College & Career Institute
2020-2021
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 2020-2021 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 may arrive to the CCI no earlier than 7:45 each morning. Students arriving to school between the hours of 7:45 and 8:15 a.m. will remain in the atrium unless they are involved in a supervised school activity (with a pass) or until an administrator has dismissed the group. All students will be dismissed to their classrooms at 8:15 a.m.

DAILY SCHEDULE (Face-to-Face Instruction)

CCI Academy Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:50-10:09</td>
<td>1st Block</td>
</tr>
<tr>
<td>10:09-10:13</td>
<td>Class Change</td>
</tr>
<tr>
<td>10:13-11:50</td>
<td>2nd Block</td>
</tr>
<tr>
<td></td>
<td>10:50-11:08 (1st Lunch)</td>
</tr>
<tr>
<td></td>
<td>11:11-11:29 (2nd Lunch)</td>
</tr>
<tr>
<td></td>
<td>11:32-11:50 (3rd Lunch)</td>
</tr>
<tr>
<td>11:50-12:54</td>
<td>Class Change</td>
</tr>
<tr>
<td>11:54-12:20</td>
<td>Genius Time</td>
</tr>
<tr>
<td>12:20-12:24</td>
<td>Class Change</td>
</tr>
<tr>
<td>12:24-1:38</td>
<td>3rd Block</td>
</tr>
<tr>
<td>1:38-1:42</td>
<td>Class Change</td>
</tr>
<tr>
<td>1:42-2:55</td>
<td>4th Block</td>
</tr>
</tbody>
</table>

CCI Dual Enrollment Schedule (½ Day Students)

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:50-11:20</td>
<td>Morning Session</td>
</tr>
<tr>
<td>12:30-2:55</td>
<td>Afternoon Session</td>
</tr>
</tbody>
</table>

CCI Norms

- Be on time
- No head gear inside the building
- No ear buds, headphones, etc. in the atrium or hallways
- 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:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:20 a.m.</td>
<td>Bus Departs Base High School for the CCI Academy</td>
</tr>
<tr>
<td>2:55 p.m.</td>
<td>Bus Departs the CCI Academy to Return to Base High School</td>
</tr>
</tbody>
</table>

The bus schedule for Dual Enrollment (1/2 day) students is as follows:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:20 a.m.</td>
<td>Bus Departs Base High School for CCI Morning Session</td>
</tr>
<tr>
<td>11:20 a.m.</td>
<td>Bus Departs CCI (Morning Session) for Base High School</td>
</tr>
<tr>
<td>12:30 p.m.</td>
<td>Bus Departs Base High School for CCI Afternoon Session</td>
</tr>
<tr>
<td>2:55 p.m.</td>
<td>Bus Departs CCI (Afternoon Session) for Base High School</td>
</tr>
</tbody>
</table>

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

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

NOTE: ENCLOSED POLICIES IN THIS MANUAL ARE:
- High School Attendance Policy
- Dress Code Policy

TARDIES TO SCHOOL

Children who arrive to school after 8:50 a.m. (Academy & A.M. Session) or 12:30 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:

<table>
<thead>
<tr>
<th>Tardies</th>
<th>Morning/Afternoon Detentions</th>
<th>In-School Suspension</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Loss of Parking Privileges for 5 School Days</td>
<td>Loss of Parking Privileges for 10 School Days</td>
</tr>
<tr>
<td>6 Unexcused Tardies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Unexcused Tardies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 Unexcused Tardies</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Policy JBD: Absences and Excuses

Original Adopted
Date: 11/04/1986 | Last Revised
Date: 05/20/2019

It is impossible for a student to realize the benefits of the public school program unless the student attends school regularly.

1. **Definition**
   Truant – any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences. Georgia code 20-2-690.1 mandates education for children between ages six and 16. Georgia code 20-2-150 all children enrolled for 20 school days or more in the public schools of this state prior to their seventh birthday shall be subject to all provisions of code sections 20-2-690 through 20-2-701.

2. **Requirements**
   a. 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.
   b. The Douglas County Board of Education will excuse students from school under the following circumstances:
      1. Personal illness or attendance in school endangers a student's health or the health of others.
      2. A serious illness or death in a student's immediate family necessitating absence from school.
      3. A court order or an order by a government agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
      4. Observing religious holidays, necessitating absence from school.
      5. Conditions rendering attendance impossible or hazardous to student health or safety.
      6. A period not to exceed one day for registering to vote or voting in a public election.
      7. 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 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.
      8. A student whose parent or legal guardian is currently serving or has previously served on active duty in the U.S. armed forces or in the Reserves or National Guard on extended active duty may be granted excused absences, up to a maximum of 5 school days per school year, for the days missed from school to attend military affairs sponsored events, provided the student provides documentation prior to the absence. The documentation must come from a care provider at or sponsored by a U. S. Veterans Affairs medical facility or from an official of an event sponsored by a veterans organization that qualifies as a 501 (c)(19) tax-exempt corporation under the IRS Code. In determining whether to grant or deny a request for absence under this provision, the principal or designee may consider the student's attendance record.
      9. Any other absence not explicitly defined in this policy but deemed to have merit based on circumstances as determined by the Superintendent or his/her designee.
   c. Students will be counted present when they are serving as pages of the Georgia General Assembly. Students in foster care will be counted present when attending court proceedings relating to their foster care.
   d. Final course grades of students shall not be penalized because of absences if the following conditions are met:
      1. Absences are justified and validated for excusable reasons.
2. Make up work for excused absences was completed satisfactorily.

e. The Douglas County Board of Education has adopted policies and procedures to reduce unexcused absences that include:

1. Requiring the schools to notify the parent, guardian or other person who has control or charge of the student when such student has five unexcused absences. The notice shall outline the penalty and consequences of such absences and that each subsequent absence shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian or other person who has charge of the student, the schools shall send written notice by first class mail or via certified mail with return receipt requested; and

2. Requiring the schools to provide the parent, guardian, or other person having control or charge of each student enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of such student shall sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 shall sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local system's policy.

3. The Douglas County Board of Education shall implement a progressive discipline process and a parental involvement process for truant students before referring the students to the juvenile or other court having jurisdiction. Parents shall be notified by certified mail, return receipt requested, prior to initiation of court proceedings for violation of compulsory attendance laws.

4. The Douglas County Board of Education has adopted as a part of the student code of conduct developed pursuant to O.C.G.A. 20-2-735 a definition of truancy that contains the minimum standards established by State Board of Education Rule 160-5-1-.10 Student Attendance and a summary of possible consequences and penalties for truancy. The summary of possible consequences for students includes possible dispositions for Children In Need of Services in accordance with the juvenile code, including the possible denial of a driver's license or permit for a child.

5. When a student desires to withdraw from school, he/she must have the written permission of his/her parents or guardian if under the age of eighteen prior to withdrawing. Prior to accepting such permission, a school administrator shall make a reasonable attempt to have a conference with the student and parent/legal guardian within two school days of receiving notice of the intent of the student to withdraw. The purpose of the conference is to share with the student and parent/guardian educational options available and the consequences of not having earned a high school diploma.

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 Regulation JBD-R(1): Absences and Excuses**

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
misled 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 day 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

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.

- SB 100 ([http://www.legis.ga.gov/Legislation/20152016/154057.pdf](http://www.legis.ga.gov/Legislation/20152016/154057.pdf)) was signed 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](http://www.legis.ga.gov/).
HIGH SCHOOL DRESS CODE

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.
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.

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 (10:50-11:08), second lunch (11:11-11:29), or third lunch (11:32-11:50). 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.
### DOUGLAS COUNTY SCHOOLS MEAL PRICES

#### 2020-2021

<table>
<thead>
<tr>
<th>STUDENT MEALS</th>
<th>High School</th>
<th>Middle School</th>
<th>Elementary School</th>
<th>School Staff</th>
<th>Guests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Price Lunch</td>
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<td>2.50</td>
<td>2.25</td>
<td>3.25*</td>
<td>3.50*</td>
</tr>
<tr>
<td>Reduced Price Lunch</td>
<td>.40</td>
<td>.40</td>
<td>.40</td>
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<tr>
<td>Second Lunch</td>
<td>3.25</td>
<td>3.25</td>
<td>3.25</td>
<td>3.25</td>
<td>3.50</td>
</tr>
<tr>
<td>Regular Price Breakfast</td>
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<td>1.25</td>
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</tr>
<tr>
<td>Reduced Price Breakfast</td>
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<tr>
<td>Second Breakfast</td>
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</tr>
<tr>
<td>Extra Milk or 4 oz. Juice</td>
<td>.60</td>
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<td>.60</td>
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</tr>
</tbody>
</table>

*Adult prices are based upon food portions equivalent to high school student meals. We receive federal reimbursement to offset the true cost for producing meals for one breakfast and one lunch per day per student served. No federal monies can be used to subsidize the price of adult or second meals.

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.

**Dual Enrollment (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 should 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, regulation, and exhibits are 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:


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:


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&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&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. However, students shall not be using their cell phones to make calls during lunch without permission from an administrator.

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 express permission from the teacher.