



2025-2026
STUDENT HANDBOOK

Monday -Thursday	Time	Special Instructions
Block 1	8:00 a.m.- 9:30 a.m.	All School Meeting Thursday
Block 2	9:35 a.m.- 11:20 a.m.	Announcements/ Pledge 9:35 daily
Block 3	11:25 a.m.-1:25 p.m. 1 st Lunch 11:30-11:55 2 nd Lunch 12:05-12:30	
Block 4	1:30 p.m.- 3:00 p.m.	Phone Bell 3:00 p.m. Students return to 1 st block class to retrieve phones
Academic Assistance/Clubs	3:15 p.m.- 4:15 p.m.	Campus Hours 7:30- 4:15

Mission & Who We Are

Mission

- Project-Based Learning focus
- Build critical thinking & problem-solving
- Develop leadership roles in school & community

Who We Are

- Small, dedicated learning community
- Culture of trust, respect, purpose, authenticity
- Project-driven & service-minded

Question: “How is CHS different from a traditional school?”

School Basics

- Board of Directors: 9 members, monthly meetings (open to public)
- School Hours: 7:30–4:15 (building closes at 4:15)
- Visitors: Main entrance only, valid ID required

Question: “Where do visitors have to check in when they come to CHS?”

Attendance

- Required by law (ages 5–17)
- Credit = attend 85/90 days per semester
- After 5 absences → recovery required
- Written excuse within 3 days (max 3 parent notes per semester)
- Lawful absences: illness (doctor note), family emergency, religious holiday, college visits (max 2/year)
- Unlawful absences: no valid reason

Question: “How many absences can you have before recovery is required?”

Early Dismissal

- Only for doctor, illness, family emergency
- Written note in advance required (no phone calls)
- Students under 18 cannot sign out themselves
- Dismissals count toward attendance record

Question: “Can you sign yourself out if you’re under 18?”

Tardiness

- Late = after 8:00 a.m. → must check in at office
- More than 45 min late = absent for block
- Consequences:
 - 1-2 tardies = warning
 - 3 = lunch detention + parent contact
 - 4+ = after-school assistance

Question: “How many tardies until lunch detention?”

Attendance Recovery

- Make up absences to earn course credit
- 1 hour = 1 day recovered
- Offered Mon-Thurs after school + some Saturdays
- Must bring work (no phones, no sleeping)
- Failure to complete = fail due to attendance

Question: “If you miss 1 day, how many hours of recovery do you need?”

Chronic Absenteeism/Truancy

- Truant: 3+ unlawful in a row OR 5 total - intervention plan
- Chronic absenteeism: 18+ total (excused or unexcused)
- Leads to intervention plan, court referral, or DSS involvement
- Can include fines, probation, or removal from CHS

Question: “What’s the difference between being truant and being chronically absent?”

Withdrawal

- Must go through registrar
- Return Chromebook + charger (\$270 fee if missing)
- Records released only when belongings returned

Question: “What happens if you don’t return your Chromebook/charger?”

Communication & Closures

- Announcements: Brite Arrow app + biweekly newsletter
- Parents update contact info within 3–5 days
- Weather closures: by 11 p.m. prior / 6 a.m. same day via messaging & local news

Question: “How will you find out if school is canceled for weather?”

Health & Medications

- Meds must be brought in by adult + permission form
- OTC = unopened, original packaging
- Prescription = pharmacy label + doctor form
- Students may NOT carry meds
- Violations = disciplinary action

Question: “Can students keep medicine in their backpack or car?”

Medical Homebound

- For students with medical reasons preventing school attendance
- Requires doctor certification + school approval
- Goal: keep students on track & return ASAP

Question: “Who decides if a student qualifies for medical homebound?”

McKinney-Vento (Homeless Assistance)

- Ensures equal access to education for homeless children/youth
- Provides support for enrollment, attendance, and success

Question: “What is McKinney-Vento designed to support?”

MTSS (Multi-Tiered Systems of Support)

- Early identification of students needing support
- Support can be academic (extra help in class), social/emotional (counselor check-ins), or behavior (positive supports).
- Goal: give help before things get too overwhelming.
- Adjusted as student progresses

Question: “What kinds of needs does MTSS help with—only academic, or also social/emotional?”

Students with Disabilities

- CHS supports students with 504 Plans & IEPs.
- If you suspect a disability, referrals must be in writing.
- Referrals can be made by parents, teachers, or staff.
- Contact Special Education Coordinator for help.

Question: “Who can make a referral if a student may need special education services?”

School Safety & Emergency Drills

- School can question/search students/property if safety is at risk.
- Know your classroom drill procedures (posted near doors).
- During drills: move quickly, quietly, and stay silent.

Question: “Why do we need to stay quiet during drills?”

Lost & Found

- Located in gym area.
- Check before/after school or during lunch.
- Unclaimed items → donated.

Question: “Where is the lost & found?”

Parent Involvement

- Parents can volunteer (fundraisers, carpool, events, etc.).
- Must complete background check.
- Parents use PowerSchool Parent Portal for grades.
- Teachers respond to emails within 48 hours.

Question: “How quickly should staff respond to parent emails?”

School Publications

- All school logos, photos, posters, flyers, or social media must be approved by principal.

Question: “Can students create a school social media page without approval?”

Meals, Beverages, Snacks

- Bring your own lunch. Limited snacks/drinks available.
 - No food deliveries (UberEats, DoorDash, etc.).
 - Parents may drop off lunch at the front desk only.
 - Water only allowed in classrooms. Food is not permitted in the classrooms
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- Students are not allowed to bring outside drinks into the building other than water.

Question: “What drinks are allowed in classrooms?”

After School Clubs & Activities

- Must be present in school & passing classes to participate.
- Attendance matters for sports and clubs.

Question: “If you’re absent, can you still attend practice or a club meeting?”

Athletics

- All students welcome to join/tryout
- Must have a sports physical.
- Must be passing all classes to play.
- Coaches/admin may remove athletes for behavior.

Question: “Do you have to be passing all your classes to play sports?”

Chromebooks

- Issued to every student (no personal devices allowed).
- Must be brought to class fully charged.
- No stickers (or \$10 cleaning fee).
- Fees: Broken screen \$50, Keyboard \$50, Replacement \$275, Charger \$25.
- Optional insurance \$25.

Question: “What’s the fine for a broken Chromebook screen?”

Student Fees

- \$125 yearly fee covers labs, clubs, supplies.
- Must pay online (no cash/checks).
- Unpaid fees = no prom, no parking, no graduation participation.
- CPR certification required before graduation.

Question: “What happens if fees aren’t paid by seniors?”

School Supplies

- Basic supplies provided by school.
- Most assignments are online (1:1 Chromebook use).
- Donations welcome.

Question: “Where will most assignments be completed—on paper or online?”

Transportation (Bus)

- \$300 annual fee, limited routes.
- Must be at bus stop on time.
- Rules: stay seated, follow CHS policies, no exiting early.
- Misbehavior = removal from bus (no refund).

Question: “If you break bus rules, do you get your bus fee back?”

Student Drivers

- Parking pass: \$75 non-refundable fee.
- Must show license + insurance.
- Seniors get priority.
- No sitting in cars before/after school.
- Vehicles subject to search if safety is an issue.

Question: “Who gets parking priority at CHS?”

Field Trips

- Must be passing classes & good attendance.
- Permission slip required.

Question: “What two things could prevent you from going on a field trip?”

Honor Code of Conduct

- CHS = community built on safety, respect, and learning.
- T.R.U.T.H. values:
 - Trustworthy
 - Respectful
 - Understanding
 - Thankful
 - Honorable

Question: “What does the ‘T’ in T.R.U.T.H. stand for?”

Rights & Responsibilities

- You have the right to be safe and respected.
- You have the responsibility to keep the school safe & respectful.
- Academic dishonesty (cheating, plagiarism, unauthorized AI use) = 0 on assignment + resubmit for max 50.

Question: “What’s the consequence for plagiarism or cheating?”

Dress Code

- Clothes must be clean, neat, no visible undergarments.
- No ripped, see-through, pajamas, crop tops, hoods, hats, blankets, pillows.
- Skirts/shorts must not expose underclothing.
- Clear bag policy (only clear bookbags/drawstrings).
- Offensive/obscene/violent messages on clothing = not allowed.
- If out of dress code → ISS until corrected.

Question: “What type of bookbag is allowed at CHS?”

Bullying & Harassment

- Not tolerated by students, staff, or visitors.
- Bullying = repeated physical, verbal, or online behavior that creates fear, humiliation, or disrupts learning.
- Harassment = threatening, insulting, or dehumanizing actions that interfere with learning or safety.
- Protected categories: race, gender, disability, religion, sexual orientation, etc.
- Applies on campus, buses, and school events.

Question: “Where does the CHS bullying/harassment policy apply—only at school, or also at events and on buses?”

Levels of Offenses

- Level I: Disorderly conduct (class disruptions, littering, lying, minor disrespect).
- Level II: Disruptive conduct (fighting, theft, vandalism, harassment).
- Level III: Criminal conduct (weapons, drugs, arson, assault, major theft).
- Repeat offenses escalate consequences.

Question: “What’s the difference between a Level I and Level III offense?”

Level I Examples & Consequences

- Cutting class → ISS, OSS.
- Leaving campus without permission → ISS/OSS + loss of parking.
- Minor disruptions (loitering, arguing, disrespect) → detention → ISS → OSS.
- Obscene material possession/distribution → confiscation + ISS/OSS.

Question: “What happens if a student keeps leaving campus without permission?”

Level II Examples & Consequences

- Tobacco/vaping: ISS → OSS (mandatory program).
- Theft (\$10–\$100): ISS/OSS + restitution.
- Vandalism (\$10–\$100): ISS/OSS + restitution.
- Fighting: 5–10 day suspension, possible expulsion.
- Sexual harassment: OSS, parent conference, possible expulsion.
- Threats/intimidation: 1–10 day OSS, probation, possible law enforcement.

Question: “If caught vaping at school, what’s the consequence the first time?”

Level III: Criminal Offenses

- Serious violations = police involvement.
- Examples: fighting that endangers safety, weapons, arson, drugs, bomb threats, kidnapping, sexual offenses, theft over \$100, gang activity.
- Consequences: up to 10 days OSS, expulsion, law enforcement referral.

Question: “What are two examples of Level III (criminal) conduct?”

Special Circumstances

- Students can be suspended/expelled for:
 - Crimes, gross misbehavior, persistent disobedience.
 - Behavior harmful to school's best interest.
- Expelled students (non-permanent) may petition to return next year.
- Summer school requires approval for expelled students.

Question: "Can expelled students ever return to CHS?"

Criminal Offense/Police Involvement

- Crimes on school grounds or at events must be reported by law.
- Leaving school without permission = parent + police notified.
- Students not exempt from arrest just because they're on campus.

Question: “If a student commits a crime at a school event, does the school have to involve police?”

Repeat Offenders & Chronic Behavior

- Multiple small offenses or two major offenses = possible behavior contract.
- Violating contract = expulsion recommendation.
- Principal decides when behavior has reached that point.

Question: “What might happen if a student repeatedly breaks smaller rules?”

Extracurricular Misconduct

- Misconduct at any event = lose privilege to attend/participate.
- Suspension in prior year may block participation in field trips/events.
- Admin may bar a student from events if presence = disruption/safety risk.
- Losing extracurriculars = also losing ability to represent CHS at events.

Question: “If you misbehave at a school dance or game, what can happen to your privileges?”

Types of Detentions

- Lunch Detention: silent lunch, complete work, no phones.
- ISS (In-School Suspension): work quietly, separate lunch/restroom, counted absent from classes (but lawful).
- OSS (Out-of-School Suspension): unexcused absence, can't attend activities, not allowed on campus.

Question: “What’s the difference between ISS and OSS?”

Cell Phone & Device Policy

- Phones collected at 8:00 a.m. in phone boxes → returned at dismissal.
- Applies to phones, smartwatches, AirPods, gaming systems, etc.
- No audio/video recording without permission.
- Consequences:
 - 1st: Parent pickup.
 - 2nd: 1-day suspension.
 - 3rd+: Multiple-day suspension.

Question: “What happens if you’re caught with your phone a second time?”

Alcohol, Tobacco & Drug Policy

- Illegal to possess, use, or share drugs/alcohol at school or events.
- Applies before, during, after school, and school events.
- Violations = suspension, expulsion, and police involvement.
- Students over 18 who distribute to minors = prison, no probation.

Question: “Where does the drug/alcohol policy apply—just on campus, or also at school events?”

Search & Seizure

- By entering school property, you consent to reasonable search.
- Desks, vehicles, bags may be searched.
- No strip searches.
- Prohibited items (phones, tobacco, etc.) may be confiscated.
- Illegal items (drugs, weapons) = law enforcement called.

Question: “Can your car be searched if it’s parked on campus?”

Bus Discipline (Level I)

- Examples: littering, food/drinks, standing while moving, loud noises, horseplay, cell phones out, yelling from windows.
- Consequences:
 - 1st: Warning/probation.
 - 2nd: Up to 10-day suspension from bus.
 - 3rd: Loss of bus for the year.

Question: “What happens the third time you break a bus rule?”

Bus Discipline (Level II & III)

- Level II: vaping, throwing objects, profanity, refusing to sit, defacing property, fighting.
 - 1st: 10-day suspension.
 - 2nd: Loss of bus for the year (+ possible ISS/OSS).
- Level III: weapons, drugs, major vandalism, assaults, criminal acts.
 - Loss of bus for year + ISS/OSS/expulsion + police involvement.

Question: “What level is fighting on the bus?”

Discipline of Students with Disabilities

- Handled case-by-case according to IEP or behavior plan.
- Discipline follows IDEA protections and procedures.

Question: “How does CHS handle discipline for students with disabilities?”

Title IX, Section 504, ADA Grievances

- Anyone (student, parent, staff) can file a complaint if rights are violated.
- Complaints → principal or coordinator.
- Investigation within 15 days, resolution within 30 days.
- Appeals can be made to the district.

Question: “Who should you contact if you believe your rights were violated under Title IX or 504?”

Due Process for Suspension

- Administrator investigates, shares evidence, student can tell their side.
- Parent notified within 1 day (letter + mail).
- Suspension appeal possible → district hearing.
- Max suspension: 30 days per year.
- No suspensions in final 10 days of school if it would cause loss of credit (unless approved).

Question: “How many days can a student be suspended in one school year?”

Expulsion Process

1. Expellable act → investigation + student statements.
2. IEP/504 status checked.
3. Parent notified within 3 days.
4. Expulsion hearing scheduled within 10 days.
5. Hearing Officer/Board decides within 7 days.
6. Parents notified in writing.
7. Expelled students may request readmission the following year.

Question: “If expelled, can a student request readmission?”

HIPAA & Health Privacy

- CHS protects student health info (PHI).
- Info can only be shared when:
 - Required by law, medical needs, or safety concerns.
 - For treatment, insurance/payment, or compliance.
- Principal is the school's HIPAA compliance officer.

Question: “Who at CHS is responsible for HIPAA compliance?”

Parent Right to Know (ESSA)

- Parents can ask about teacher qualifications.
- Info includes certification, degrees, and if paraprofessionals are helping.
- Requests must be in writing to the principal.

Question: “What can parents request under the Parent Right to Know rule?”

FERPA (Student Records)

- Parents control student records until age 18 → then students control their own.
- Records include grades, health info, test data.
- Records not shared without written consent (except for transfers).
- Schools must keep info confidential.

Question: “At what age do students gain control of their own records?”

Sexual Harassment Policy

- Includes unwelcome sexual comments, requests, advances, or conduct.
- Applies to students and staff.
- May be verbal, physical, or visual.
- Complaints can be filed with the principal or Title IX Coordinator.
- Investigations are confidential.

Question: “What should a student do if they feel harassed?”

Gavin's Law (Sexual Extortion)

- Blackmail with sexual images/videos = felony.
- Even harsher penalties if victim is a minor.
- CHS provides yearly training + resources.
- Info posted on CHS website and newsletters.

Question: “What crime does Gavin’s Law make a felony?”

See Something, Say Something

- Report safety concerns (weapons, drugs, threats, abuse, suicide risk, etc.).
- Report to staff, admin, parents, or via CHS website link.
- Safety is everyone's responsibility.

Question: “What kinds of things should students report under See Something, Say Something?”

Student Grievance Policy

- Grievances = formal complaints about violations, discrimination, or unfair treatment.
- Process:
 1. Step 1: Try informal discussion (if safe).
 2. Step 2: Written grievance → Principal.
 3. Step 3: Final appeal → CHS Board.
- All grievances are confidential.

Question: “Who can a student appeal to if they disagree with the Principal’s decision?”

Graduation Requirements (SC Diploma)

- 24 units required (17.5 core + 6.5 electives).
- Must include: 4 ELA, 4 Math, 3 Science, US History, Gov/Econ, PE, Computer Science, Foreign Lang/CATE, Personal Finance.
- End of Course exam (Bio, Eng 2, Alg 1, US History).

Question: “How many total credits are needed to graduate in SC?”

English Language Arts**	4 units
Mathematics**	4 units
Science **	3 units
US History and Constitution**	1 unit
Economics and Personal Finance	½ unit
US Government	½ unit
Other Social Studies Elective	1 unit
Physical Education (CPR course required)	1 unit
Computer Science	1 unit
Foreign Language or CATE (career and technology education)	1 unit
Personal Finance (or equivalent)***	½ unit
TOTAL CORE UNITS	17.5 UNITS
Electives	6.5 units
TOTAL UNITS	24 UNITS

Grade Level Classification

- Grade 9: promotion from 8th.
- Grade 10: 6 units (incl. 1 English, 1 Math).
- Grade 11: 12 units (2 English, 2 Math, 1 Science).
- Grade 12: 16 units (3 English, 3 Math, 2 Science, 1 Social Studies).
- College/career testing at grades 10–12.

Question: “How many units do you need to be classified as an 11th grader?”

Dual Enrollment (PACE)

- Juniors & seniors may take college courses at HGTC.
- Earn HS + college credit at the same time.
- Requirements: GPA 2.6+, parent permission, counselor approval.
- Parents/students pay tuition/books.
- Must maintain 70%+ to stay in program.

Question: “What GPA is needed to take PACE classes?”

Grading Scale & Class Rank

- SC Uniform Grading Scale: A=90–100, B=80–89, C=70–79, D=60–69, F=59 or below.
- Class rank based on GPA, posted each semester.
- Valedictorian/Salutatorian chosen after 1st semester of senior year.
- Must attend CHS 4 semesters to qualify.

Question: “What GPA is needed to be recognized as an honor graduate?”

Awards & Graduation Honors

- Valedictorian: Highest GPA senior.
- Salutatorian: 2nd highest GPA senior.
- Honor Graduate: GPA 3.5+ weighted.
- Junior Marshals: Top juniors by GPA.

Question: “Who gives the graduation speech: Valedictorian, Salutatorian, or both?”

Early Graduation & Handbook Changes

- Early graduation only with approval.
- Handbook reviewed yearly; changes may be made anytime if needed.
- Students/parents must sign acknowledgment form each year.

Question: “How often is the student handbook reviewed and updated?”