

# 2023-24 Student Handbook



## MISSION STATEMENT

Collegiate High strives to educate students to persevere in critical thinking, logical reasoning, and literacy. We seek to instill those soft skills necessary to be productive and positive community members. Students will be self-sufficient through accurate communication and their ability to navigate professional, personal, and educational settings.



To join the Collegiate High Remind group use code [@hcchinfo](#)

## **NON-DISCRIMINATION POLICY**

It is the policy of the Hamilton County Board of Education not to discriminate on the basis of sex, race, color, national origin, creed, religion, age, marital status or disability in its educational programs (including CTE, Special Education, etc.), activities or employment policies.

A complaint may be filed by anyone who has a grievance regarding discrimination as set forth in one of the following statutes:

- (1) The Rehabilitation Act of 1972, Section 504:
- (2) Title VI of the Civil Rights Act of 1964: or
- (3) Title IX of the Educational Amendments of 1972

\*Administration may adjust policies as needed.

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## **FOREWORD**

Collegiate High is a collaboration between Chattanooga State and the Hamilton County Department of Education. Collegiate High offers a unique opportunity for students to pursue post-secondary goals while in high school. Students are expected to maintain a mature, responsible attitude while attaining a higher level of achievement. The Collegiate High School student/parent handbook is designed to be an overview of the procedures and available services on the Chattanooga State campus. We hope you find the information useful as you pursue academic success. The faculty looks forward to working with you during your Collegiate High experience.

## **ABOUT COLLEGIATE HIGH**

*Collegiate High serves as a launching pad for students in grades 9-12 to be “ahead of the game” and expedite their education.* Collegiate High offers students the opportunity to earn a high school diploma and an associate’s degree. Even if students have not earned an associate’s degree by high school graduation, students have earned college credit hours toward a college major of their choice. Collegiate High supports student achievement by providing students with the knowledge and skills necessary for postsecondary success.

Collegiate High students will have access to

- special support and mentoring programs
- an enriched, rigorous curriculum
- small teacher/student ratio

Nationally, Collegiate High students are some of the most sought-after students. Our graduates continue their education in colleges and universities across the nation. Ninety percent of Collegiate High graduates transfer to a four-year college or university. Additionally, our ACT composite continues to rank above the state and national average.

## GENERAL INFORMATION

Main Office: 697-2402

### **Collegiate High Office Hours**

Office hours are from 8:00 a.m. to 3:30 p.m. Monday-Friday

### **Collegiate High Staff**

Kristen Childs, Principal  
697-3226  
childs\_kristen@hcde.org

Angela Karnes, English Teacher  
697-3167  
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Margay McGee, School Counselor  
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Adina Odom, Math Teacher  
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Kristi Slack, Dean of Students  
697-3234  
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## ADMISSION

Qualified freshmen, sophomores, juniors, and seniors are eligible

- Students must complete a Collegiate High application. Applications are available from the Collegiate High Office and Online.
- Students must be recommended by high school principal, teacher, and/or counselor.
- Students must score an ACT composite score of 19 or greater.
- A subscore of 19 in English, Science, and Reading; a subscore of 22 in Math is required.
- If a freshman does not have an ACT score they must take the Chattanooga State Accuplacer test for Reading, English and Math.
- Students must complete an interview.
- Students must apply to Chattanooga State Community College.

Things to consider when deciding on Collegiate High:

- Students withdraw from their zoned high school and enroll in Collegiate High.
- Students who attend Collegiate High are responsible for Tuition and Fees for Chattanooga State courses.
- Students who attend Collegiate High are responsible for their own transportation.
- Students can purchase an HCS school lunch.
- Students can play sports through an agreement with Red Bank High School.
- Students may be able to graduate with both a high school diploma and an Associate Degree.

### **Continued Enrollment at Collegiate High**

Continued enrollment at Collegiate High is contingent upon good attendance, conduct, work ethic, and maintaining a 2.0 GPA.

## HIGH SCHOOL ACADEMIC REQUIREMENTS

Students must successfully complete the basic district and State requirements in order to graduate from the Hamilton County School District.

English	4 credits
Math	4 credits, one every year of high school
Science	3 credits (must be lab sciences)
Fine Art	1 credit (music, drama, art, and crafts)
Foreign Language	2 credits of same language
Social Studies	3 credits (World History, US History, Government [.5] and Economics [.5])
Wellness or	1 credit
Focused Electives	3 credits
Personal Finance	1/2 credit
P.E.	1/2 credit

\*High School EOC state exams in Math and English are required.

### **DISCLAIMER**

There may be adult themes at the college level. Collegiate High students must be able to assimilate into the college classroom because the curricula will not be censored.

### **11<sup>th</sup> Grade Assessment (ACT or SAT)**

As a strategy for assessing student readiness for postsecondary education, every student enrolled in a Tennessee public school during their eleventh (11th) grade year shall take either the ACT or SAT. This is a graduation requirement for all students to receive a diploma.

### **United States Civics Test**

All high school students shall be given a United States civics test. The test will be prepared by the district. Questions will be selected from the 100 questions that are set forth with the civics test administered by the United States citizenship and immigration services to persons seeking to become naturalized citizens. A student shall pass the test if the student correctly answers at least 70% of the questions, however 85% is expected for the Governor's Seal. The student may take the test as many times as necessary. A student who had an IEP under which the civics test is determined to be an inappropriate requirement for the student shall not be required to take the civics test. A passing grade is a condition to receive a diploma in the state of Tennessee.

### **High School Early Graduation – 7 semesters**

Students who meet all requirements for graduation from a Hamilton County high school may graduate early with the following provision:

- Students who choose to graduate early must declare their intent to do so no later than the beginning of the semester immediately prior to the semester in which they plan to graduate.
- Once graduated, students may no longer participate in high school athletics or any other extra-curricular program.
- Participation in senior activities is at the discretion of the Principal.

### **High School Early Graduation – 6 semesters or less**

Students who meet all requirements for graduation from a Hamilton County high school may graduate early with the following provision:

- Students who choose to graduate early must declare their intent to do so no later than the beginning of the term in which they plan to graduate.
- Once graduated, students may no longer participate in high school athletics or any other extra-curricular program.
- Students are not eligible to be named valedictorian or salutatorian. Additionally, early graduates are not eligible for a senior award.
- Students may participate in the current year graduation ceremony but not with cohort.



## Grading

The Hamilton County Department of Education follows the Tennessee State Board of Education's *Uniform Grading System* which consists of the following:

Prior to the 2022-23 school year, Hamilton County Schools used the following grade scale. Grades from these years will follow this grading scale.

<u>Final Average</u>	<u>Letter Grade</u>
93-100	A
85-92	B
75-84	C
70-74	D
69 or less	F

From 2022-23 and forward, the following grade scale will be used as per Hamilton County Schools.

<b>Uniform Grading System – Weighted for Advanced Coursework</b>				
<b>Grade</b>	<b>% Range</b>	<b>Honors Courses</b>	<b>Statewide Dual Credit Courses, Capstone Industry Certification-Aligned courses &amp; Dual Enrollment Courses</b>	<b>Advanced Placement and International Baccalaureate</b>
A	90-100	Addition of 3 percentage points to the grades used to calculate the year average	Addition of 4 percentage points to the grades used to calculate the semester average	Addition of 5 percentage points to the grades used to calculate the semester average
B	80-89			
C	70-79			
D	60-69			
F	0-59			

\* 100 is the highest grade that may be recorded for any graded component except for courses with weighted grades.

\*\* Incomplete must be removed during the next grading period.

All HCDE courses at Collegiate are Honors courses, therefore three points will be added to each semester average (HCDE policy). Grades for high school courses will be kept up to date in Powerschool. However, final grades for college courses will be available *only* through a student's Tiger Web account. Final grade reports for the high school English and Math classes will be available on PowerSchool.

### **Conversion of College Grades to High School Transcript**

Courses taken at Chattanooga State Community College, University of Tennessee-Chattanooga, or another college setting will be converted as follows.

<u>College Letter Grade</u>	<u>Conversion</u>	<u>HS Transcript (W/ Added 4 Points)</u>
A	100	104 - A
B	89	93 - A
C	79	83 - B
D	69	73 - C

### **Grade Point Average**

Hamilton County high schools may utilize two methods in calculating Grade Point Averages (GPA) for students.

The first method is a 4.0 scale. The 4.0 scale is defined in the Tennessee Uniform Grading System. This grading scale is used to calculate and determine a student's eligibility for the Tennessee Hope Lottery Scholarship. This state-recognized GPA will appear on the high school transcript for all Hamilton County graduates (TCA 49-6-407).

A second method for determining cumulative GPA may be calculated using weighted quality points. AP, IB and Dual Enrollment courses will receive an additional weight of 1.0. Honors will receive an additional 0.5. The weighted GPA may be requested by certain colleges and universities for admission requirements and scholarships. Assigning additional quality points above 4.0 for these courses is not allowed for the purpose of determining eligibility for the Tennessee lottery scholarships (SBE Rule 0520-01-03-.05).

### **Grade Calculations for Traditional Courses**

Grade Calculations for High School Courses without State End-of-Course Tests:

For semester 1 and 2 each semester grade counts 42.5% and the final exam counts 15%.

Grade Calculations for High School Courses with State End-of-Course Tests

For semester 1 and 2 each semester grade counts 42.5% and the EOC counts 15%.

### **Components of the Quarter Grade**

The grading formula for each nine-week's grade is as follows:

- a. Instructional Tasks-----50% Teaching Assessment Tasks. These may include instructional tasks such as daily work, quizzes, teaching tasks, and problem/project based learning activities. Homework assignments should count no more than 10%.
- b. Assessment Tasks----- 50% Performance and/or Assessment Tasks. Assessments may include summative unit tests, essays, performance assessments, constructed response tasks and problem/project based learning activities.

### **Grade Not to exceed 100**

A grade of 100 is the highest recordable grade for a course, with the exception of weighted courses. Grades for weighted courses may exceed 100 upon the addition of added points.

### **Valedictorian**

The Valedictorian is chosen based on the calculation of the highest numerical average for the entire senior class.

### **Salutatorian**

The Salutatorian is chosen based on the calculation of the high numerical average for the entire senior class.

### **Scheduling of Classes**

The student will register for classes with the Collegiate High School Counselor. The student/parent may not add/drop classes. If the student/parent is found to have registered for classes without approval from the School Counselor, the schedule will be dropped.

### **CHATTANOOGA STATE GRADING POLICY**

Chattanooga State uses a grading system designed to show the level of mastery the student has achieved in a course. Minimum acceptable achievement is what is deemed necessary to enter the next level course or, at the program level, to enter a four-year college, or to be qualified to work in a specific career. The letter grades below are based on documented mastery of a set of specific instructional competencies. The competencies and objectives for each course are listed in the course syllabus.

**Note: Some program courses may require a higher than minimum average listed below – see course syllabus.**

### **Letter Grade Quality Points (Per semester hour)**

- A. 4.0 Indicates consistently superior performance. Mastery level should be a minimum average of 90.
- B. 3.0 Indicates consistently above-average performance. Mastery level should be a minimum average of 80.
- C. 2.0 Indicates satisfactory performance. Mastery level should be a minimum average of 70.
- D. 1.0 Indicates less than mastery level performance with a minimum average of 65. A course in which a "D" grade has been earned cannot be used as a prerequisite for another course.

Note: A grade of "C" or better is required in all prerequisite courses and in all courses specified by course numbers in the summary of required hours. Any program-directed or technical electives, all Allied Health programs, Associate of Science in Teaching (AST), and Technical Certificates require "C" or better in all course work.

- F. 0.0 Indicates failure to achieve minimum standards.

College letter grades are converted to the number grade for HCDE (the number grade does not change the GPA).

### **Requirements to Progress to Next Level of Classes**

Students enrolled in Composition I must maintain a C or better to progress to Composition II and similarly in foreign language courses.

#### **Math Courses**

If the student obtains a permit to start at a higher level of math (based on number of previous high school math courses and ACT math sub score), but is unsuccessful at the higher level, then the student must start back at the first level (Ex: Student skips MATH 1710 and starts MATH 1720. If the student fails MATH 1720, the student must then take MATH 1710 before retaking MATH 1720).

A student who is not college ready in math must take a developmental college math class before they can take certain college courses that have a college level math prerequisite (i.e. all math courses, Economics, most lab sciences, and Personal Finance, etc.). This class does not meet the college math requirement.

## **Online College Courses**

We do not always recommend online college courses for Collegiate High students because of the pace, rigor, and limited interaction and availability of professors. In our experience, the tendency for students to procrastinate has resulted in lower grades and/or failure to succeed in the course. However, some courses are hybrid and some are only offered online.

## **Academic Integrity Commitment**

"Chattanooga State is committed to maintaining an environment of learning where high academic standards, as well as academic and personal integrity, are prized." To promote academic integrity throughout Chattanooga State, students will:

- Practice and model the values of honesty, trust, respect, fairness and responsibility.
- Assume responsibility for absolute honesty in submitting all course and grade-related work.
- Prevent reuse or re-submission of their work by others.
- Give accurate and complete information.
- Follow the established guidelines regarding collaboration, citation and resource use.
- Refuse to participate in activities that contribute to dishonesty by others.
- Assume responsibility for fairness in using college resources to complete assignments.
- Follow the Student Code of Conduct

For additional information on Chattanooga State's academic policy see the Chattanooga State handbook at: <https://chattanoogastate.edu/student-handbook>

## **Awards and Honors**

### **Global Scholars**

The Global Scholars Program is Chattanooga State's Academic Honors Program. Its purpose is to give intellectually-curious, high-achieving students the opportunity to gain a world perspective and awareness through a deeper and more connected, contextualized college experience. The honors faculty at Chattanooga State strives to unlock students' personal strengths so they can leverage these strengths with their desire to make a difference in the world.

As Chattanooga State Global Scholars, students prepare to transfer to competitive, top-tier universities. Class sizes are small, which allows for in-depth discussion with professors and other honors students who share a passion for learning.

Admission to the Global Scholars Program is based on a holistic evaluation of a student's application portfolio. Although test scores and GPAs are one measure of readiness, Chattanooga

State wants to know about the whole student and whether he/she is ready for a highly-enriched and interdisciplinary program of study. Some Global Scholars receive a full scholarship, which covers all tuition, fees, and includes a book stipend.

Collegiate High students are eligible to apply to be Global Scholars. Please talk to the Global Scholars office for more information about the GSP application process.

### **Graduating with Honors**

Tennessee graduates who score at or above the readiness benchmarks on the ACT or SAT will graduate with honors. The ACT college readiness scores are as follows:

<b>Subject</b>	<b>Score</b>
<b>English</b>	<b>18</b>
<b>Mathematics</b>	<b>22</b>
<b>Readings</b>	<b>22</b>
<b>Science</b>	<b>23</b>

### **Graduating with Distinction**

Tennessee graduates who maintain a B average or higher (3.0 or higher) and complete an additional approved credential will graduate with distinction. Approved credentials include:

- Nationally recognized industry certification
- Tennessee Governor's School
- All State musical organization
- National Merit Finalist or semi-finalist
- A composite score of 31 or higher on the ACT
- A score of 3 or higher on two AP exams
- International Baccalaureate Diploma Programme
- 12 or more hours of transcribed post-secondary credit

## **Commencement Honors**

Chattanooga State recognizes exceptional degree-seeking students by granting honors at graduation as follows:

Summa cum laude.....3.900 – 4.000 GPA

Magna cum laude .....3.700 – 3.899 GPA

Cum laude .....3.500 – 3.699 GPA

All honors recognition at commencement is based on college-level GPA at the end of the fall term before graduation. If grades in courses completed during the final term(s) qualify a student for a higher honors designation, it will be noted on the diploma.

## **Dean's List**

Students completing 12 or more hours of college-level work with a GPA of 3.5 or higher will make the Dean's List for that semester. (Dean's list recognition is based on calculations at the end of the semester and cannot be updated later to reflect grade changes, such as removal of Incompletes.)

## **Phi Theta Kappa**

Phi Theta Kappa is the international two-year college honor society to recognize outstanding academic achievement and provide opportunities for developing leadership, service, fellowship and continued academic excellence. All full-time and part-time students with 12 completed credit hours toward an associate degree with an overall minimum GPA of 3.5 are eligible for membership. Invitations are made in fall and spring semesters. Members enjoy full rights of citizenship, pay a one-time induction fee and maintain a 3.5 or higher college-level GPA.

## **Associate Degree**

Candidates for an Associate Degree must meet all requirements of the degree and of the college. Any student entering Collegiate High desiring to pursue an Associate Degree in a course of study will need to make adequate plans to accomplish the requirements. This may include taking additional hours in the summer or carrying a heavy load in a Fall and/or Spring semester to meet requirements.

## HAMILTON COUNTY ATTENDANCE AND TRUANCY COMPLIANCE

### **Attendance Law Explained**

According to the law (Tennessee Code Annotated 49-6-3001(c)) every parent, guardian, or other person residing in this State having control or charge of any child between the ages of six (6) and seventeen (17), both inclusive, shall cause such child or children to attend a public or non-public school, and in event of failure to do so, shall be subject to the penalties hereinafter provided.

Any child who is habitually and unlawfully absent from school must be reported to the appropriate judge having juvenile jurisdiction in that county, the child to be dealt with in such a manner as the judge may determine to be in the best interest of the child. The judge may assess a fine of up to fifty dollars (50.00) or five (5) hours of community service against the parents or legal guardians of Kindergarten through grade twelve (K-12) children if the child is absent more than five (5) days during any school year. (Tennessee Code Annotated 49-6-3007(f)).

### **Hamilton County Department of Education Board Policy (6.200)**

Students are expected to be in school and **on time** for each class. A student who is not in school for at least half the day (12:30) will be counted absent for the day, and that student may not participate in extracurricular/sports activities on that day. All excuses should be submitted or emailed to Mrs. Goins at [goins\\_annika@hcde.org](mailto:goins_annika@hcde.org)

Regular attendance is essential for academic achievement. Recognizing that, the following procedures govern attendance in each high school as required by state law:

When a student is absent five (5) days without adequate excuse, the guardian shall receive an attendance letter from the school.

When a student has been absent ten (10) days without adequate excuse, the guardian shall be contacted to schedule a conference to determine the appropriate services needed to improve the student attendance. The school shall document all communication attempts and refine the attendance plan.

Excessive absences are governed by Tennessee State law, which requires that school officials report to the court and parent, guardian, or other person in a parental relationship with a child who continues to be unlawfully absent from school. After five days absence without adequate excuse, a student is referred to the social worker or truancy officer. The social worker or truancy officer will notify the parents by written notice that their child must attend school on a regular basis. If after three days, the child continues to miss school or there is no response from the



parents, a legal notice will be delivered. The legal notice will notify the parents that a petition is being filed in court charging a child with truancy or neglect against the parents. If the student continues to miss school after court consent, the petition will be sent directly to the Juvenile Court Judge. TCA 49-6-3007

- Absences are recorded daily by period.
- Written excuses stating the reason for absences must be signed and dated by the parent or guardian and filed with the school the first day the student returns.

Absences may be excused for the following reasons:

1. Personal illness – Students are excused who are sick and whose attendance would be detrimental to their health and the health of other students. A physician’s statement may be required.
2. Death in Immediate Family – Students may be excused for three days in the event of a death in their immediate families including mother, father, step-parent, brother, sister, or grandparent. Extenuating circumstances may require a longer period of excused absence.
3. Family Illness – Students having an illness in the family which requires them to give temporary help will be excused from attendance after receipt of a physician’s statement concerning the necessity of the student’s assistance.
4. Religious Holiday – Students shall be excused on special or recognized religious holidays regularly observed by that particular faith. Prior approval is required should these days occur while school is in session.
5. Personal – Students who are absent for a good cause (such as a doctor or dental appointment which cannot be scheduled at times other than school hours, court appearances, etc.) may be excused upon proof of appointment. Prior approval by parent or guardian and the principal or his designee is required.
6. Approved School Sponsored Activities – Students shall be marked present when participating in a school-sponsored activity away from the school building.

### **Collegiate High Attendance Policy**

The Hamilton County school district is required by law to maintain accurate attendance records for each enrolled student and to notify the student, parent, or legal guardian of absences that may cause the student to be removed from school.

Students must sign in at the Collegiate High office each day. An attendance sheet is kept on the office desk for students to initial each day they are on campus for class.

If a student does not sign in for the day they are to attend class, a highlight will appear in place of the signature, alerting the office to the student's absence. Students should not sign in over the highlighted area, but obtain an Attendance Verification form from the office.

### **Attendance Verification Form**

A student must request an Attendance Verification form from the office for the day he / she did not sign in. The form must be dated and signed by the instructor verifying the student was in attendance at class for the day he / she did not sign in, and returned to the office.

Attendance Verification forms are limited to five per semester.

### COLLEGE CLASSES ATTENDANCE POLICY

When a student enrolls in a course, he/she obligates him/herself to all of the work that may be assigned. Punctual and regular attendance is vital. The student is responsible for all assigned work in the course, and absences, excused or unexcused, do not absolve him/her of this responsibility. In the event of an absence, students are responsible for contacting their professors.

The instructor sets the attendance requirements for a class. At the beginning of the term, the instructor will cover the class attendance policy, including an explanation of grade penalties that result from failure to comply with the policy. An unsatisfactory attendance record may negatively affect the final grade. It is each student's responsibility to know the attendance policy in each of his/her classes. It is of the utmost importance that students read and understand the course syllabus. Collegiate High faculty will support the course syllabus.

### CONFERENCES

Parents should contact the teacher and schedule a conference or meeting date and time. Teachers will not be asked to meet with parents who arrive unannounced.

### STUDENT CONDUCT AND DISCIPLINE

Students are expected to adhere to the [Hamilton County Department of Education Code of Acceptable Behavior](#).

Students are also under the jurisdiction of the Chattanooga State Community College when the student is on campus or at college sponsored activities.

For more information on Chattanooga State's Code of Conduct, see the Chattanooga State handbook at <https://chattanoogastate.edu/student-handbook>

## **Tennessee River Walk**

Students using the Tennessee River Walk must have their Chattanooga State ID with them. Tennessee River Walk policies say that students under the age of 18 cannot be on the River Walk without a parent. However, since Collegiate High students are Chattanooga State students they can use the River Walk with appropriate identification (student ID). Students must stay on the River Walk pathway and demonstrate appropriate behavior.

## **Collegiate High Commons Expectations**

Students are expected to follow all Chattanooga State and Collegiate High posted rules and policies when in the Collegiate High Commons area. This includes the prohibition of foul language. Only Collegiate High students with a Chattanooga State issued I.D. will be allowed to enter the premises. With any violation of policy, a student may be banned from the Collegiate High Commons as is determined by the school principal.

## **Dress Code**

Students should dress appropriately for school. Students may wear any appropriate clothing but may **NOT** wear:

- Pajamas
- Blankets
- Shirts that show midriff, short, sheer or with holes or fishnetting
- Short shorts

## **Bullying Policy**

Bullying will not be tolerated on school property, at a school function or on a school bus. Harassment or bullying is conduct that disrupts both a student's ability to learn and a school's ability to educate in a safe and disciplined environment.

Bullying being defined as deliberate harassment, intimidation, and/or violence against a student perpetrated by another student or group of students. Bullying is any written or **electronic communication (cyber-bullying)\***, physical act, taunts (name-calling or ethnic, racial, or gender

based verbal abuse), threats, intimidation or extortion. Bullying is also defined as conduct which creates a hostile or offensive learning environment.

A student who commits an offense determined as bullying under this definition above shall be disciplined appropriately, including but not limited to suspension from school. Students who are intimidated or harassed by another student or students who become aware of a bullying situation should report these incidents immediately to a teacher, counselor, or administrator. The privacy and anonymity of all parties and witnesses will be respected.

All reported complaints will be investigated and handled appropriately by a teacher, counselor, or administrator.

\*Cyber-bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat and websites. This includes text messages or emails, rumors sent by email or posted on social network sites, and embarrassing pictures, videos, websites, or fake profiles. If cyber bullying affects the normal school day, per HCDE policy, administration can address and punish accordingly **even if the communication took place off campus and after-school hours.**

### **Discrimination and Harassment**

(Sexual, Racial, Ethnic, Religious)

Students and teachers shall be provided a learning environment free from sexual, racial, ethnic, and religious discrimination/harassment. It shall be a violation of Hamilton County Board of Education policy for any employee or any student to discriminate against or harass a student or teacher through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. This includes conduct, gestures, drawings, words, or phrases, which are commonly accepted to have a sexual, racial, ethnic, or religious connotation. Guidelines are set forth to protect students and teachers from discrimination/harassment.

### **Zero Tolerance**

The following are zero tolerance offenses:

- Possession of a firearm, explosive, poison gas device, bomb or similar device.
- Illegal possession of a controlled substance or drug.
- Striking a teacher, principal, administrator or any other employee of the Hamilton County Department of Education, or an SRO.

- Transmitting by an electronic device a credible threat to cause bodily injury or death to another student or school employee and the threat causes actual disruptive activity at the school.
- Threat of mass violence.

## DRIVING AND CAMPUS PARKING

Students must adhere to parking policies of Chattanooga State if driving.

- Obtain required passes and complete any required paperwork from Chattanooga State.
- Park only in spaces allowed. No students are to park in the spaces that are reserved.
- All students should lock and secure their vehicles.
- Students are not to allow anyone to borrow their permit.
- Students conducting or allowing illegal activity in their cars on school grounds will be subject to losing their permit permanently, as well as normal disciplinary action in regard to the discipline policy.

### **Driver's Permit and License SF 1010 Form**

Any student under the age of eighteen who is applying for a TN driving permit or license will be required to take form SF1010 to the driver license station. Students may obtain the form from Mrs. Goins while school is in session. Allow a minimum of one week for the form to be completed and returned to the student.

Tennessee State Law requires that students pass at least three full subjects and have attendance in compliance with state regulations to apply for the SF1010/Permit form.

### **Parent Drop Off**

Parents will be given a placard to place in their dash for pick up and drop off. If you need a placard, contact the main office.

### **Driver's License Revocation**

(State Law 49-6-3017) Any student 15-17 years of age who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for driver's license revocation. A student shall be deemed academically deficient if he/she has not received passing grades in at least three full unit subjects at the conclusion of any regular school semester. A student shall be deemed deficient in attendance when he/she drops out of school or has excessive absences. Suspensions count as unexcused absences (TN state law). A student may not be considered to be in compliance until the student makes a passing grade in at least three full unit subjects at the conclusion of any subsequent grading period.

## CHATTANOOGA STATE FINANCIAL POLICY

### **College Textbooks**

Students are expected to purchase or rent college texts. Texts can be purchased in the Chattanooga State Book Store located in the Student Center. However, it is not required that texts be purchased on campus.

The texts for the Collegiate High English 9, 10, 11 and Algebra I, Geometry and Algebra II classes are provided free of charge and, unless consumable, must be returned when a student leaves or finishes the class.

### **Fee Payment**

It is the student's responsibility to pay all fees by the deadline or make arrangements with the bursar's office before fees are due. \*A deferred fee payment plan is offered by the Bursar's office. There is an initial setup fee of \$25 and a late fee of \$25 for each late payment. To take advantage of the Deferred Fee Payment Plan students **must** enroll in the plan online or in person **before** making their first payment.

\*Note: Deferred Fee Payment Plan is not available in the summer

### **Late Registration**

Students who register for classes past the fee payment deadline will be subject to a late fee in addition to the full tuition amount.

### **Refund Policies**

Refund percentages are based on billable hours, not amounts paid. Students who officially withdraw from school entirely, full-time students who drop to part-time or part-time students who drop one or more classes may get a refund. The refund policy is located on the Chattanooga State website.

#### **100% of fees are refunded for:**

1. Drops or withdrawals before the first day of the term
2. Canceled classes
3. The death of a student during the term

**For more information on fee payments and refunds visit the Bursar's office page at:** <https://www.chattanoogastate.edu/financial/tuition-fees/bursars-office.html>

### **Withdrawing and Payment of College Classes**

Students must pay tuition for classes which earn college credit. Tuition that has not been paid by the fee deadline for each semester will result in all classes being deleted from the students' schedules with no guarantee that same schedule can be replicated. Students must also confirm attendance at or before the time of tuition payment.

If necessary, students are responsible for withdrawing from their college classes by the designated withdrawal date. However, all Collegiate High students must maintain 12 credit hours throughout the semester, with the exception of freshmen. Withdrawal from classes can only be completed through the Collegiate High office.

**Note:** if a student withdraws from Collegiate High, they must follow withdrawal procedures for the college and HCDE. Students, who desire to return to their previous school, should be aware that the principal of the school must approve the transfer. Transfers can only occur at the end of each semester.

### ACADEMIC CALENDAR

Collegiate High students will follow the Chattanooga State academic calendar. In the event that Hamilton County schools close and Chattanooga State is open, you are expected to attend classes. However, in case of inclement weather, please use your best judgment regarding safety. The Academic Calendar is posted on the Chattanooga State website and can be seen [here](#).

### ATHLETICS

Collegiate High School is a member of the Tennessee Secondary Schools Athletic Association. (TSSAA) and has an agreement with Red Bank High School for all athletics except golf. We have an agreement with East Hamilton High School for golf. Students may participate in athletics through these agreements. Students must adhere to the rules and expectations set out by those schools for athletic participation. Students must earn six credits the preceding school year, receiving credit in three out of four classes in the preceding term to participate in any TSSAA sport. Other restrictions may apply. Student athletes will have a code of conduct to follow which will be given to them by the coaches for their sport(s). School behavioral issues can affect participation in school athletics.

A low conduct grade may determine eligibility for athletic involvement. Student athletes must follow all rules set forth by the school and the TSSAA and the host schools.

## CLUBS

Chattanooga State Community College has many clubs and organizations. Many of these opportunities are open to Collegiate High School students, however, they are governed by Chattanooga State and not by Hamilton County Schools. Students would participate with college students, not only high school students. Any trips and their chaperones would be the responsibility of Chattanooga State and would include college students. A list of links to clubs and organizations can be found [here](#).

Parents of high school students have the right to opt their student out of clubs. If there are clubs and organizations you do not want your student to join, please use [this form](#) to list them, sign at the bottom and return the form to Mrs. Childs.

## COMMUNICATION

A weekly newsletter will be sent via email that has information for students and families. Please check this newsletter for upcoming deadlines and events.

There are also Remind groups for each program that families and students can join. Text updates or communication that needs to go out quickly will be sent through this app. You can join using the following codes:

Collegiate: [@hcchinfo](#)

## FIELD TRIPS

For HCDE purposes, any student leaving the Chattanooga State campus for class related purposes must have permission. Day field trips must be cleared with the school principal and the appropriate field trip forms must be approved by HCDE. Overnight field trips must be cleared through HCDE and the school principal at least six weeks prior to the event. HCDE board approval is required for overnight field trips.

## STUDENT IDENTIFICATION

Students will be issued a Chattanooga State I.D. card. Identification cards are made in the Student Service Center in room 118. The cost of the first card is included in the tuition. However, there will be a charge for subsequent I.D.s due to loss, theft, etc. The student I.D. also serves as the student library card.

### **Requirements to Obtain Your Student ID**



To obtain a photo ID, students need to provide proof of payment by either: printed confirmation page (From Tiger web) or receipt of payment. Students will also need to provide photo identification by presenting one of the items below:

- Valid Driver's License
- Valid State Photo ID
- Original Birth Certificate
- Current Passport

In addition:

- Must have confirmed classes or proof of payment
- Government issued photo ID
- There is a fee for lost or stolen card

#### **Where to get Your ID**

Student Service Center, Room 118

Fall and Spring Hours of Operation

- Monday – Friday 8:30-4:30

If unable to obtain a student ID during office hours, visit the Student Service Center website at <https://www.chattanoogastate.edu/student-id-parking-decals> or call 423-697-2633

#### **STUDENTS WITH DISABILITIES**

If you have an educational, psychological, or physical disability, the College provides service through the Center for Access and Disability Services office in CAT54. Their office hours are 8:00-4:30 Monday -Friday by appointment.

With proper documentation, accommodations will be provided to you so that you will have an equal opportunity to perform to the best of your ability in your classes. Accommodations do not give you an unfair advantage over the other students in the class; but will "level the playing field" so that you are judged by what you know rather than what your disability prevents you from showing.

You will be asked to provide documentation of your disability so that the staff member you are assigned to can work with you in developing reasonable accommodations for each of your classes.

If you need accommodations, it is necessary-to register with the Center for Access and Disability Services.

### **Purpose**

The Center for Access and Disability Services acts as a liaison and advocate for students with disabilities. We act as an information center for the campus community by providing pertinent information on how to ensure equal educational opportunities for individuals with disabilities.

### TECHNOLOGY

Chattanooga State is a technology friendly campus. Technology is available to all students enrolled in Collegiate High. For information on Chattanooga State policy on computer resources and facilities see the Chattanooga State handbook at:

<https://chattanoogastate.edu/student-handbook>.

### TRANSPORTATION

Collegiate High students are responsible for their own transportation.

### COLLEGIATE HIGH PARENT/STUDENT AGREEMENT

- All students at Chattanooga State Community College, including Collegiate High at Chattanooga State students, have open and unlimited access to the Library and the Internet (**Note: ChSCC has no Internet filters**). Some classes may include adult subjects.
- Chattanooga State has a unique and diverse student body. Collegiate students may be attending classes with other students who range in age from 14 to 80.
- Parents should contact the Collegiate High office if they need academic information, as professors are prohibited from discussing a student's information with anyone other than the student.
- Parents are responsible for textbooks distributed by the Hamilton County Department of Education and for the purchase of books for college courses.
- Grades will be held if students do not return books or other property. Parents will reimburse the college for lost, damaged, or stolen property.
- Chattanooga State has permission to release student grades through e-mail to the Hamilton County Department of Education. (***E-mail is not always a secure medium.***). College grades will be updated in Powerschool quarterly. Students should check

TigerWeb for college course grades. However, not all professors will post a midterm grade. ***If a student's grade point average is not greater than or equal to a 2.0, the student will receive academic probation and parent/guardian will be required to meet with the administration.***

- Final high school transcripts will be released to Chattanooga State Admissions and Records.
- The student has permission to use the Career Services and Counseling Center at Chattanooga State.
- Students are expected to follow Chattanooga State Community College policies as outlined in the Student Handbook, and Catalog, as well as HCDE student policies.
- Fees must be paid before classes begin each semester; this deadline must be met. This is to prevent loss of schedule.
- Students/parents will not be permitted to register/drop/add classes without advisement from the Collegiate High counselor or principal.
- Upon admission to Collegiate High, students must provide a final transcript for his/her previous school.
- Students must participate in a Collegiate High orientation prior to their first semester.
- Students must meet the graduation requirements set forth by Hamilton County Schools.
- Students are expected to:
  1. Attend classes as scheduled and to be prepared for class.
  2. Sign in daily at the Collegiate High office. (HCDE Attendance Policy)
  3. Exhibit appropriate behavior and attitude in class and on campus.