

Chapel Hill High School
Student Handbook 2023-2024

9217 Seawell School Road
Chapel Hill, NC 27516
(919) 929-2106
(919) 969-2455 (fax)



Vision

Chapel Hill High School is a thriving village where all voices are valued.

Mission

Our thriving village elevates character, inspires innovation, encourages growth, and empowers our global community.

Non-Discrimination Statement

The Board commits itself to nondiscrimination in all its educational and employment activities. The board expressly prohibits unlawful discrimination or harassment, including on the basis of race, color, national origin, gender, pregnancy, religion, age, sexual orientation or disability. In addition, students have the right to expect to be safe in school and to have an environment in the school that is conducive to learning. Students have a right to expect courtesy, fairness, and respect from members of the school staff and other students. The board also prohibits retaliation against an employee or student who has exercised any rights made available through state or federal law. Any violation of this policy is considered a serious violation and appropriate action will be taken in response to a violation

All grievances or complaints related to implementation of Title VI (Civil Rights) or Title IX (sex) or Section 504 (handicap) should be communicated to:

Chapel Hill-Carrboro City Schools,
Lincoln Center
750 S. Merritt Mill Road,
Chapel Hill, NC 27516
919-967-8211

Administration and Student Support Staff

Interim Principal Shelba Levins Ext. 41232 slevins@chccs.k12.nc.us

Assistant Principal Dorian Locklear A-L TBA	Assistant Principal Ally Scercy M – Z ext.41277 ascercy@chccs.k12.nc.us	
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CHHS Student Services

A - B/AVID/504 School Counselor Ms. Agee ext. 41274	Ge - K/504 School Counselor Ms. Royal ext. 41279	O-SI/504 School Counselor Mr. McGraw ext. 41275
C-Ga/504 School Counselor Ms. Fairey ext. 41100	L-N/504 School Counselor Mr. Craig ext. 41276	Sm-Z/504 School Counselor Ms. Hirsch ext. 41112
Assistant to Student Services Ms. Devine ext. 41220	School Social Workers A – K - ESL Ms. Martinez ext. 41278	School Social Worker L – Z - AVID Ms. Pitts ext. 41273
Mental Health Specialist Mr. Bullock ext. 41204	Instructional Technology Facilitator Mr. Kingsberry Ext 41219	Career Develop Coordinator Ms. Walker Ext. 41272
Exceptional Children Transition Facilitator Ms. Jessee ext. 41125	Special Populations Coordinator Ms. Wilson Ext. 41148	MTSS/Testing Coordinator Dr. Draper Ext 41131

Instructional Coach/AP Coordinator - Karyn Dickerson ext 41127
Math Coach- Emily Duncan ext. 41178

Who to Contact?

Advanced Placement Program - Karyn Dickerson - kdickerson@chccs.k12.nc.us

Athletic Director - Lewis Newman ext 42108 - lnewman@chccs.k12.nc.us

Attendance - Evelin Coronado - ecoronado@chccs.k12.nc.us, Teresa Sloan - tsloan@chccs.k12.nc.us, and Lenore Bridges - lbridges@chccs.k12.nc.us

Driver's Education - Evelin Coronado - ecoronado@chccs.k12.nc.us

School Nurse - Lorraine Bleeke - lbleeke@chccs.k12.nc.us

Parking - Allison Scercy - ascercy@chccs.k12.nc.us

Student Records and Transcript Requests - Lavernia Devine - lbassdevice@chccs.k12.nc.us

CHHS Daily Logistics

Please click on this [LINK](#) to review the daily logistics for Chapel Hill High School. This includes information about everything from arrival to dismissal.

Bell Schedules

[Regular Bell Schedule](#)

*Additional bell schedules will be posted as needed throughout the school year.

Calendars

[CHCCS 2023-24 Calendar Information](#)

Progress Reports and Report Card Dates

	Date grading period ends	Availability/Distribution Dates for Progress Reports and Reports Cards
1st Quarter Progress Report		Friday, September 29 4PM grades in PS are correct for parents/guardians to check
End of Quarter 1	Friday, October 27	Friday, November 3
2nd Quarter Progress Report		Friday, December 9 4PM grades in PS are correct for parents/guardians to check
End of 2nd Quarter/1 st Semester	Thursday, January 25	Friday, February 2
3rd Quarter Progress Reports		Friday, March 1 4PM grades in PS are correct for parents/guardians to check
End of 3rd Quarter	Thursday, March 28	Friday, April 12
4th Quarter Progress Reports		Friday, May 10 4PM grades in PS are correct for parents/guardians to check
End of 4th/Final Grades	Wednesday, June 12	Tuesday, June 18

Academic Policies

Course Catalog

Please click on this [LINK](#) to access the **CHCCS 2023-2024 High School Course Book**. This book contains academic information and policies for high schools in CHCCS. A couple of important policies are highlighted below.

Criteria for Pass/Fail

In an effort to encourage students to take courses that will enrich their academic careers and promote the process of lifelong learning without adversely influencing their GPA, students may elect to enroll in specific courses on a pass/fail basis (See guidelines below). **These courses will not be included in a student's grade point average (GPA).**

Credit by Demonstrated Mastery is an exception to the rule for Pass/Fail courses. Students who receive credit for one or more courses by the state approved Credit by Demonstrated Mastery process will be eligible to be valedictorian if all other grades are A's (Board Policy 3450).

- Pass/fail courses may be taken as general electives. Courses taken to satisfy core curriculum requirements, courses required for graduation and other required courses may not be taken as pass/fail. The principal or designee monitors the enrollment process to ensure students are registering for the appropriate courses for the pass/fail option.
- Courses taken as pass/fail shall not be used in the calculation of the GPA.
- No more than four pass/fail courses may be taken during a student's high school career and the number of pass/fail courses taken shall not exceed two per academic year.
- The administration establishes a deadline after which a student cannot change the decision to take a course pass/fail. **The deadline is Thursday, January 25, 2024.**
- Students enrolled in a course on a pass/fail basis must meet all course requirements (e.g., attendance, reports, papers, projects, examinations, labs, etc.) and are graded in the usual way. In a course taken pass/fail, the instructor of the course converts the student's final grade to pass or fail at the end of the semester. Grades of "D" or higher are converted to "pass."
- If the student takes a course pass/fail and then changes his/her course of study to one in which the pass/fail course is required for graduation, the number grade will be used on the student's transcript.

Schedule Changes

Once students have selected their courses and completed registration, they are expected to follow that schedule for the upcoming academic year. It is extremely important to use care in registration and course selections. Once students and their parents/guardians have signed the registration form, they have contracted to participate in all listed courses and/or listed alternatives. Much attention and effort are given by the schools to student registration and to

creating a master schedule that provides the greatest number of students with the best schedule possible.

When schedules are constructed and distributed to students prior to the opening of school, changes are restricted to the following categories:

- The student has no schedule or an incomplete schedule.
- The course is needed for promotion, graduation, or post-high school plans.
- The student has passed and received credit for the course.
- The student has previously failed the course with the assigned teacher.

Students enrolled in a course with a state End-of-Course (EOC) test may not drop the course after the 20th day of enrollment.

Students who request schedule changes during the first 5 days of school can do so without any penalty to the transcript. After the first 5 days of school, students must approach their counselor to receive more information regarding the approved class schedule change process. Students in urgent situations who are approved by the administration to drop classes after the approved schedule change window may have the withdrawal noted on the transcript per NCDPI regulations.

Make-Up Work

In the case of all absences including in-school and out-of-school suspensions, the student will be permitted to make up his or her work, including tests. Arrangements for completing the work should be made within five school days of the student's return to school. Arrangements should include a schedule for completion of the work. The teacher and student will determine when the work is due. Tests and quizzes are to be made up according to the schedule the teacher and student arrange.

Appeals Procedure

Students and parents have the right to appeal site-based decisions, which can generally be resolved at the school level. A class-related problem is most effectively resolved by a conference with the teacher and, if necessary, the student's counselor and/or the department chair. If this conference does not resolve the issue, the alpha administrator should be consulted. If parties remain dissatisfied, an appeal may be made to the principal.

Testing/Exam Policies

- **Major Tests:** No student should have to take more than 2 major tests in one day. A student who has 3 major tests scheduled for the same day may arrange to have the most recently assigned test rescheduled. The third teacher must receive this request at least 24 hours prior to the scheduled test. The teacher then determines an agreed-upon make-up time for

the postponed test.

- **Testing Before Exams:** No tests/major quizzes will be given three days prior to final exams.
- **Final Exams:** Final exams are given the last few weeks of school. Each class is required to administer a final exam/project. The following classes have a state-constructed test that is weighted according to state law:

End-of-Course tests are administered in English II, Math I, Math III, Biology, and some CTE courses. No students are exempt from state-mandated EOC tests. **Please note** – **After 20 days of course enrollment, EOC courses may not be dropped for any reason.**

Grading Scale/Policies

CHCCS District Grading Policy

All high schools will follow the state requirement for a ten-point scale. A grading floor of 50 will be applied to any assignments for which grades are assigned, to progress reports and to report cards for middle school and high school students (6-12). When converting numeric grades to letter grades, fractions of points equal to or greater than .5 will be rounded up to the next whole number. A syllabus will be provided by each teacher outlining classroom grading policies.

[School Board Grading Policy 3400](#)

[School Board Grading Policy 3400-R](#)

Grading Scale

100-90:	A
89-80:	B
79-70:	C
69-60:	D
59-0:	F

Note: EOCs & High School Final Exams will constitute 20% of students' final grades.

AP Exams

AP exam orders will be completed by November 15, per College Board's deadline. Students enrolled in an AP course are required to take the AP exam. If a student drops an AP course after November 15 or does not take an AP exam, they will be responsible for paying College Board's \$40 fee for each AP exam they do not take after this date.

Additionally, students are expected to take the AP exam at the date and time provided by College Board. Only specific reasons for late testing will be approved. You can find out more in this [letter](#).

Service Learning in CHCCS

DUE TO A REVISION OF BOARD POLICY 3460, THE SERVICE LEARNING GRADUATION REQUIREMENT HAS BEEN DISCONTINUED FOR ALL SENIORS GRADUATING IN JUNE 2022 AND FOR FUTURE SENIORS.

Please click on this [LINK](#) to visit the CHCCS Service Learning website. This website will provide you with the most up to date information concerning the CHCCS Service Learning program.

Academic Integrity/Chapel Hill High School Honor Code

Honesty, integrity, responsibility and mutual respect are the keys to true learning. The purpose of the Chapel Hill High School Honor Code is to promote a community of trust that will support student achievement. Students who accept responsibility for creating a climate of academic integrity will benefit for a lifetime.

Some examples of academic violations include but are not limited to the following:

- Copying homework
- Plagiarizing from an Internet source
- Allowing another student to use your current or past work
- Cheating on a test or quiz
- Taking photographs of tests, HW, quizzes and any other work not your own and for the purpose of non-academic integrity.

Cheating

Cheating is defined as the dishonest violation of rules or giving or receiving of unauthorized information in academic, extracurricular or other school work, so as to give or gain an unfair

advantage (*The American Heritage Dictionary*, 229).

Plagiarism

Plagiarism is copying the language, structure, ideas, and/or thoughts of another person and representing it as one's own original work or using information obtained from printed or electronic sources that is not appropriately cited.

****It is the student's responsibility to clarify with the instructor any ambiguities about violations of the Honor Code on an assignment.***

Student Responsibilities

- To maintain and support the academic integrity of the school community by completing all assigned work, activities and tests according to the stated policies without engaging in cheating, fraud, or plagiarism.
- To understand the school-wide Honor Code and individual teacher assignment guidelines.
- To clarify with the instructor any ambiguities about violations of the Honor Code on an assignment.
- To ensure that other students do not make inappropriate use of their work.

Teacher Responsibilities

- To maintain and support the academic integrity of the school community.
- To clearly present the school-wide Honor Code and individual teacher assignment guidelines, including specific guidelines for collaboration, in the syllabus.
- To maintain the integrity of the testing process through monitoring test taking. A teacher may choose to differentiate tests/assignments in order to maintain academic integrity.
- To explain the use of permissible study aids in coursework.
- To highlight issues of academic integrity through ongoing classroom discussion.
- To instruct students in proper research techniques, including note-taking strategies and citation methods.
- To report any violation of the Honor Code to the student's Assistant Principal, Guidance Counselor, and parent/guardian.
- To check student papers for plagiarism through a variety of means, including, but not limited to plagiarism detection software such as Turnitin.com
- To give a grade of a 50 on the assignment, and/or other appropriate penalty to any student violating the Honor Code.

Administrator Responsibilities

- To maintain and support the academic integrity of the school community

- To make available to all students, teachers and parents a copy of the Chapel Hill High School Honor Code
- To administer fair consequences for Honor Code violations
- To maintain records of Honor Code violations

Parent/Guardian Responsibilities

- To support the academic integrity of the school community
- To become knowledgeable of the school-wide Honor Code and individual teacher guidelines
- To advise the student of the parent's expectation that the student will comply with the Honor Code
- To support the imposition of penalties if the Honor Code is violated

Works Cited Format

For all Works Cited pages, students should refer to the CHHS Media Center Website. Students may also refer to the Cite-It posters in classrooms, or use www.citefast.com online for assistance with other citation formats.

Works Consulted for CHHS Honor Code and Academic Integrity Section of the Student Handbook

1. "Cheat." The American Heritage Dictionary. Ed. William Morris. Boston: Houghton, Mifflin.1981. "Duke University Academic Integrity Council." Duke University. 2008. 12 Mar. 2008.
2. "Fraud." The American Heritage Dictionary. Ed. William Morris. Boston: Houghton, Mifflin.1981. "University of North Carolina Honor System." UNC Chapel Hill. 16 Aug. 2004. 12 Feb. 2008. 31 "W.T. Woodson Honor Code." W.T. Woodson High School. 31 Aug. 2007. 12 Feb. 2008.

* * **A special thanks to W.T. Woodson High School for allowing CHHS to use and modify its honor code.

Academic Programs

AVID Program

AVID Site Coordinator: Joanne McClelland, ext. 41123

The AVID program, **Advancement via Individual Determination** was designed to increase school-wide performance for students in grades 6-12. The purpose of AVID is to restructure the teaching methods of an entire school and to open access to curricula that will ensure that students are eligible for four-year colleges particularly those students who have been historically underserved. AVID is a nationally recognized program that serves 70,000 middle and high school students in more than 1,500 schools in 21 states and 14 countries. AVID students are enrolled in the school's most challenging classes and attend an academic elective class – called AVID – taught within the school day by a trained AVID teacher.

AVID comes from the Latin root *avidus*, meaning “eager for knowledge”.

National Honor Society

Site Advisor: Erica Kinney, ext. 41258; ekinney@chccs.k12.nc.us

Membership in the Chapel Hill High School Chapter of the National Honor Society is by invitation only. Students must be enrolled as upperclassmen *and* have a minimum weighted GPA of 3.800 to qualify. Juniors' GPAs are reviewed once first semester grades are reported. Seniors may apply (or reapply) by request only.

Regarding eligibility and acceptance:

- GPAs will remain the same as at the end of 10th grade if students do not take any semester-long classes in the fall of their 11th grade year.
- GPAs are calculated with *completed* course credits only.
- Candidates will receive an invitation via Google Classroom and district email to apply for membership during Quarter 3.
- There is no set number of applicants accepted and inducted each year. However, submitting a complete application does **not** guarantee acceptance.
- NHS membership is not a right, but a special recognition and privilege bestowed upon a student by members of the faculty.
- Active good standing is based on students' demonstration of the following pillars both at CHHS and in the community:
 - Scholarship - exemplary commitment to learning
 - Service - generosity and willingness to help others
 - Leadership - ability to motivate and inspire others
 - Character - acting honestly, responsibly, and respectfully

*Although service learning hours are no longer a district requirement, evidence of volunteer activity is preferred. Eligibility of students with discipline referrals or other infractions during high school will be considered on a case-by-case basis.

The Academy of Visual and Performing Arts at CHHS

Director - Michael Irwin, ext. 41225; mirwin@chccs.k12.nc.us

When looking at humanity's contribution in various fields of study, few people can name famous scientists, mathematicians, linguists, etc. Most people are able to name many artists and their works. As students examine the importance of contributions to society, they should remember that artists have made contributions that have stood the test of time.

The mission of the Visual and Performing Arts Academy is to inspire students to gain a deeper understanding of the world and themselves through the arts. Students develop self-discipline, creativity and problem solving by collaboratively investigating historical and contemporary modes of visual and performing arts.

Academy of Information Technology

Director: Garrison Reid, ext. 41257; greid@chccs.k12.nc.us

From the CHHS AOIT website: (<https://sites.google.com/a/chccs.k12.nc.us/chhsaoit/>) The Academy of Information Technology (AOIT) is a high school program featuring a three-year academic sequence in which students take specialized courses each year in the area of information technology. The Academy introduces students to the broad career opportunities in a digital workforce. Other opportunities while in the Academy include field trips, team building activities, collaborative learning activities and an internship.

Athletics

Athletic Director - Lewis Newman ext. 42108 lnewman@chccs.k12.nc.us

[CHHS Athletic Website](#)

[CHHS Athletic Twitter](#)

[Athletic Booster Club](#)

NEW: Book bags or other large carry items will not be allowed at any sporting event. This applies to all participants, spectators, home fans and visiting fans. All bags must be left in the school, at home or in your car. The only exception is if you have a clear book bag or purse. Please do not bring book bags or other items to any game as we will not have a place to store and/or secure them.

Varsity Sports

Fall	Winter	Spring
Cheerleading	Basketball Men's	Baseball
Cross-Country	Basketball Women's	Golf Men's
Field Hockey	Cheerleading	Lacrosse Men's
Football	Swimming & Diving	Lacrosse Women's
Golf Women's	Track and Field - Indoor	Soccer Women's
Soccer Men's	Wrestling Men's	Softball
Tennis Women's	Wrestling Women's	Tennis Men's
Volleyball		Track and Field - Outdoor

If you are interested in participating in Tigers sports, please read carefully the following Athletic Department policies and guidelines:

Athletic Eligibility

Like most districts in North Carolina, CHCCS has used athletic eligibility standards established by the NC High School Athletic Association (NCHSAA). The NCHSAA standards require students to pass five of seven courses taken in the CHCCS schedule. NCAA eligibility standards and college admissions standards, however, are far higher than those required of student athletes. CHCCS explored eligibility standards that are more in line with those used for admission to institutions of higher education. In June 2010, the CHCCS Board of Education adopted its new policy that requires student athletes to attain 2.0 or greater GPA in order to participate in athletics. This policy became effective in the fall of 2011.

NEW - Due to the pandemic, CHCCS Board of Education suspended the 2.0 grade policy and it is currently under review. Please note, there is a very good chance the 2.0 policy will return in the 2023-24 school year during the second semester. Please encourage all students to monitor their grades and work as hard as possible during the first semester. What you do in the first semester will impact your eligibility in the second semester of this upcoming school year.

NEW: If you are a homeschool student, you must register in CHCCS and enroll in four classes to participate in athletics. This must be done 10 days prior to the first practice date of each sport season.

Scholastic Requirements

- Credit recovery classes are NOT accepted by the NCAA. See your school counselor for further details.
- Must take and pass a minimum of five classes the previous semester as defined by NCHSAA.
- A student, upon first entering 9th grade, is academically eligible for competition on high school teams.
- Students on a block format must pass three out of four classes during the previous semester; students on a traditional schedule must pass a minimum of five classes during the previous semester.
- Students must meet local promotion standards.
- Office assistance, teacher assistance or laboratory assistance may not be used toward academic eligibility.
- No work previously passed by a student may be submitted as part of a minimum load.
- Summer school work used to make up part of the minimum load must be applied to the most recent semester.
- A student that is not academically eligible at the beginning of the semester is not eligible at any time during the semester. (Exception: A student who receives an incomplete that causes him or her to fail to meet minimum scholastic requirements is ineligible until the course is satisfactorily completed. Eligibility is restored immediately upon completion.)
- A student academically eligible at the beginning of a semester remains academically eligible throughout the semester.

Athletic Policies and Procedures

The Chapel Hill High School Athletic Department has as the purpose of its interscholastic athletic program these objectives:

- Development and maintenance of individual health and vigor
- Perfection of playing skills
- Enjoyment of competitive play
- Development of sportsmanship and citizenship
- Contribution to school and community spirit

The student athletics program is voluntary and extracurricular. Participation in high school athletics is a privilege and not a right. A condition of participation is the responsibility of the

participant to uphold the standards of conduct established by the school. These standards are based on the premise that the participant is in a position of school leadership and he/she should represent the sport, the school, and the community in the highest manner of sportsmanship and conduct. Therefore, the following rules have been developed to help achieve those objectives:

Practice Sessions and Contests

- Players must attend each scheduled practice session and contest. (Exception for pre-arranged events approved by the coach. If illness occurs during the school day, the athlete should contact the coach before going home.)
- If a student is suspended from school (OSS), he/she may not participate or be a spectator at any school event until the date of return to school indicated in the notice of suspension.

Personal Conduct

All athletic participants are responsible for appropriate conduct as defined in the CHCCS Community Code of Character, Conduct, and Support.

Penalty for the first violation will be a suspension from the team and team activities for 5 consecutive days from the date of the initial suspension. Penalty for the second violation will be a 45-day suspension from the team and team activities, or until the end of the school year, whichever comes first.

Travel

- All players shall travel to and from out-of-town events with the team. Exception: Players may return from out-of-town events with their own parents by permission of the coach. A written statement from the parent, relieving CHHS and the coach of responsibility, must be given to the coach prior to the event.
- Students may travel to events in Chapel Hill on their own with permission and approval from parents and coaches prior to the event.

Athletic Admission Costs

CHHS students can attend athletic events for free however, they must have a school identification card to enter games and their ID number

Ticket sales and pricing:

***There will not be a cash option. All tickets must be purchased on gofan.co**

Varsity Football - \$10

Varsity Basketball - \$10

Other gated sports - \$8

Individual yearly pass - \$125

Family of four yearly pass - \$300

CHCCS and CHHS Attendance Policies

[CHCCS BOE Policy 4400](#) Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

CHHS Attendance Support Contacts

Ms. Evelin Coronado - Main Office ecoronado@chccs.k12.nc.us

Mrs. Teresa Sloan - Main Office tsloan@chccs.k12.nc.us

Ms. Lenore Bridges - C/D Connector lbridges@chccs.k12.nc.us

Full-Day Absence Procedure

When a student has been absent, in order to be excused, the student must submit a note to the main office or C/D Connector **within 5 school days after the absence.**

All notes from medical doctors and other appointments will be used as verification of an excused absence.

Notes from parent/guardian must include:

- the date(s) of absence
- the reason for the absence
- the signature of a parent or guardian or an email from the email account listed in PowerSchool

Failure to follow these steps will result in an unexcused absence. Attendance will note the unexcused absence in PowerSchool until a student submits an excused note to the Attendance office support within 5 school days of the absence.

Parental phone calls may be accepted as long as it is accompanied by an email or hard copy note from the parent. Excused absences from a parent or guardian must meet at least one of the excused absence reasons below:

Excused Absences - CHCCS School Board Policy 4400

- Personal illness; including medical, psychological and dental care
- Isolation ordered by the State Board of Health
- Death in the immediate family
- Medical or dental appointments which cannot be rescheduled outside of school time
- Participation under subpoena as a witness in a court proceeding
- Religious Observance
- Pre-arranged absences due to an Educational Opportunity (including field trips, athletic

contests, and travel, etc.). Please see the Attendance office support to complete the request for any Educational Absence.

- Pregnancy and related conditions or parenting, when medically necessary
- a minimum of two days each academic year for visitation with a student's parent or legal guardian if the student is not identified as at risk of academic failure because of unexcused absences and the student's parent or legal guardian a) is an active duty or inactive member of the uniformed services as defined by policy [4050](#) (Children of Military Families) and b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

Unexcused Absences

Any absence that has not been excused by the Attendance office will be an unexcused absence. **STUDENTS HAVE FIVE (5) SCHOOL DAYS TO HAVE UNEXCUSED ABSENCES CODED AS EXCUSED.** Excessive absences may result in the parents' required participation in truancy court.

Late Arrival Procedure

Students who arrive to school late with a parent/guardian present or have an excused note must report directly to the main office in A building or the C/D connector if they are a student driver to retrieve a pass to class and sign in.

Tardy reasons not meeting the excused absence criteria will be marked as unexcused and may be subject to disciplinary action.

Early Dismissal Procedure

- To protect instructional time please notify us in advance if you know you need to check your student out of school for an appointment.
- You can call the attendance/early release phone line at 919-929-2106 and press 1.
- Or, you can send an email to this group: ecoronado@chccs.k12.nc.us, lbridges@chccs.k12.nc.us, and tsloan@chccs.k12.nc.us.
- Provide information (including your student's full name) and attendance staff will generate an Early Release Pass.
- Students should come by the main office to pick up their Early Release Pass on the morning of the day they will have an early release. They will present this to the teacher during the period they are leaving early.
- In the event of an emergency early release please contact the main office as soon as possible and they will assist you.
- Emails or written notes will only be accepted by the parent/guardian listed in PowerSchool.
- Only designated contacts listed in PowerSchool are allowed to check a student out of school.
- The parent/guardian should ring the bell for entrance to the main office.

- The parent/guardian will then present identification and sign the student out of school.
- Student drivers must sign out at the C/D connector with Ms. Bridges at the time designated by the parent/guardian's email, note or phone call.
- If the student returns to school the same day, they must check back in to the main office or the C/D connector.

*Student check out ends at 3:30.

Ten-Day Withdrawal

After 10 consecutive days of unexcused absence from school, the administration is required by law to notify parents that their student will be withdrawn from Chapel Hill High School.

Tardies

A student is considered tardy to class if they arrive within the first 15 minutes of class. Teachers will assign classroom consequences for the first three tardies. An administrative discipline referral may be submitted after the 3rd tardy.

Attendance Appeals Process

Students who have 31 or more absences in any class for the year will receive a failing grade as indicated with an FF. The school's daily attendance records are used to determine the number of absences. A copy of each student's attendance records are used to determine the number of absences and is mailed to the parent/guardian each reporting period. In order to receive the grade earned, a student with 31 or more absences must submit an appeal to Attendance for an administrative and Attendance team review. The appeal process is as follows:

- The student should review the copy of his/her attendance and attach the copy with the appeal letter.
- The student should indicate which subject(s) is/are being appealed, including the name of the teacher(s).
- The parent/student should submit a letter requesting an appeal and indicate the reason(s) for each unexcused absence *on specific dates* and include a general statement about excused absences. Please include any pertinent supporting documentation that refers to the dates and reasons for unexcused absences.
- The parent, student, and the teacher will be contacted concerning the deadline for submitting an appeal and the decision regarding the appeal.

Bus Transportation and Behavior

- Students may only ride the bus to which they are assigned.
- Students must comply with directions of school bus drivers.

Clubs and Student Organizations

Student Government is at the forefront of student life at Chapel Hill High. Here are just a few of the things Student Government leads during the year:

- CHHS Tiger Club Day - This event happens in the fall and provides the entire student body an opportunity to interact with other student organizations.
- Tigerfest - an interactive educational experience for the entire student body.

Student Government

If you have questions about participation in Student Government, please contact these student leaders at ext.42206 chhsstudentgov@chccs.k12.nc.us

President: Gurmeher Kaur

Vice President: Emery Campbell

Secretary: Andrew Dunn

Treasurer: Ada Wiltberger

Senior Rep: Keely Grandis

Junior Rep: Natalie Thomas

Sophomore Rep: Paloma Bradley

Tiger Roar President: Addie Gilner

Outreach Chair: TBA

Co-curricular Activities Participation Policies

- Extra and co-curricular activities are integral parts of the CHHS educational program. These activities include athletics, clubs and organizations, theater, concerts, assemblies, student publications, and dances. Students are encouraged to participate in extra and co-curricular activities each year.

Students are expected to comply with rules established by the clubs, organizations, teams, and activities in which they participate in addition to the CHCCS Community Code of Character, Conduct, and Support. Violators are subject to disciplinary action through the referral process. Students may be suspended from participation in sports, clubs, or other school-sponsored activities for violations of the rules of the team or activity, even if the violation occurs off school grounds and outside of the school day. Whether a student is suspended from school or not, coaches and/or sponsors, with the approval of the school administration, may suspend students from participation in school-sponsored activities.

Club Listing

CHHS offers opportunities for students to get involved with a variety of clubs. Every club has a teacher advisor that oversees the activities for the school year. If a student does not see

something that interests them, they can start a new club. The student would then ask a teacher to be the new club advisor. If the teacher agrees to be the advisor, they will then fill out the CHHS Club Intent Form. CHHS holds an annual Tiger Club Day in the fall, and this gives the entire student body an opportunity to interact with other student organizations.

Asian Student Association BC Strong Beau Brummels BLUE Tigers British Club Build On C3 Cross Culture on Campus CAST Carolina Against Slavery and Trafficking CCOW Culture of the World Club Ceramics Club CHHS Book Club CHHS Coding Club Comedy Club Crafts Club CREW Conserve, Release Earth's Wildlife Cycling Club Design Club Different Drummer Drama Club Economics Club Ethnic/Debate Club Everyone Eyes of Chapel Hill FBLA FCCLA Fencing Club Financial Club Fitness Club FRC Robotics Club French Club	German Club Girls Learn International Green Tigers Habitat for Humanity Healing Arts Club IMPROV International Food Club Japanese Tutoring Club JP Caps for Courage Key Club Ladies and Gents Latin American Student Association Latin Club Lucky 13 Meals on Wheels Mock Trial Club Musical Key Club NACLO National Achievers Honors Society National Art Honor Society National History Day Club National Honor Society National Technical Honor Society Non-Partisan Legislation Club O Ambassador Peace Club Odyssey of the Mind Olympiad/Biology Olympiad Outdoor Club Peer Tutor Club Peers Club Photography Club	Poetry Club PORCH Project Unify Queer/Straight Alliance RHOKAPPA/National History HS Rock Climbing Club Salvation for a Nation Sand Volleyball SAVE Save the Music Scene & Heard Science Sisters Helping Sisters Ski Club Skills USA SKJAJA Sociedad Honoraria Hispánica Spanish Club Stop Hunger NOW Tabletop Gaming Club Teams HBV Tennis Clubs The Magic Club Tiger Athletes in Action (TAA) Tiger Links Tiger Roar Tri M Music Club TRU Ultimate Frisbee UNICEF Unity Video Gaming Club Young Feminist Club
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Community Code of Conduct, Character, and Support

Click on this [LINK](#) to access the full CHCCS Code of Conduct, and Support. This document provides all of the school district's rules and expectations for responsible conduct on school property and at school functions.

All families should complete this [Code of Conduct Acknowledgement Form](#) after reviewing Code of Conduct.

Electronic Devices

Teachers and other school personnel will determine the appropriateness of electronic devices in the classroom. Students must comply with staff directives around the appropriate use of electronic devices. Failure to do so may result in an administrative referral.

Consequences for Unauthorized Use

If a wireless device is used without permission during instructional time, a warning will be issued to the student for the first offense. If the behavior continues, school personnel will follow the CHCCS Code of Conduct, Character, and Support.

Liability

Students are personally and solely responsible for the security of their electronic devices. The school system is not responsible for theft, loss, or damage of a cellular phone or any other personal electronic device.

Guidelines for Student Internet Use

[CHCCS Technology Responsible Use Policy](#)

All computers in the school are to be used in a manner consistent with the use of all other school property. Computers are provided for students' academic needs and not for personal entertainment or personal or commercial gain. The use of school computers, including Internet access, is a privilege and not a right. No right of privacy exists in any communication on the Internet. Inappropriate use of computers can result in the cancellation of computer privileges as well as parental contacts, fines, and/or charges and penalties under the law. Students must meet all standards of expected student behavior and comply with all federal, state, and local laws, all board policies, and school standards and rules as stated in this handbook. Unacceptable uses of technology include but are not limited to:

Violating the privacy rights of others

- Using, producing, distributing, or receiving profanity, obscenity, or material that offends,

threatens, or degrades others

- Copying commercial software in violation of copyright law
- Using technology for financial gain or commercial endorsement
- Using technology for product advertisement or political endorsement
- Re-posting personal communications without the author's prior consent
- Using technology in violation of other rules and regulations of the student handbook
- Cyberbullying

Distributing Materials on Campus

Students wishing to distribute newspapers, leaflets, flyers, magazines, or any other non-school-issued materials on campus must have written administrative approval at least 5 school days before the expected distribution date. Those items should be submitted to Assistant Principal Ally Scercy so they can be reviewed and approved by the administration. Individuals other than students or staff wishing to distribute such materials on campus should click on this [LINK](#) for additional information.

Driver's Education

Chapel Hill-Carrboro City Schools offers driver education classes to high school students through a private contractor, the Jordan Driving School of the Carolinas (JDS Carolinas). Students are required to attend 30 hours of classroom training and 6 hours of behind the wheel training. All training is provided for free by Jordan Driving School.

In order to be considered for driver's education, students must:

1. Be 14 1/2 years old the first day of the driver's ed class.
2. Be a student districted for Chapel Hill High School.
3. Pass 70% of classes (only allowed to have 1 F).

Fundraising Activities

Many activities, clubs and organizations, and classes conduct fundraising activities throughout the school year. These activities must be approved in advance by the administration and must comply with the district nutrition and wellness policies.

Federal regulations prohibit any food sales, including candy, from 12:01 pm until after the last school lunch meal is served. Any school-sponsored fundraiser must adhere to the nutrition practices set forth in the district nutrition policy. Fundraisers that are not food-based are encouraged. All funds collected are deposited into the school activity fund. Faculty sponsors are responsible for organizing and supervising any fundraising activities. This includes the collection of money. The faculty adviser must deposit money with the school bookkeeper on a daily basis.

Hanes Theatre Policy

Being allowed to attend educational lectures and performances in Hanes Theatre is a privilege and requires that students demonstrate appropriate audience behavior and etiquette in order to ensure a safe and supportive atmosphere for the presenters and performers. Students who are disruptive and disrespectful to fellow audience members or performers will be escorted out and subject to disciplinary action. It is expected that each audience member be allowed to enjoy the opportunity to view a live performance without being distracted by other students. Proper audience behavior includes the following:

- No food or drink (including gum) is allowed.
- No shoes are allowed on seats or armrests.
- No one is allowed to stand on or climb around on seats.
- Patrons should be seated before the performance begins and remain seated until an appropriate time to leave.
- All cell phones, beepers, and noisemakers must be turned off before the performance begins.
- Audiences are encouraged to react appropriately (laugh if something is funny; cry if something is sad; applaud at appropriate times).
- Refrain from talking to fellow audience members. This is distracting to others and can be dangerous to the performers.
- Flash photography is strictly forbidden.

Lunch Delivery Policy

Students are not permitted to order food from local vendors and have it delivered to the school. Students who violate this policy will have the delivered food kept in the main office until the end of the school day. *This includes seniors who have the off-campus lunch privilege bringing food back to students after lunch. Repeat offenders may receive additional disciplinary action. Seniors may have their off campus lunch privileges suspended or revoked.

Media Center Policies



Media Center Resources, Support, and Guidelines

Library Hours: Monday-Thursday 8:20 am-4:30 pm and Friday 8:20 a.m.-4:00 p.m.

Mrs. Lehr, Media Specialist,

Mrs. Hartman & Diesel, Media Assistants

- **Media Center Manners**
 - **We show our passes when we enter.** (All students need a pass to visit. This is a safety concern. **Only five students are permitted at a time without a teacher present.** Maximum time in the media center without a teacher is 15 minutes. The only time that you may come without a pass is when you are with your teacher, or coming in between classes to print, drop off, or check out a book.)
 - **We are clean and tidy.** (We pick up papers, trash, etc. and place chairs under the table. Thank you for keeping the library clean and neat.)
 - **We are not disruptive.** (Make the library accessible and safe for all.)
 - **We are not destructive.** (Make sure the media center is a nice, pleasant place to be.)
 - **We do not eat food in this space.** (We want a clean environment for all who enter.)
- [Media Center Teacher FAQs](#)
- [CHHS School, District, & State Subscriptions](#)
- [CHHS How-to-Videos](#) (password: tigers)
- [Guidelines for After School Library Reservations](#)
- [Link to Reserve the Teleconference Room in the Media Center](#)
- [Media Center Student Library Orientation Video](#)
- [Media Center Student Policy](#)
- [Other Media Center Information](#)
- **Google & Gale Tutorials**
 - Here are some resources for using the Gale Databases with Google Docs/Drive/Classroom:
 - [Gale Tools - Downloading and Sending to Google Drive and OneDrive](#)
 - [Gale Tools - Google Classroom Integration](#)

Use the **Destiny Library Catalog** to search for books. The link can be found on the school's website under "Library"--"Catalog.

- **Username:** School email username (without @chccs.k12.nc.us Example: jadoe
- **Password:** Power School Number

Once signed in you can place books on hold and they will be reserved for you for three days.

Sora powered by OverDrive allows you to access our *school's eBooks, audiobooks,* and if you have a public library card you can access their digital books as well.

- Students and teachers can login using school gmail via [Clever](#) or <https://soraapp.com/library/chccsnc>
- **Students can purchase the following materials at the circulation desk:**
- **Poster board** \$0.50
- **Construction paper** \$0.05
- **Transparencies** \$0.25
- Students are welcome to borrow glue, rulers, markers, crayons, scissors, colored pencils, and regular pencils.
- ***We do not make color copies.***

Use of Media Center Materials

- Students may check out up to **ten books** for a period of **two weeks**.
- **Reference items** are checked out **overnight**.
- *Students are expected to pay a replacement cost for any lost or damaged books.*
- There is a **.05¢** fine for every school day a book is late.

Medication Policy

(ref: [CHCCS Board Policy 6215](#))

All prescription medications, with the exception of quick-relief asthma inhalers, epinephrine, insulin, and glucagon, must be kept by the school nurse, with written permission signed by the parent and health care provider.

Parking Policy

Click on this [LINK](#) to view the CHHS Student Parking Agreement. This agreement provides the guidelines for students who apply for a parking space.

Driver's License Requirement: Students must have a valid driver's license prior to purchasing a parking permit. Please provide a copy of the driver's license when submitting your parking form. License will be verified prior to permit being distributed.

Space Numbers will be assigned and passes will be made available by school administration prior to the first day of in-person instruction.

Please email Assistant Principal Allison Scercy, if you have any questions. ascercy@chccs.k12.nc.us

In addition to the above offenses, any other violation of school policy could result in loss of parking privileges and other disciplinary measures such as fines. **Reckless driving will result in loss of parking privileges and other consequences as deemed appropriate by an assistant principal.**

Senior Off Campus Lunch Privilege

Seniors may receive the privilege to leave campus during lunch with permission from their parents or guardian. Please review the ["Senior Off-Campus Lunch Agreement"](#) for additional information. This privilege may be revoked if the guidelines in the agreement are not followed.

Safety Procedures

All members of the CHHS community are expected to comply with all safety/emergency plans and procedures reviewed at the beginning of the school year and periodically thereafter. Since compliance with safety procedures is required by local and state statutes, violators are subject to disciplinary action through the referral process or the personnel policies of the Chapel Hill-Carrboro City School System.

Lockdown Protocol

There may be occasions when it becomes necessary for the school to enter into lockdown. Examples include inclement weather or incidents in which the safety of students might be jeopardized. In these times of emergency, students must follow the directions of school personnel for the safety and security of everyone. No one is allowed to enter or leave any classroom or building during a lockdown.

CHHS Alma Mater

CHHS Alma Mater

Text by McKenzie Messer '13

Music by Pablo Vega '04

Soprano
Sing the praise of Cha-pel Hill High, of ti-gers figh-ting proud-ly. Here be - neath the

Alto
Sing the praise of Cha-pel Hill High, of ti - gers figh-ting proud - ly. Here be-neath the

Tenor
Sing the praise of Cha-pel Hill High, of ti - gers figh-ting proud - ly. Here be-neath the

Bass
Sing the praise of Cha-pel Hill High, of ti-gers figh-ting proud-ly. Here be - neath the

6
S.
N. C. sky, be-hold we cheer thee loud - ly! Oh how we love our black and gold, so

A.
N. C. sky, be-hold we cheer thee loud - ly! Oh how we love our black and gold, so

T.
N. C. sky, be-hold we cheer thee loud - ly! Oh how we love our black and gold, so

B.
N. C. sky, be-hold we cheer thee loud - ly! Oh how we love our black and gold, so

2 11
S.
lo-ya_ from the first day. Hear tea-chers wise and stu-dents bold, as Thee they praise in ev-ry

A.
lo-ya_ from the first day. Hear tea-chers wise and stu - dents bold, as Thee they praise in ev-ry

T.
lo-ya_ from the first day. Hear tea-chers wise and stu - dents bold, as Thee they praise in ev-ry

B.
lo-ya_ from the first day, Hear tea-chers wise and stu-dents bold, as Thee they praise in ev-ry

16

S. way. See how we cheer thee Cha-pel Hill, The on-ly high school we a - dore. May it per

A. way. See how we cheer thee Cha-pel Hill, The on-ly high school we a - dore. May it per

T. way. See how we cheer thee Cha-pel Hill, The on-ly high school we a - dore. May it per

B. way. See how we cheer thee Cha-pel Hill, The on-ly high school we a - dore. May it per

21 *rall.*

S. sist as long as will, the cry, Roar Ti-gers Roar! The cry, Roar Ti-gers Roar!

A. sist as long as will, the cry, Roar Ti-gers Roar! The cry, Roar Ti-gers Roar!

T. sist as long as will, the cry, Roar Ti-gers Roar! The cry, Roar Ti-gers Roar!

B. sist as long as will, the cry, Roar Ti-gers Roar! The cry, Roar Ti-gers Roar!