cell phone usage on the bus is not permitted by Fulton County Board of Education. The bus drivers have the same authority on the bus that teachers have in the classroom. Failure to abide by the rules can result in the student being denied the privilege of bus transportation and/or further discipline. Per Fulton County Policy, students may ride/board/exit only their assigned bus unless approved by an administrator. If you have any questions or concerns regarding bus routes or transportation, please call 470-254-2287.

**Posters/Flyers**

Posters/flyers must be pre-approved and stamped by an assistant principal or designee prior to being displayed in designated areas. Posters/flyers may not display religious or political symbols or statements. Posters that may be detrimental to the health and welfare of the community and in poor taste will not be approved.
Student Health
Student Health Services requires that students who are sick, contagious, and/or have a fever greater than 100.4 **NOT BE SENT** to school. In order to return to school, a student should be fever free for at least 24 hours without the assistance of medication. If a student becomes ill at school, he/she must report to the clinic immediately. Failure to do so constitutes an unexcused absence. In the event a student runs a fever, has a potential contagious illness, or a more serious health problem while at school, the parent will be notified to pick up his/her child immediately. We will not allow a student to drive him/herself home if he/she does not seem able to do so safely. A parent **MUST** be reached to obtain permission for the student to drive home regardless of the student’s age. A note may be needed from a doctor in order for a child to return to school.

It is the parent’s responsibility to keep the student’s health and contact information updated. Friends/relatives should be listed as emergency contacts for students when parents cannot be reached. This is extremely important if parents are unable to pick up their children in an emergency. It is best for students to take medication before or after school; however, if it is necessary for them to take a medication during school hours, please contact the clinic to see if the necessary medication is able to be carried by the student or must be stored and administered in the clinic. If it is a medication the students are allowed to carry, it **MUST** be carried in its original container. Controlled substances must be stored in the clinic and have a SHS-1 form with a physician’s signature on file in order for them to be administered. The clinic does not keep a supply of any medications (including ibuprofen, Benadryl and cough drops) on hand to administer to students per Fulton County Schools’ policy. If you have any questions or concerns, please contact Ms. Thimsen in the clinic at 470-254-2536.

Counseling
Cambridge counselors work with students individually and in groups to aid in academic, career, and personal development. In addition to school-based counselors, a graduation coach, social worker, and school psychologist also provide support for students.

Parent Conferences
If a parent has a concern with a specific course, he/she is encouraged to contact the teacher directly. If concerns involve multiple classes, parents should contact the designated counselor to schedule a parent-teacher conference. The most efficient form of communication with our counselors is through email correspondence. If a parent prefers a meeting with their student’s counselor, an appointment must be made in advance with that counselor.

Student Requests to See Counselor
Students are encouraged to walk in before school, during lunch, and after school to see their counselor. If the counselor is not available, the student can request an appointment by completing a **Request to See Counselor** form on the iPad located in the counseling office. A request form may be completed before school, between classes, during lunch, or after school. A student should never be absent from class for the purpose of making an appointment or to visit the counseling office unless he/she has permission and a written pass from the teacher whose class he/she is missing. In the event of an emergency, students should inform the counseling secretary, and they will be seen by an available counselor for immediate assistance.
**College Visits to Cambridge**
Juniors and Seniors have the opportunity to meet with college reps at Cambridge. To sign up for a visit, students should visit the counseling department’s website at [www.cambridgehscounseling.com](http://www.cambridgehscounseling.com) at least two school days prior to the day of the visit.

Teacher approval is required for attending all visits. Students are responsible for making up all missed work. If a “cafeteria visit” is noted, college representatives will be available to speak with all students during lunch, and students do not have to sign up in advance.

**Withdrawal from School**
A parent/guardian is asked to contact the Counseling office 48 hours prior to student withdrawal. Once any textbooks, devices, fees, and materials are collected and we have a parent/guardian signature, we can complete the withdrawal process and release the necessary paperwork. All financial obligations must be met before student records will be forwarded.

**Student Records**
Cambridge High School complies with the Federal Education and Right to Privacy Act (FERPA). Student attendance, discipline, academic, or any personally identifiable information in education records other than directory information, shall NOT be released unless

1. There is written consent from the student’s parents specifying records to be released, the reason for such release and to whom.
2. Such information is furnished in compliance with judicial order or pursuant to any lawfully issued subpoena provided that parents and the students are notified of all orders or subpoenas in advance of compliance.
3. Such information is furnished to teachers with legitimate educational interests or officials of other schools or school systems within the public schools of Georgia in which the student seeks or intends to enroll.

Consistent with Fulton County procedure, a student’s discipline or attendance records are not part of a student’s permanent record. Therefore, Cambridge High School does not forward discipline or attendance records to a college without specific written approval of parents or student if over 18.

**Attendance**
Absence is one of the major causes of poor work and failure in school. Students are expected to attend school each day. We recognize that sometimes students must miss school due to illness or other circumstances. A note signed by the parent or legal guardian explaining the nature of the absence is required within 5 days of the student returning in order for the absence to be counted as excused. Missing 30 minutes or more of a class period constitutes an absence.

**House Bill 1190**
House Bill 1190, (section 10 – Minimum Number of Unexcused Absences – 20-2-690.1) adds responsibilities for parents and guardians of school-age children who have 5 or more days of unexcused absences in a school year. As required by HB1190, a letter from CHS administration will be sent to parents of students who have more than 5 unexcused absences explaining the consequences of the law. This letter must be signed by the parent and student and returned to Cambridge High School.
If a student continues to accrue excessive unexcused absences after parent notification, the case will be referred to the school social worker and a case may be pursued through the Fulton County Juvenile Court. If found in violation of the Georgia Compulsory Attendance Law, parents could be subjected to one or more of the following penalties at the discretion of the court: a fine not less than $25.00 and not greater than $100.00, imprisonment not to exceed 30 days, or community service. Each additional unexcused absence from school after the school system notifies the parent is considered an additional violation of the state mandatory attendance policy and is reported as a separate offense.

**Attendance Procedure**
Any student who has been absent from school shall present a written excuse before school begins to the attendance office within 5 days of returning to school. The excuse must state the reason for the absence, include a telephone number where the parent can be reached, and be signed by the student’s parent or guardian. Students who have missed 10 days or more of school in a school year will be required to provide additional verification including doctors’ statements.

**Excused Absences**
A student's absence from school or class will be considered excused when it is due to any of the following circumstances:
1. Personal illness of the student
2. Attendance at school would be detrimental to the health of the student or others
3. Death or serious illness in the student's immediate family necessitating absence from school
4. Compliance with a court order or an order issued by a governmental agency, including an order for a pre-induction physical examination for service in the armed forces, mandating absence from school
5. Observance of religious holidays, necessitating absence from school
6. Conditions rendering attendance impossible or hazardous to the student's health or safety
7. Serving as a page in the Georgia General Assembly
8. Absences not exceeding a cumulative total of 6 days per year for the following reasons, but only if the absence has been pre-approved by the principal or designee:
   a. Scholarship interviews/college visitations
   b. Graduation or wedding of a close family member
   c. Specialized educational experience
   d. Other circumstances that are mutually agreeable to the parent and principal or designee
9. Up to 10 instructional days (60 instructional hours) per year for school-sponsored non-instructional activities (defined as functions during the school day that are under the auspices or sponsorship of a school or the school system) that are specifically approved in advance by the principal or designee. The principal shall ensure that an accurate record of all such absences is maintained.
10. OSS is an excused absence.

Students are allowed to make up all work missed for excused absences.

**Pre-approved Absences**
At all grade levels, preapproved absences are granted as excused absences. Approved absences will be limited to 6 days for an entire school year per Board policy. Arrangements should be made with the grade level administrator 3 school days in advance of the planned absence. However, preapproved absences will not be granted during the final 3 weeks of each semester. The final decision for approving the absence rests with the grade level administrator. The grade level administrator has the discretion to approve up to 6 absences per year for other circumstances that are mutually agreeable to the parent and administrator.
Should the preapproved absence exceed 6 days, the grade level administrator can approve the additional absences as unexcused, and allow any missed work at full credit even though the absence is counted as unexcused. A preapproved absence does count as an absence for attendance records. Parents’ notes requesting prearranged absences should be given to the attendance office. If the absence is approved by the administrator, the student will be given a form for each teacher to sign prior to the absence. Prior to the absence, students may request work to be missed during the absence.

**College Visitations**
Seniors and juniors who are planning to attend college may take up to 6 college visitation days prior to May 1. No college visitation days will be granted during the final 3 weeks of each semester. The preapproved absence policy applies to college visits. Parent notes requesting pre-approved college visits should be given to the attendance office and need to be submitted for approval 3 school days prior to the college visit.

**Unexcused Absences**
All other absences not mentioned previously are considered unexcused. Class work and tests missed due to unexcused absences are subject to a 10 percent reduction. Since every school day is important, “skip days” are not recognized or condoned by the school administration and are considered unexcused.

**Makeup Work due to an Absence**
Upon returning to school following an absence, it is the student’s responsibility to contact the teacher(s) to request makeup work. The contact should be made on the day the student returns to school unless the teacher allows a longer time. Makeup work must be completed by the student within the time specified by the teacher. Work missed during the last week of the first semester must be made up by the 10th school day of the next semester. In the event of an extended absence, student work may be requested by calling the counseling secretary when a student is absent 3 or more consecutive days. The parent will be able to pick up the missed work at the end of the day following the request.

**Illness at School**
Students who do not attend class due to illness at school must report to the clinic immediately. Failure to do so constitutes skipping the class.

**Checking Out**
To arrange a checkout, the student must take a written request, signed by the parent/guardian, to the attendance office before school. The request should include the reason for the checkout, parent/guardian signature, and a telephone number for parental verification. The request will be verified, and the attendance clerk will issue a checkout pass to the student. When it is time for the student to leave, the student will show the teacher the checkout pass after 8:00 a.m. The student must check in and out through the attendance office prior to leaving campus. Failure to check in and out through the attendance office may result in disciplinary action. There will be no walk in checkouts after 3:15 p.m.

**5th Checkout Rule**
After the 5th check-out or check-in within a semester, students will be referred to an administrator. After the 5th check-in/check-out, the parent must be present, unless a doctor’s note is presented, for an excused absence to be considered. Exceptions for serious medical problems will be handled on an individual basis. Checkouts during final exams will be only with parent pickup.
Once on campus, students may not leave without checking out through the attendance office. (If students are not in school for the full day and come on campus for any reason, they must check in and out of school.) Students arriving on campus after 8:25 a.m. are required to check in at the attendance window.

**Vocational Program Dismissal**
Students on vocational programs must leave the campus upon dismissal from classes. Students who fail to abide by this rule will be given one warning. On the second offense, they may be assigned to a study period and will forfeit their early release.

**Tardy to Class/Tardy to School**
Students late to class are required to sign the teacher’s tardy book. Students late to school must report to the attendance office first. The following disciplinary consequences will result for tardies to class, school, and unexcused check-ins to school:
- **Tardy to class:**
  - 1-4 tardies - warning/parent contact
  - 5 or more - Administrator referral
- **Tardy to school:**
  - 4th tardy - referral to Mr. Flemmer
  - 5 or more - referral to Mr. Flemmer and Administrator

Students arriving to class ten minutes or more after class starts without a pass are an automatic referral to Mr. Flemmer.

**Truancy and Class Cuts**
Students are expected to attend all classes every day unless an absence is approved or excused through the attendance office. Leaving campus without permission is considered a major violation.

**School Activity Check-Outs**
In order to participate in a field trip, school activity, or athletic event, students must have a record of regular school attendance. Students with excessive absences or tardies (i.e. 5 or more absences/5 or more tardies per semester) or who are at risk of failing a class may forfeit the opportunity to participate.

**Driver’s License Denial**
The *Teenage and Adult Responsibility Act* requires that a driver’s license shall not be issued or shall be revoked for a period of one year if a student is 15-18 years old and has:
- 1. Dropped out of school and remained out of school for ten consecutive days;
- 2. Accumulated ten or more unexcused absences during the current academic year;
- 3. Accumulated ten or more unexcused absences during the previous academic year; or
- 4. Has been found guilty by a disciplinary tribunal of committing one or more of the offenses listed as violations of the *Teenage and Adult Driver Responsibility Act* (See Code of Conduct for list).
Student Behavior

Student misconduct or disregard of school expectations makes discipline action necessary. The goal of disciplinary consequences is to change student behavior. The following are 12 expectations for student behavior at Cambridge High School.

12 Expectations for Student Behavior at Cambridge High School

1. Students are expected to respond to a question using “Yes” or “No” rather than one of the following slang expressions: “unhuh, yup, nope, na” or any nonverbal. If you are not sure what someone has asked you, “Excuse me” is expected instead of the common “what?” or “huh?”

2. Students are expected always to be respectful of others in the way they speak and treat their peers and staff. Foul language and disrespectful behavior will not be tolerated. Public display of affection will not be permitted and is subject to disciplinary action.

3. Students are expected and encouraged to wear appropriate clothing that is respectful of the learning environment. On Fridays and spirit days, students are expected and encouraged to wear school colors or school spirit wear.

4. Students are expected to ask for help if they need it. It is expected that all students will know their teachers, counselor, assistant principal, and principal the first week of school.

5. Students are expected to be respectful with technology so that it does not interfere with classroom instruction. Students may text in the hallways during class change but are expected to talk on their phones only in the courtyard or designated areas. Cell phone use for educational purposes in the classroom is at the discretion of the classroom teacher.

6. Students are expected to be involved in at least one extra-curricular activity and supervised if on school property after 4:00.

7. Students are expected to respect their textbooks, lockers, and all school-issued equipment. Failure to meet this expectation may result in a discipline referral or monetary fine.

8. Students are expected to take care of our building to ensure it remains clean and free from trash, dirt, or graffiti. Keeping the building and the areas outside the building clean is everyone’s responsibility.

9. Students are expected to help with security while at school, which includes having their student ID on them at all times. It is expected that students will report any visitor in our building who does not have a visitor’s pass and report any suspicious behavior or incident that violates our expectations. Students are not permitted to be on campus after 4:00 unless supervised by an adult.

10. Students are expected to get to school on time as well as each class and activity.

11. Students are expected to be in appropriate areas of our campus at all times, including before school, after school, and during lunch.

12. Students are expected to adhere to individual classroom rules and to the Fulton County Schools Code of Conduct and Student Handbook.

Lunch Time Rules

Seniors:
- May eat in the cafeteria, outside area facing Kings Ridge, and the courtyard
- Have to be seated at a table when eating
- No ball playing, frisbees, skateboards, or blades

Underclassmen:
- May eat only in the cafeteria and in the courtyard
- Have to be seated at a table when eating
- No ball playing, Frisbees, skateboards, or blades
Cambridge High School Technology Policy

Cambridge High School believes technology is an integral part of education in the 21st century and technology will be utilized and integrated throughout the curriculum. Therefore students may bring electronic notebooks, iPads, laptops, cell phones, or any other personal electronic device provided the expectations set forth by Cambridge High School are met. Please read the following carefully. Violations of the Acceptable Use Guidelines may cause a student’s access privileges to be revoked, disciplinary action, and/or appropriate legal action may be taken.

Fulton County Policy IFBGA

The Internet is the collective name for thousands of computers worldwide, which are connected through phone networks. The computers communicate with the same protocol and have an established Internet address. It is similar to a library of books, written in the same language and having a call number. However, one difference between the Internet and the Information Technology Center is that our books are acquired according to School Board approved guidelines.

Selection of Internet resources, on the other hand, is decided by the end user. The user carries the responsibility of selecting appropriate items to view. This policy describes user behavior and identifies what actions are prohibited.

Services

Student access to the Internet will only be provided through the Fulton County Schools local/wide area network and the school’s Internet provider. Access to the school Local Area Network (LAN) is a privilege available to all students; however the account access may be disabled if student use is inappropriate.

Terms and Conditions for Local/Wide Area Network and Internet Access

The Internet user is held responsible for his/her actions and activity within his/her usage. Fulton County Schools is not accountable for any costs incurred to the user while online. Unacceptable uses of the local/wide area network will result in disciplinary action. Examples of unacceptable use:

1. Accessing, creating, download or displaying, offensive or obscene messages or pictures
2. Use obscene or defamatory language
3. Participation in unauthorized Internet “chat” rooms
4. Installation, download or play games or programs of any kind without permission of school personnel
5. Give out personal information about themselves or another student such as their name, address, phone number or location harassing, insulting, defaming or attacking others
6. Damage computers altering computer systems or computer networks
7. Violate copyright laws, such as illegally installing or copying of software
8. Attempting to obtain or use another person’s password
9. Trespassing in another’s folders, work or files, vandalizing the data of another user
10. Posting anonymous messages or attributing one’s communications to another individual
11. Posting anything rude, offensive, or threatening
12. Sending or forwarding images and information that might embarrass, hurt, or harass someone
13. Taking anyone's personal information and using it to damage his or her reputation
14. Intentional waste limited resources such as paper, data storage space, time online
15. Employment of the network for financial gain
16. Gaining unauthorized access to resources
17. Neglecting to log out all programs and the network when users leave the computer station
Consequences
These offenses will be treated as vandalism. Consult your student handbook to understand the related disciplinary actions. In the least, the offenses above could result in the student being denied access to the network for a specific period of time. The overall goal of this discipline is to make the student a responsible, considerate and ethical user of online resources.

Restrictions
Parent(s) and Guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. To that end, Fulton County Schools supports and respects each family’s values regarding LAN and Internet access.

Conditions of Use and Account Management
Students who access the LAN automatically agree, through a statement on the computer screen, to abide by the restrictions outlined in Fulton County Schools policy for acceptable use. The specific conditions and services being offered may change from time to time. Each student will receive education about appropriate online behavior, including interacting with other individuals on social networking websites, blogs, wikis, discussion boards and in chat rooms, and cyber bullying awareness and response.

Fulton County Schools makes no warranties with respect to Internet service or content. Parents and students should be aware that Fulton County Schools does not have control of the information on the Internet, nor can it provide impenetrable barriers to accessing the full range of information available. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people.

All Fulton County Schools students will be assigned their own network account name with password. Passwords should not be given out to anybody. With this account, students will have their own folder on the school’s server to store their work. Fulton County Schools utilizes filtering software to block access to undesirable web sites.

Safety Issue
Students should follow the guidelines below when performing Internet searches.

1. Any on-line communication should always be at the direction and with the supervision of a teacher.
2. Never provide last name, address, telephone number, or school name online.
3. Never respond to, and always report to the teacher or parent, any messages that make you feel uncomfortable or that are from an unknown origin.
4. Never send a photo of yourself or anyone else.
5. Never arrange a face-to-face meeting with someone you met on-line.
6. Never open attachments or files from unknown senders.
7. Always report to a teacher any inappropriate sites that you observe being accessed by another user or that you browse to accidentally.

Consequences for Rule Infractions

Cambridge High School adheres to the policies and procedures set forth by the Student Discipline department through Fulton County School’s Student Code of Conduct.
Detention/Friday Night Extension
For some attendance and behavior infractions, students may be assigned detention. Teacher detentions will be held Tuesday and Thursday from 3:45-4:15 p.m. Administratively assigned detentions will be held Tuesday and Thursday from 3:45–4:45 p.m. Friday Night Extension will be held from 4:00-6:00 p.m. and from 4:00-8:00 p.m. depending on the infraction. A student will be given a 24-hour notice prior to serving. Changes to assigned detention must be made prior to the day of detention with the appropriate assistant principal. Assignment to detention cannot be appealed beyond assigned assistant principal. Failure to attend assigned detention will result in further consequences.

Out–of–School Suspensions (O.S.S.)
For some attendance and behavior infractions, a student may have his privilege to attend school suspended; suspensions may range from 1 to 10 days. While on suspension the student may not attend school functions or be on any Fulton County school property for any reason. Appeals must be presented in writing to the principal.

Homework for Suspended Students
Students suspended out of school for 3 or more consecutive days have the opportunity to obtain homework assignments by calling the counselor's office to receive assignments. Students suspended out of school must not be on school property for any reason at any time, including extracurricular social activities, practices and/or sporting events. O.S.S. is considered an excused absence.

Tribunal
Tribunal infractions including but not limited to the following: sale or transfer of drugs/alcohol, arson, bomb threats, possession of deadly weapon, assault of battery of school employee, as well as being a habitual violator of school rules and regulations.

Student Dress Code
Cambridge High students are expected to dress and be groomed to reflect neatness, cleanliness, and good taste. Students' dress should not distract from or cause disruption in the educational program or orderly operation of the school. The administration reserves the right to make any amendments for the best interest of the student or the educational process. The teachers and administration are responsible for determining dress code violations. The following items are dress violations and are not appealable:

Clothing that contains inappropriate language:
• Advertisements about drugs, alcohol, tobacco, or sex
• Suggestive words
• Anything offensive to our diverse population for religious, political, or humane reasons
• Lettering or pictures glorifying death or violence

Clothing that is too form-fitting or revealing:
• Tank tops (males MUST cover their underarms)
• Clothing that does not cover the waist, back, shoulders, or chest
• Sleeveless shirts or sweaters that do not cover the entire width of the shoulders
• Transparent or mesh clothing without an appropriate non-skin colored item underneath
• Exposed undergarments
• Leggings and/or yoga pants without a shirt of an appropriate length (must be to the tip of the thumb)
• Skirts, dresses, or shorts with hems higher than the tip of the thumb (skirts and dresses must be the appropriate length even with leggings worn underneath)
• Pants, shorts, slacks, and skirts of inappropriate size and fit
• Sagging, bagging, and dragging trousers (Trousers and shorts must sit on the waist. Trousers and shorts with belt loops must have a belt)
• Pants with holes or tears above the knees (even with leggings worn underneath)
• Pajamas and slippers
• Hats, caps, do-rags, hoods, bandanas, combs, and pics. CHS spirit hats may be worn on designated spirit days.

**Discipline Steps for Dress Code**

First offense is a student warning and opportunity to change clothes. Subsequent dress code offenses will be considered a disregard for school policy and will be handled according to the Fulton County discipline cycle. Repeated and/or flagrant violations may result in further consequences.

**Motor Vehicles**

The school personnel have the authority to regulate the operation of motor vehicles on school property. Any violation of the rules may result in the revocation of a student’s driving permit or other disciplinary measures that are deemed necessary.

**Driver’s License**

In order to apply for a driver’s license or learning permit, a student must obtain a Certificate of Attendance from the front office. An ADAP card is also required for a driver’s license. Certificate of Attendance and the ADAP card must be requested 48 hours prior to pick-up. The cost is $1.00 for the Certificate of Attendance to be paid at the time of request. Additionally, a student must meet the following conditions:

• To be currently enrolled or have been enrolled for one academic year prior to application of license.
• Not have 10 or more unexcused absences in the current academic year or 10 or more school days of unexcused absences in the previous academic year.
• Not found in violation by a hearing officer, panel or tribunal on serious disciplinary offenses including: 1.) threatening, striking or causing bodily harm to a teacher or other school personnel; 2.) possession or sale of drugs or alcohol on school property, possession; 3.) possession or use of a weapon on school property or at a school-sponsored event; 4.) any sexual offense prohibited under Chapter 6 of Title 16 and E causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student. Students may be in danger of having their driver’s license or permit suspended by the Georgia Department of Driver’s Services for any of the above reasons as well as dropping out of school before their eighteenth birthday. The suspension of the driver’s license or permit shall be the period of one year or shall end on the date of the minor’s 18th birthday, whichever comes first. Students and parents will receive warning of the TADRA law (by receiving the HB1190 notice) if the student accrues more than 5 unexcused absences in a school year.
Parking Process

Parking Privileges
Parking privileges are available to seniors only. The parking fee is **$100 in the form of check or money order only.** Once all available spaces have been assigned, applications for parking will be placed on a waiting list; first come, first served. Students selected to serve as CLAWS mentors for a second year are not required to submit payment with their completed applications. **If** spaces are still available sometime after the start of the school year, juniors will have the opportunity to submit applications for entry into a junior lottery for those remaining parking spaces.

Application and Registration Instructions
Students who wish to secure a parking tag for their vehicles must complete the provided application/registration form. Students must complete all information on the application, sign it, have a parent/guardian sign and then mail the completed application to Cambridge High School. The following **must** accompany this application:

- a copy of a valid Georgia class C or D driver’s license, (no learner’s permits)
- a copy of your auto insurance policy card
- payment of **$100 money order or check** payable to Cambridge High School ($50 after 1st semester)
- proof of driver’s education class for a 10% reduction

Incomplete applications will not be accepted
Front office staff will not make copies to complete your application under any circumstances.

Parking Processes
- Park in your assigned space only with your hangtag displayed from the rearview mirror.
- **If someone is parked in your space when you arrive to school, record the tag, make, model and color of the vehicle; park in the front lot in the visitor area; and report the violator to the main office along with your space number.**
- Students **will not** be allowed to go to their cars during the school day without **administrative approval.**
- Remove all items needed for the school day from your vehicle upon arriving to school.
- Students reporting to school for morning workouts are to park in their assigned spaces only. No student reporting for morning workouts is to park in another student’s assigned space or a space in the front parking lot.

_Cambridge High School will not be responsible for any situations (accidents, theft, etc.) that occur in the parking lot. There will be a **$5.00** fee to replace lost or misplaced parking tags._

Rules and Regulations for Student Parking on Campus

Parking Out of Assigned Space Consequences
- 1st out of space violation will earn a warning.
- 2nd out of space violation will earn a boot.
- 3rd out of space violation will earn a boot and one week suspended parking.
• 4th out of space violation will earn a boot and have their parking revoked for the remainder of the school year.
• Boot removal is $75 for each infraction. The boot will remain on the vehicle until the fine is paid.
• Detention is not an option for having a boot removed.

Revoked/Suspended Parking
A parking space may be revoked for the remainder of the year or suspended
• if the student accumulates more than ten (10) tardies to first period or the first class on campus for the day
• if a student drives recklessly so as to endanger life or property
• if a student goes to the car during the school day without administrative approval
• if a student (passenger or driver) leaves campus without permission.
• by an administrator or school resource officer for reasons related to safety, including speeding, violation of any law, or any behavior deemed by the resource officer, or administration, to be inconsistent with the safety of students at Cambridge High School

Students are to adhere to the following parking rules and regulations to obtain and retain parking privileges:
Students must complete an application, provide a copy of a current Georgia driver’s license (no learner’s permits), provide proof of insurance, and the parking fee to apply for a parking tag.
1. **Students must park in their assigned space during the school day.**
2. The parking lot will be checked periodically, and if a student is illegally parked on campus, the student’s vehicle may be booted by CHS and the student may receive a disciplinary consequence. If a student’s vehicle is booted, the removal fee is **$75**.
3. Once approved, students parking on the campus must display the tag prominently in the front window of their car.
4. A parking space is not transferable to another student, nor can a student use another student’s space at any time during the school day.
5. Temporary tags will be issued when the car has been wrecked or has broken down. Students who need a temporary permit will be required to bring a signed note from a parent/guardian stating the reason and dates needed. The temporary permits will be issued in the administration office before school.
6. Students who have sold their cars must notify the administration office and bring in their new car information.
7. All students will be subject to the Fulton County Schools discipline consequences that include but are not limited to reports to law enforcement, detention/Friday night school, out-of-school suspension, and expulsion.
8. Parking and traffic violations on campus subject to the discipline consequences include, but are not limited to, the following:
   • Giving false information and/or falsely registering a vehicle
   • Speeding on campus, speed limit is 15 miles per hour
   • Driving recklessly so as to endanger life or property
   • Parking an automobile on campus without a parking tag
   • Parking in areas that are hazardous, such as entrances, exits, fire lanes (red curbs), bus zones, yellow curbs, or in such a manner as to impede traffic
   • Using an illegal parking tag
   • Violation of county, state, or federal law
   • Parking on campus without permission
   • Loitering or visiting in the parking lot during school hours
   • Not wearing a seat belt while driving on campus
9. A student cannot supply, possess, handle, use, threaten to use, or transmit any weapon or any tool or instrument capable of inflicting bodily injury on his/her person or vehicle. He/she cannot transport alcohol and/or drugs or any illegal substance on his/her person or vehicle.

10. Students who have parking tags are expected to maintain good attendance and behavior records. See Revoked/Suspended Parking on the parking application.

11. It is noted that school officials may search a student’s car if they have reasonable suspicion to believe that a student is in possession of contraband.

12. It is considered a privilege to park on school grounds. Students receiving parking tags fully understand their responsibility to follow the above rules and regulations. Suspension of driving privileges, booting, towing of vehicles, and/or other disciplinary action may occur when violation of these rules and regulations occur.

   If a student’s parking space is revoked, there will be no refund of parking fees. Students applying for a parking tag should keep this page for reference.

   **Athletic and other Extra-Curricular Activities**

All extra-curricular activities have the same behavior expectations that are in effect during the regular school day for student spectators and participants. Students must be counted present in school on the day of the activity in order to participate in any practice and/or game. A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the county and school. The community, school administrators, and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program. The welfare of the student is our major consideration and transcends any other consideration.

All students shall abide by a code of ethics that will earn them honor and respect that participation and competition in the interscholastic activity program affords. Any conduct that results in dishonor to the students, the team, the school, or the community will not be tolerated.

**Student/Athlete Attendance**

All athletes shall report to school on time the day after any athletic event. Athletes may be deprived of future participation for failure to do so. Athletes must be present one half of day (12:00 p.m.) on the day of any event for eligibility to practice or play in games.

**Athletic Activities**

- Baseball (Boys)
- Basketball (Boys and Girls)
- Cheerleaders-Basketball/Football (Girls)
- Competitive Cheerleaders (Girls)
- Track and Field (Boys and Girls)
- Wrestling (Boys)
- Volleyball (Girls)
- Lacrosse (Boys and Girls)
Cross Country (Boys and Girls)  Softball (Girls)
Football (Boys)  Soccer (Girls and Boys)
Golf (Boys and Girls)  Swimming (Boys and Girls)
Gymnastics (Girls)  Tennis (Boys and Girls)

**Cafeteria**

The breakfast and lunch programs at CHS are under the direction of the FCBOE Student Nutrition Program (SNP) and follow guidelines set by Georgia Department of Education and the United States Department of Agriculture. Students are encouraged to purchase affordable and well-balanced meals; a la carte selections are also available for purchase.

**Breakfast:**
- High School Students: $1.20
- Reduced Price Students: $.30
- Adult Breakfast: $1.55

**Lunch:**
- High School Students: $2.50
- Reduced Price Students: $.40
- Adult Lunch: $3.25

*Meal prices subject to change*

**School Lunch Program/Free and Reduced-Price Meals**

Children need healthy meals to learn; therefore, The Fulton County Schools (FCS) offers healthy meals that are reasonably priced. Families meeting specific income requirements may be eligible for Free and Reduced-Price Meals and can apply for this program through applications available at each school. All households must submit a new application listing all household members each school year. Applications may take up to 10 days to process. Households are responsible for meal payments until the application is approved. New students to Fulton County School (FCS) will pay for meals until the application has been approved. Returning students maintain last year’s meal status until the application is approved. For more information about Free and Reduced-Price Meals or the new application process, contact FCS School Nutrition Program 470-254-8960 or visit the FCS website at [www.fultonschools.org](http://www.fultonschools.org)