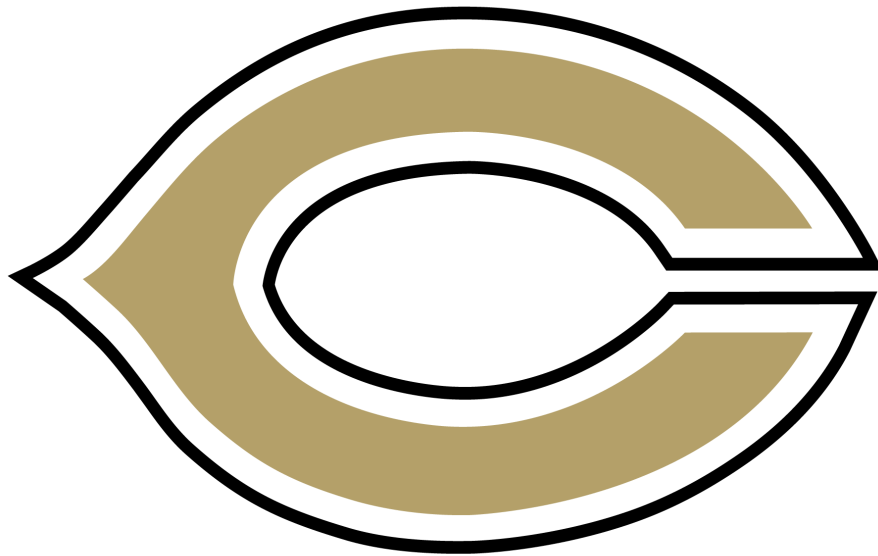


# COMMERCE HIGH SCHOOL

*“Home of the Tigers”*



**STUDENT-PARENT HANDBOOK  
2025-2026**

## COMMERCE HIGH SCHOOL

2025-2026

It is the policy of the Commerce City Board of Education not to discriminate on the basis of sex, race, religion, national origin, or degree of disability in its educational programs, activities, or employment policies.

Commerce City Schools Title II, VI, IX, Section 504/ADA Coordinator is:

Mr. Billy Kirk  
Commerce City Schools  
P. O. Box 29  
Commerce, GA 30529  
(706) 335-5500

Commerce High School  
Alma Mater

*From the hills of Jackson County,  
Beams thy noble brow,  
And the sons of Commerce rising,  
Pledge with sacred vow.  
Commerce High School, thee we'll honor,  
True and loyal be,  
Ever crowned with praise and glory,  
Commerce, hail to thee.*

Parents and Students of Commerce High School,

As Principal of Commerce High School, it is my pleasure to welcome everyone back to another great year in Commerce! We are excited to have students back in our classrooms and hallways, filling them with excitement and enthusiasm for learning.

One of the responsibilities that I hold most seriously is the obligation to provide a safe and secure environment for all students and adults who participate in our school programs. Students, parents, and school personnel all have a role in helping to achieve student success both behaviorally and academically. It is our mission to ensure every student feels, welcomed, connected, and part of the Commerce High School family. Additionally, we strive to challenge each student to grow in his or her academic abilities and to be college or career ready by the end of their four years with us. We will accomplish this by setting high academic expectations for all students and providing supportive systems to assure they are met. It is imperative that we all work together to ensure that journey is as beneficial and successful as possible.

An important resource to help us in that regard is Commerce High School's 2025-2026 Student-Parent Handbook. This important handbook contains information about the school's expectations regarding behavior and conduct and I ask each of you to take the time to review the information. Understanding these important guidelines and committing to following them is the first step toward student success.

I am honored to serve as the Principal of Commerce High School. It is truly a privilege to be a part of a community where parents, teachers and students care for each other and strive to build positive relationships.

Please feel free to contact me at any time with questions or concerns.

Sincerely,  
Will Smith  
Principal

Dear Commerce High School Students and Families,

I am thrilled to have the opportunity to serve as your Assistant Principal at Commerce High School. As we embark on this new year, I am proud to support the incredible work happening within the Commerce City Schools community. The administration and faculty at CHS deeply care about each of you and are fully committed to ensuring you have everything you need to thrive, both here at CHS and as you plan for your future.

As your Assistant Principal, I am here to assist you in achieving your goals and turning your dreams into reality. The policies and guidelines outlined in this handbook are designed with your success in mind. I encourage you to take the time to familiarize yourself with the information, as it covers everything necessary for your success as a student at Commerce High School.

Alongside Mr. Smith, I am dedicated to offering you an educational experience that is both impactful and memorable, ensuring you are set up for success at CHS and beyond. Each day, I will bring my commitment to your success as I collaborate with the faculty to provide a safe, enriching environment and a dynamic curriculum.

I am incredibly proud to be a Commerce Tiger, and I hope you will feel the same pride during your time here at CHS. Your positive mindset, eagerness to learn, and school spirit will be key to your success. Go Tigers!

Sincerely,  
Paige Puckett  
Assistant Principal

## **FAMILY EDUCATIONAL RIGHT AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION**

*The Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that the **Commerce City School System**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the **Commerce City School System** may disclose appropriately designated "directory information" without written consent, unless you have advised the System to the contrary in accordance with System procedures. The primary purpose of directory information is to allow the **Commerce City School System** to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for Football, showing weight and height of team members; and
- Social media posts highlighting our students.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the *Elementary and Secondary Educational Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent.

**If you do not want the Commerce City School System to disclose directory information from your child's education records without prior written consent, you must notify the System in writing within the first ten days of school. The Commerce City School System has designated the following information as directory information:**

- |                     |  |
|---------------------|--|
| - Student's name    | - Participation in officially recognized activities & sports |
| - Address           | - Weight and height of members of athletic teams             |
| - Telephone listing | - Diploma, honors, and awards received                       |
| - Photograph        | - Date and place of birth                                    |
| - Grade Level       | - Dates of attendance  |

**“It's not how much you have that makes people look up to you; it's what you are”. ~ Elvis Presley**

## ~INTRODUCTION~

It is the desire of school officials to provide a *SAFE* and *ORDERLY* school environment for all CHS students, their parents, visitors, and our employees.

Students who know and obey all school rules and regulations make a tremendous contribution towards maintaining the proper atmosphere for a school campus.

Whenever rules are violated by students, some form of disciplinary action is usually taken. Depending on the seriousness of the rule violated, disciplinary action might consist of counseling, detention, Saturday Morning Work Program, in-school suspension, out-of-school suspension, or permanent expulsion.

Students and parents alike need to be aware that “*ignorance of the law*” is not an acceptable excuse when rules are violated; therefore, familiarity with the contents of the Student-Parent Handbook and the Policies of the Commerce City School System regarding student conduct is a must.

Violence has never been a major problem on our campus, but it is an ever-increasing problem in schools around the state and nation. If our campus is to be free from all violence, students, parents, and school officials must work together.

For your information, the school has adopted a “ZERO TOLERANCE” attitude towards all kinds of violence. That is, we will not tolerate any type of violence on the CHS campus. Be sure to read carefully the definition of violence that is listed below along with the examples of the different types of violence.

### **VIOLENCE IS ANY MEAN WORD, LOOK, SIGN, OR ACT THAT HURTS A PERSON’S BODY, FEELINGS, OR THINGS.**

Three types of violence and some examples of each type are as follows:

#### **Verbal Violence**

name calling  
teasing  
laughing at  
threatening/ordering  
degrading/mock  
ing  
rumors, gossiping  
intimidating  
ridiculing

#### **Visual Violence**

eye rolling  
gesturing  
facial sneering  
graffiti  
invasion of space  
picture/notes

#### **Physical Violence**

hitting/kicking  
spitting  
hair pulling  
damaging property  
defacing lockers  
desks, books  
keep away  
tearing clothes

We believe that if we all show the RESPECT towards others that we want them to show towards us, we can have a learning environment that is totally violence free. We hope that you - students and parents - agree with us and that you will do your part to make our campus safe and orderly. Please read carefully the ENTIRE contents of this handbook. If you have any questions, please contact the school office and ask to speak to an administrator.

**“Don’t limit your challenges - challenge your limits.” ~Jerry Dunn**

### *~ACADEMIC AWARDS POLICY~*

Academic letters can be earned by Sophomores, Juniors, and Seniors. Students who have maintained at least a 90 average for each semester of the preceding year will receive a letter of recognition for his/her first year and will receive an academic bar for each subsequent year of recognition. **Grades will not be rounded to the next highest number in order to achieve eligibility for this academic recognition (ex: 89.6% is not rounded to 90%).** Students transferring from schools outside of Commerce will be recognized for equivalent academic work earned at another school and will be eligible for a Commerce High School letter after one full year in attendance. Please note: The Commerce High School student information system is the official grade of record, not the parent portal.

### *~ACCIDENTS~*

**Any accident involving a student and occurring in the building or on the campus should be reported to the office immediately.**

### *~ADMISSION~*

Any student entering Commerce High School for the first time must present some type of record of his/her previous school attendance and accomplishments. Grade and subject assignments will be based on these records. Except in emergencies approved by the counselor, students will **not** be permitted to begin classes at Commerce High School until records of previous school attendance have been presented or verified and a schedule worked out. **NOTE: A parent or guardian must accompany students who wish to meet with the counselor to discuss possible registration for classes at Commerce High School.**

#### **SPECIAL NOTES:**

1. Students who are not bona fide residents of the City of Commerce who wish to attend Commerce High School **must comply with Board Policy JBCB, Non Resident Students, which was passed in April 2001.**
2. Students who are attending other school systems and who wish to attend CHS without changing their residence **MUST APPLY WITHIN 5 DAYS OF THE BEGINNING OF ANY SEMESTER.**
3. Students who transfer from Commerce High School to one of the neighboring systems and then decide to return to Commerce High School **AFTER A FEW DAYS WILL NOT BE ALLOWED TO RE-ENTER UNTIL THE FIRST DAY OF THE NEXT SEMESTER WITHOUT SPECIAL PERMISSION FROM AN ADMINISTRATOR.**

Beginning in the 2024-2025 school year, tuition for out of district students in kindergarten through 12th grade will be \$600 per student with no family cap. Non-resident students who were enrolled at Commerce High School at the end of the 2023-2024 school year are grandfathered in and allowed to continue attending school in our system without paying tuition, provided their enrollment remains continuous. Any student who withdraws and subsequently wishes to re-enter, or students who move outside of the Commerce City School district, will be subject to paying tuition.

### *~ADVANCED PLACEMENT COURSES~*

As students do increasingly well in high school, college admissions requirements have become more competitive each year. Universities are not only looking at GPA and class rank; they want to see students challenging themselves academically through advanced coursework.

Advanced Placement courses are college level courses taught at our high school. Our AP teachers and courses are held to the College Board standards. Through these exams, students have the opportunity to earn credit or advanced

standing at most of the nation's colleges and universities. **Students and parents should try to plan their budgets in order to be able to pay for these exams which cost about \$100.00 each.**

**Students enrolled in Advanced Placement (AP) courses who take the AP exam will receive 10 quality points added to their final course average. Students who do not take the AP exam will not receive the 10 quality points.**

### *~ATHLETIC AWARDS POLICY~*

#### **A. VARSITY LETTER REQUIREMENTS**

The varsity award shall be presented to an athlete who satisfies the participation requirements, completes all team obligations, and receives the recommendation of the coach. The coach may recommend a waiver of these requirements under unusual circumstances.

1. Season is defined as the period of time from the first practice to the last regular season scheduled event.
2. Junior varsity awards are given on the recommendation of the coach to all athletes that complete the season.
3. Manager's award will parallel the regular awards system if students manage the entire season.
4. Statistician's award-satisfactorily compile statistics for the entire season.

#### **B. LETTERING CRITERIA THAT PERTAINS TO ALL SPORTS**

1. An athlete who moves from one level of competition to another will letter at the highest competition provided the athlete has met combined requirements.
2. A coach will have the prerogative to letter a senior who has not met the seasonal requirements for lettering.
3. Injury Rule: Any athlete who is a starter or plays regularly and is thereafter injured may be awarded a letter, if in the coach's judgment; he would have met the lettering requirements.
4. A student must complete the season in good standing with the school and coach.

#### **C. AWARDS**

1. Varsity awards:
  - a. 1st-year award: gold medal insert signifying the sport and certificate
  - b. 2nd-year award: gold service bar and certificate
  - c. 3rd-year award: gold service bar and certificate
  - d. 4th-year award: gold service bar and certificate
2. Junior Varsity award:

Any year: All members are to be awarded a participation certificate.
3. Senior award:

ALL SENIOR ATHLETES will receive a senior athlete award plaque showing the varsity letters that the athlete has earned on teams in which he/she remained in good standing during his/her career at Commerce High School. **Students will be awarded a Senior plaque only for those sports they participate in their Senior year.**
4. Championship award:

ALL MEMBERS of a varsity team that wins a regional or state championship will receive a chenille emblem of that sport which indicates the championship.
5. "A" average award:

ALL STUDENT ATHLETES who have earned a 90+ average for all classes will receive a certificate indicating the award.
6. All CHS Athletic issued uniforms must be returned to the coach. Students will be responsible for all costs of the uniforms if not returned.

## *~ATTENDANCE~*

### **GEORGIA ATTENDANCE LAW**

**The Georgia Compulsory Attendance Law:** It is the duty of every parent, guardian, or other person having control of any child between the child's 7<sup>th</sup> and 16<sup>th</sup> birthday to assure that the child attends a public school, private school or home study program. Failure to comply constitutes a misdemeanor punishable by up to \$100 fine, 30 days imprisonment, or both. Each day's absence constitutes a separate offense GA Code 20-2-690.1.

Student attendance is critical to the attainment of high academic expectations. School attendance is the responsibility of both parents and students. Please review the Commerce City Schools Compulsory Attendance Notice received at Open House/first week of the school year for more detailed information.

**Certain absences are considered to be excused according to state guidelines. Excused absences include:**

- Personal illness or attendance in school endangers a student's health or the health of others.
- A serious illness or death in a student's immediate family necessitating absence from school.
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- Observing religious holidays, necessitating absence from school.
- A period not to exceed one day (at the discretion of the local unit of administration) for registering to vote or for voting in a public election.
- Serving as pages of the Georgia General Assembly. (Students will be counted present.)
- A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.
- Students are required to be in attendance on each day that school is in session. When a student is absent from school, he or she must be marked absent in the official attendance register maintained by the classroom teacher. The school is required to contact a parent or guardian EVERY TIME that a student is absent.

### **ATTENDANCE PROCEDURES**

Commerce High School is committed to the academic success of each and every student. Commerce City Schools require students to be in attendance in accordance with requirements of the Georgia Compulsory Attendance Law above. **Students may have up to five parent excused absences per semester.** After these five, all other absences will be counted as unexcused. Students who are absent for more than two blocks of the school day are considered absent for the entire day for attendance and athletic/extracurricular purposes. Nine absences of any kind may result in a grade of 69 being awarded for the course. To encourage good attendance the following interventions will be used:

- **3 Unexcused Absences** – Phone call with a parent/guardian from school personnel.
- **5 Unexcused Absences** – The school will issue a letter via mail outlining the penalty and consequences if absences continue.
- **7 Unexcused Absences** – Letter from the school and a parent conference with the administration informing parents that if a student receives 9 unexcused absences this school year the student will not be eligible to obtain or keep a driver's license, losing driving privileges for one year or until he or she reaches the age of 18.
- **9+ Unexcused Absences** – May result in loss of driving privileges and a grade of 69 being awarded for the course. At 10 unexcused absences students are referred to the Attendance Review Board.



### **Suggestions to Parents for Promoting Good Student Attendance**

**Make school attendance a high priority in your home! Every day is important...from the first day of school to the last day of school!**

- Discuss the importance of daily attendance and academic achievement with your student(s).
- Get your student to school on time.
- Arrange for transportation or child care as needed.
- Ensure that your student has school supplies, etc. Contact CHS Student Services if you need assistance.
- Provide updated and accurate emergency contact information.
- Make sure your student's medical/immunization records are up to date.
- Monitor your student's daily school attendance.
- Sign and return all contracts and letters from the school in a timely manner.
- Attend parent/teacher/student conferences as needed.

### **Handle absences responsibly:**

- **Students may not earn credit for a class in which they have missed 9 or more days during the semester without going through the Appeals Committee process.**
- Know the *Georgia School Code's* legitimate reasons for absence.
- Send a note within five (5) days after your student returns to school briefly explaining the absence.
- Plan family vacations with the school calendar in mind. Reminder: vacations are not considered excused absences.

**Excused Absences:** Written justification (signed by a parent or guardian) must be submitted for any absences. A parent phone call will not qualify as an excused note. In compliance with Georgia Law, all pupil absences shall be classified as unexcused or illegal except for those reasons specified by state regulation. Students will provide notes for excused absences to the attendance clerk. **Only physician's notes will be accepted as excused absences once the student has reached five (5) absences.**

**Unexcused Absences:** The definition of an unexcused absence is "absence from school with or without parent's consent for reasons other than those considered excusable." **Once the student has met five (5) parent or guardian notes, absences are unexcused unless a doctor's note is provided.** You must be present for 60 minutes of each block to be counted present for that block. Students who are absent for more than two blocks of the school day are considered absent for the entire day for attendance and athletic/extracurricular purposes.

### **Make-up Work:**

- A. Students are responsible for making up all work missed due to absences.
- B. Students absent only one day are expected to turn in or take any pre-assigned work or test the day that they return.
- C. Students will have two days per consecutive day absent to complete makeup work. For multiple absences, the makeup deadline may be extended. Students must make arrangements for make-up work with their teachers on the first day that they return to school after an absence. Makeup work is the responsibility of the student.
- D. Assignments or tests that are not made up by the specified time receive a grade of zero (0).
- E. Work must be made up before school, after school, or online learning—not during a regular class period.
- F. Students will receive a grade of zero (0) for any daily work missed while they are serving an out-of-school suspension. Students will be allowed to make-up and receive credit for any major assignments, tests, projects, etc.

**Attendance on Day of Extracurricular Activity:** For participation in an extracurricular activity, a student must be present at school two blocks of the school day or be granted permission at the discretion of an administrator.

**Check-In Procedures:** Any student who comes to school after the school day has begun must go to the front office

for a tardy slip before being admitted to class.

**Emergency Checkout Procedures:** A student who becomes ill will visit the school nurse in the clinic. The school nurse will determine if it is necessary for the student to leave school due to illness. The decision to check the student out or leave him at school must be made by the parent/guardian. The legal liability here is absolute. All students checking out of school must check out in the office.

**College Visits:** College visits must be approved by an administrator prior to the college visit. There are no exceptions. Documentation of the visit must be provided to the school upon the student's return to school in order for the absence to be excused.

### **ATTENDANCE APPEALS**

**A student who earns a passing grade but who misses more than nine days from any class will earn NO CREDIT for the course(s) affected unless an appeal is filed and approved.** These students are afforded an appeals process through which they may request the appeals committee (including the Attendance Clerk, Assistant Principal, Principal, and others) to grant credit. No credit is earned by any student who passes a class and does not appeal or who has an appeal denied. The appeal form must be completed by the deadline. This process takes place during the last two weeks of the semester. Students and parents are advised to keep original documentation in preparation for such an appeal.

### **TARDY POLICY: School and Class**

**Tardies:** A student is tardy if he/she enters a class after the tardy bell has finished ringing. Parents/guardians will be notified of chronic problems concerning tardiness. Consequences for tardy procedures will be based on cumulative tardies. Students will begin receiving consequences with their eighth tardy. Excuses will not be accepted.

**Tardy to School:** Students who arrive to school any time after the scheduled start time of their first on-campus class are tardy to school. Penalty for tardies to school are as follows:

Tardies 1-7: No penalty

Tardies 8 or more: Students will lose the opportunity to exempt exams for the semester.

Tardies 9: Students may lose driving privileges for the remainder of the semester.

Excessive tardies could result in further disciplinary action.

**Tardy to Class:** Students who are not in their assigned classroom by the bell beginning each class are considered tardy. The penalties for tardies to class are as follows:

Tardies 1-4: No penalty

Tardies 5-8: One day after school detention assigned by teacher for each tardy (15-60 min)

Tardies 9 or more: One day of ISS for every tardy to class.

### **CHECK IN/CHECK OUT**

**Students who arrive at school after the bell must sign in at the office before reporting to class.** Documentation from professional appointments is necessary in order to prevent a student from being penalized for being tardy to school.

Any student needing to leave campus during the day must check out through the office following the below check-out policy. It is important to keep the office informed of any changes in phone numbers, addresses, or contact persons listed on the Student Information Sheets/Census Verification Forms (Exception: Students who are participating in approved school activities or off-campus courses). The information on the form is used when a student's parent/guardian needs to be contacted for any reason. **Students who are 18 or older are NOT allowed to check themselves out of school. Commerce High School students are not allowed to check out other Commerce High School students.**

**Policy:**

1. For students to check out of school, the office will only accept parent notes (they will be verified with a phone call and must be turned in at the beginning of the school day) or the parent/guardian must come to the school to check the student out.
2. **ONLY** persons listed as a parent, guardian, or emergency contact in Infinite Campus will be able to check out students.
3. Students will not be allowed to call to check out of school unless ill and directed to do so by the school nurse or administration.
4. **Students are not allowed to check out of school to go eat lunch.**

**Procedure:**

1. The student must take his/her check out note to the office before school begins. The note must have a date, time of check out, reason, parent signature, and parent phone number.
2. A checkout slip will be issued to the student. When it is time to check out, the student will have the teacher sign the slip and **the student will go to the front office if he/she is being picked up by a parent or guardian or to the office in the student services area if he/she is driving his/her own car.** The student is to leave the check-out slip with the receptionist in the appropriate office, sign out, and leave immediately. Students are not to remain on campus after checking out.
3. If the student returns the same day, the student must report to the office to get an admittance slip.

Persons who are dropping students off or picking them up must do so at the designated area. **All students must leave campus by 3:15 p.m. unless under the supervision of school personnel.**

**~BUS INFORMATION~**

**BUS BEHAVIOR**

The school bus is an extension of the school campus. All rules of conduct which pertain to students while attending school apply while enroute to and from school. Rules that pertain specifically to transported students are listed below.

1. Students are to allow the bus to come to a complete stop before attempting to load or unload. They are to enter and leave the bus in an orderly manner and as promptly as possible. Students will immediately cross in front of the bus in full view of the driver.
2. Students must remain in seats while the bus is in motion. Drivers may assign seats if necessary.
3. Body parts (arms, head, etc.) must be kept inside the bus at all times while enroute.
4. The throwing of objects of any kind is prohibited. Dangerous objects are not permitted on the bus.
5. Eating and drinking while riding the bus is prohibited. *(Students will not be allowed to board the bus with chips, soft drinks, etc. unless items are in lunch boxes.)*
6. Use of tobacco in any form is prohibited.
7. Students should not mark, cut, or otherwise deface the bus.
8. Consideration should be shown to the bus driver. He/she is responsible for the safety and conduct of students riding the bus. Discipline problems will be directed to the appropriate school administrator.
9. In determining the disposition of a bus related problem, the principal may exercise the option in the disciplinary code for the offense plus the option of removal of bus riding privileges either on a temporary or a permanent basis.
10. The bus driver will operate the exit and emergency doors and the stop arm.
11. Students are to be at the bus stop at the scheduled time and to wait in an orderly manner.
12. The use of obscene language or gestures is prohibited.
13. Evacuation of school buses will be conducted by bus drivers and student assistants' quarterly and a report of the evacuation is to be turned in to the superintendent's office.
14. All Commerce City buses are subject to audio and video surveillance. Tapes may be reviewed by system personnel and parents/guardians.

15. Students who do not ride a bus on a regular basis must bring a note from their parents to the office and to the bus driver when they are riding the bus. Examples: Students spending the night with a bus rider or students going home with a bus student for the afternoon.
16. Usage of cell phones or other electronic devices by students while on a school bus must be cleared with the regular route driver or the person who is in charge of the group or team. Students must cease use of all such devices if requested by the bus driver or faculty supervisor.

### **BUS TRANSPORTATION**

Parents are **REQUIRED** to update student information in the parent portal to request bus transportation. A bus pick up and drop off address are required. All students who sign up for bus transportation will be given an ID tag to scan on and off the bus. Students will **NOT** be permitted to ride the bus without a valid ID tag. The ID tag will be scanned when a student gets on and off the bus each day.

Parents may download the Here Comes the Bus app in order to update student transportation information and receive real-time information on the exact location of your child's bus. Please allow 24 hours for change requests through Here Comes the Bus to become effective.

### ***~CODE OF ETHICS~***

#### **Commerce High School Code of Ethics**

As a member of the Commerce High School community, I commit to upholding the following principles:

1. I will honor my peers and myself, treating others with the same kindness and consideration I wish to receive.
2. I recognize that my personal rights are intertwined with the rights of others, and I am committed to acting in ways that honor and respect this shared responsibility.
3. I will show respect for my teachers and administrators, acknowledging their roles in guiding and supporting my educational journey.
4. I will contribute to making Commerce High School a community characterized by positive actions, speaking and acting in ways that bring pride to my school and to me at all times.
5. I will follow the Commerce High School Academic Honor Code and refrain from participating in any acts of academic dishonesty.

### ***~DISCIPLINE~***

In order to have a safe and orderly school environment, proper discipline must be maintained. It is imperative that all students and parents become familiar with all rules and regulations contained in this Student-Parent Handbook and the Commerce City Schools' Discipline Handbook. Questions about rules and procedures should be directed to a school administrator.

All rules apply to school sponsored trips and/or activities, which take place after normal school hours as well as during the regular day. **Special Note:** *Any student who violates laws OUTSIDE OF SCHOOL HOURS AND AWAY FROM SCHOOL ACTIVITIES or whose conduct is such that his presence at school would severely disrupt the educational process MAY BE PROHIBITED FROM ATTENDING SCHOOL.* Harassing communication and cyber bullying is addressed in the system handbook.

#### **For additional clarification:**

A student who has been arrested, charged, or convicted in a court with a felony or an offense which would be

considered to be a felony if the student were an adult, or is charged with an assault upon another student, a violation of the drug laws or sexual misconduct of a serious nature and whose presence at school is reasonably certain to endanger other students or staff or cause substantial disruption to the educational climate may be disciplined or excluded from school. Special Note: In compliance with SB413, the faculty and administration of Commerce High School encourage parents and guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

**The information in this handbook does not cover every situation that could arise which would call for disciplinary action by teachers or by administrators. PLEASE REMEMBER THAT IF YOU DO NOT KNOW WHETHER OR NOT SOMETHING IS ACCEPTABLE OR PERMISSIBLE, YOU SHOULD ASK A TEACHER OR AN ADMINISTRATOR BEFORE DOING IT.**

STUDENTS AND PARENTS SHOULD BE AWARE THAT ADMINISTRATORS HAVE WIDE DISCRETIONARY AUTHORITY IN DETERMINING DISCIPLINARY ACTION FOR VIOLATIONS OF ANY STATED RULES AND FOR ANY ACTIONS WHICH ARE DETERMINED TO BE INAPPROPRIATE THAT ARE NOT COVERED BY ANY SPECIFIC RULE IN THE STUDENT-PARENT HANDBOOK OR THE SYSTEM DISCIPLINARY CODE.

School administrators are authorized to file criminal charges in their official capacity as administrators for the school system whenever city, state, or federal laws have been violated.

The following actions are prohibited by students enrolled at Commerce High School:

- a. possessing or using tobacco,
- b. selling, attempting to sell, possessing, or using alcohol or drugs,
- c. possessing, threatening to use, or using a weapon,
- d. threatening or assaulting a faculty or staff member,
- e. fighting,
- f. stealing or damaging school property,
- g. stealing or damaging private property within school jurisdiction,
- h. refusing to carry out reasonable instructions of school personnel,
- i. skipping school, class(es), or required activities,
- j. disrupting the learning environment of the class,
- k. using profane, vulgar, or obscene words, gestures,
- l. refusing to accept disciplinary action by teacher or administrators,
- m. misbehaving on the bus,
- n. threatening, intimidating, or bullying another student,
- o. gambling,
- p. possessing or using fireworks and/or smoke bombs,
- q. setting off the fire alarm or calling 911 for no justifiable reason,
- r. harassing other students and/or adults on school campus,
- s. cheating (See policy below)

### **COMMERCE HIGH SCHOOL CHEATING POLICY**

#### **Definitions of cheating:**

- Turning in someone else's work as your own
- Having possession of someone else's paper
- Copying from someone else's paper
- Working with other students on any assignment without teacher's permission
- Using materials to assist in assignments without teacher's permission and proper citation
- Copying or paraphrasing from outside sources without proper citation (plagiarism)
- Allowing another student to copy or use work without permission from the teacher
- Possessing or using cheat sheets

- Using artificial intelligence tools, such as ChatGPT, to create or complete assignments
- Any other incident deemed to be cheating by an individual teacher

Consequences for cheating:

The student is given a zero and the parent is contacted by the teacher. The possibility of exam exemption in that class is also lost. Note: If a teacher's regular policy is to drop the lowest grade of a student, the zero for cheating may **NOT** be dropped.

Violation of any CHS rules may result in after-school detention, placement in the Saturday Morning Work Program, in-school suspension, out-of-school suspension, long-term suspension, and/or expulsion.

**COMMERCE CITY SCHOOLS ALTERNATIVE SCHOOL**

The purpose of the alternative placement is to provide an educational opportunity for students who make negative choices, but still need support in an educational environment to master academic standards. The alternative school will be housed in the Annex Classroom #1 on the property of Commerce City Schools in a face-to-face format utilizing Edgenuity as the modality of learning.

Kendall Love, Administrator

Mr. Nick Ward, Alternative School Teacher

Offenses that Qualify for Alternative Placement:

<b>Possession, Use, or Distribution of THC Vape Products</b>	Possessing, using, selling, buying, giving away, bartering, or exchanging any DAB pen/cart product or smoking paraphernalia or ionizers, vaporizers, or any related paraphernalia.
<b>Severe School Disruption</b>	Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others; may represent a repeat action.
<b>Weapons</b>	Possessing, using, selling, buying, giving away, bartering, receiving, or exchanging any firearm, dangerous weapon, explosive compound, or an object that can reasonably be considered and/or used as a weapon. Possession of a weapon, as provided for in O.C.G.A. § 16-11-127.1.
<b>Drugs</b>	Possessing, using, selling, buying, giving away, bartering, receiving, or being under the influence of any drug or substance declared unlawful, any substance or chemical that is mood altering when taken, or any substance represented to be a drug or unlawful substance; or admits to the use of any substances represented to be a drug prior to attending school or a school related activity; or, possessing any drug paraphernalia. Unlawful use or possession of illegal drugs or alcohol.
<b>Bullying Level 3</b>	Repeated acts, as defined in the Georgia Code Section 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive that it intimidates or threatens educational environment.
<b>Assault</b>	Physical abuse, inappropriate physical contact or actions toward students or staff.
<b>Combination of Offenses</b>	Accumulation of four (4) infractions that result in suspension, which is a willful and persistent violation of the student code of conduct.
	Charged with a felony on or off-campus. Any off-campus behavior of a student which could result in the student

<b>Off-Campus Felony</b>	being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process
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All qualifying offenses will result in an automatic 10-day suspension and a tribunal waiver/hearing within 15 days. Each offense will result in a semester-long removal from the regular classroom environment for students 6-12. During the suspension period, the student is not allowed on any Commerce City Schools campus (except Annex #1) and is not allowed to attend or participate in any events by Commerce City Schools without written permission from the school administration.

All special education laws will be followed and any student served with an Individualized Education Plan or 504 will receive due process.

During the course of their placement at the alternative school, all students will receive character education lessons through-out their time during placement.

All students served at the alternative school will receive breakfast and lunch.

Transportation to and from school will be the responsibility of the parent or guardian. The principal of each school will have administrative discretion on all individual cases.

**STUDENTS AND PARENTS SHOULD REFER TO THE SYSTEM DISCIPLINARY POLICY HANDBOOK FOR DETAILED INFORMATION CONCERNING THE RULES AND THE CONSEQUENCES FOR THE VIOLATION OF ANY STATED RULE.**

**GUILT BY ASSOCIATION**

Students who are with a student that commits a serious rule violation may also be charged with the violation and disciplined accordingly unless their innocence can be clearly determined.

**DEFINITIONS OF DISCIPLINARY TERMS**

**Expulsion:** Removal of a student from the school system for an extended period of time or permanently by Board of Education action.

**Long-Term Suspension:** Removal of a student for more than ten school days, but not beyond the current school semester. The principal or assistant principal has the authority to recommend long-term suspension based on the seriousness of the offense. Long term suspension recommendations are heard by the hearing officer unless the superintendent directs it to be heard by the Board of Education.

**Out-of-School Suspension (OSS):** Removal of a student from all classes and school-sponsored activities for a designated period of time by either the administration or the Board of Education. Note: **Students may NOT make-up work missed while they are serving an out-of-school suspension except for semester exams/projects.**

**In-School Suspension (ISS):** Removal of the student from all classes and school-sponsored activities during the school day by the administration. If in-school suspension is not available, other appropriate disciplinary action will be taken in those cases that would normally call for in-school suspension.

**Saturday Morning Work Program:** For minor rule violations, students at the discretion of the principal or assistant principal, may be placed in the Saturday Morning Program instead of being given after school detention or in-school suspension. Students who are assigned in this program must report to the front entrance of Commerce High School by 8:00 A.M. on the date assigned and must be picked up at the same location at 12:00 P.M. Students who have driver's licenses may drive themselves to and from the program with the permission of their parents. Failure to

report on the specified date or time to follow the directions of the Saturday Morning Supervisor will result in the student being assigned ISS for the first offense, two days ISS for the second offense and subsequent offenses. Assignment to Saturday Morning Work Program is **NOT** an option for students who commit serious rule violations.

### **GENERAL COMMENTS ABOUT DISCIPLINE**

All Teachers have the responsibility and authority to correct, reprimand, or penalize any student who behaves inappropriately either at school or any school sponsored activity.

Teachers have been instructed to handle as many of the situations which arise in their classrooms as possible. However, students who are fighting are referred to the office for disciplinary action. The local law enforcement officials may be contacted and the student may be turned over to them and charged with a criminal offense to the extent the law allows. Fighting is considered to be physical violence between two or more students and is usually punished by ISS or OSS. All students involved in a fight are suspended unless the innocence of one or more can be proven. Length of suspension for each student may vary according to circumstances and previous disciplinary record. Problems such as horseplay or arguing may be handled by teachers or administrators through use of other forms of disciplinary action.

Students should be aware that all disciplinary incidents that are referred to the office are recorded and become a part of an accumulative discipline file that follows each student throughout his/her high school career.

Students at Commerce High School can do a lot towards helping maintain a safe and orderly school environment by being willing to let school officials know when problems are developing between other students. Also, often students will know when other students are in possession of weapons or illegal drugs. Students who are good citizens will find a way to promptly provide this kind of information to a teacher or administrator so that proper intervention measures can be taken. School officials understand the importance of protecting the identity of students who provide such information.

The classroom rules, which are listed below, have been established for use by all teachers in an attempt to provide more consistency with discipline. Copies of these rules will be posted in each classroom. Students should remember that teachers may add other rules for their classrooms if they so desire.

- 1. Students are to be in their classroom when the tardy bell rings.**
- 2. Students must have books, pencils, and other required items to remain in class WITHOUT PENALTY.**
- 3. No talking or moving around the room without teacher permission.**
- 4. No gum, food, or drinks, in any classroom without permission of the teacher.**
- 5. Courtesy and respect should be shown to others at all times.**

Penalty for violations of rules: Detention with the teacher for a minimum of 15 minutes, maximum of 60 minutes for first 3 violations. Referral to office on the 4th and subsequent offenses. Special Note: Penalties for excessive or severe violations of any of the above rules may be increased at the teacher's discretion depending on circumstances. Other rules may be added by individual teachers.

The rules listed below should be considered general guidelines for hallways:

- 1. Follow directions of staff members the FIRST TIME they are given.**
- 2. No running, horseplay, excessive noise, or vulgar language at any time.**
- 3. Students must have the legitimate hall pass of a teacher to be in the halls during class time.**
- 4. No congregating in halls at any time in a manner that would impede traffic.**

The rules listed below should be considered general campus rules:

- 1. Follow directions of staff members the FIRST TIME they are given.**
- 2. STAY IN DESIGNATED AREAS BEFORE SCHOOL (CAFETERIA) AND AT LUNCH**



**(CAFETERIA AND STUDENT PLAZA).**

3. **Place trash in proper containers.**
4. **Do not write on or damage school property in any way.**
5. **Do not use vulgar language.**

Other routine rules are as follows:

1. WHEN STUDENTS ARRIVE ON CAMPUS IN THE MORNING THEY ARE TO REPORT TO THE CAFETERIA.
2. STUDENTS ARE NOT TO SIT IN THEIR CARS IN THE MORNINGS AFTER ARRIVING ON CAMPUS NOR DURING THE SCHOOL DAY. (Students are not to hangout in any parking area.)  
**Students may not go to the student parking lot during the day without permission from Student Services.**
3. Students are not to leave campus once they have arrived unless checked out or at the end of the school day.
4. **THE PUBLIC DISPLAY OF AFFECTION BETWEEN STUDENTS IS UNACCEPTABLE BEHAVIOR ON THE SCHOOL CAMPUS.**
5. Students are to eat lunch either in the cafeteria or outside on the picnic tables on the student plaza. Students are allowed to eat breakfast in the cafeteria. Students are not allowed to eat breakfast in the classrooms.
6. Electronic devices or any type of noise making device that is being disruptive will be taken up and kept until the end of the school day. Habitual violators will be referred to the office. *(Special permission may be granted for field days or other specific events.)*
7. **STUDENTS MAY NOT HAVE LUNCH FROM RESTAURANTS BROUGHT IN TO THEM BY FRIENDS OR RELATIVES.**
8. Students will be held responsible for their friends or relatives who are not students at Commerce High School that come on campus and behave in an unruly manner.
9. The faculty workrooms are off limits to students during the day and after school.
10. **Students are to leave the campus within a few minutes after school is dismissed unless they are serving detention or practicing for some activity under the supervision of a member of the faculty.**
11. Dancing which is lewd or suggestive will not be allowed at dances sponsored by organizations representing Commerce High School. **The faculty advisor(s) of the organization that is sponsoring each dance will be responsible for identifying violators of this rule. The advisors will also have the authority to either expel the violators from the dance or to terminate the event for everyone if violations occur after a warning has been issued about such dancing.**

**SPECIAL NOTE:** *Violation of any school rule may result in counseling, detention, Saturday Morning Work program, in-school suspension, out-of-school suspension, and/or expulsion depending on the circumstances surrounding the violation.*

**FACILITATION: PROMOTING VIOLATIONS OF SCHOOL POLICY, LAWS, ORDINANCES**

Students shall not engage in or encourage, promote or otherwise facilitate activity by other students that is in violation of school policy, Commerce City ordinances, or state law. Actions of encouragement, promotion or facilitation may include but are not limited to facilitating, promoting or encouraging others to: fight; illegally use alcoholic beverages; abusing illicit drugs; misuse or abuse prescription or over-the counter drugs; illegally possess or use tobacco products; engage in unsafe or dangerous acts while at school, at any bus stop, on any school bus or other school transportation regardless of location. Further action of encouragement & facilitation includes offering to arrange a time or location for such activities. Violation of this policy could result in disciplinary action as determined by the school administration and/or criminal prosecution and civil liabilities.

**Harassment**

Students shall not encourage or participate in any activity which may or actually does result in the disruption of any classroom, school function or interfere with the education of any other student or the educational role of any staff member through harassment in any form including but not limited to: the spreading of rumors, innuendo or defamatory remarks in person or through any medium regardless of the location of origin of such actions that violate

this policy. Such actions may include but are not limited to: intentional embarrassment or defamation of another person; release of information that causes embarrassment to others or violates any person's personal privacy; or any harassment based on race, national origin, religion, disability, appearance, gender, social or socio-economic status.

Violation of this policy could result in disciplinary action as determined by the school administration and/or criminal prosecution and civil liabilities.

### **Sportsmanship**

Students will not engage in any unsportsmanlike activity during any sporting event whether at Commerce City School events or sporting events at other schools involving Commerce City School students. This activity is described as but not limited to the following:

1. taunting officials, participants, or other fans;
2. directing vulgar or inflammatory language towards any other persons;
3. engaging in or encouraging others to engage in any personal or group activity which promotes an unsafe or disruptive environment;
4. encouraging others to participate in violent behavior.

Violation of this policy could result in disciplinary action as determined by the school administration and/or criminal prosecution and civil liabilities.

### **Protection of Identification: Imagery-Privacy & Consent**

Students shall not use any means, electronic or otherwise, to record, capture, document, transfer or post images of other students or school staff on social networking sites or through any other means whether electronic, print, or otherwise in public or private mediums without prior consent of those captured or portrayed or without the consent of the parent/guardian of any student 16 years of age or younger.

Violation of this policy could result in disciplinary action as determined by the school administration and/or criminal prosecution and civil liabilities.

## ***~DRESS CODE~***

Students are expected to come to school dressed appropriately each day. **Dressing in any manner that would be disruptive to the learning environment will not be acceptable.** The rules for student dress, which are listed below, should serve as basic guidelines to all students. **Commerce High School reserves the right to change the dress code at any time.** **Students who violate the dress code will be assigned to In-School Suspension unless they can produce appropriate clothing to change into or they can call someone to bring appropriate clothing.** If students spend more than half of the day in ISS, the day will be counted ISS and the students will lose privileges (Examples: exam exemption, senior privileges, etc.).

#### **Approved Clothing:**

- Clothing should cover the shoulders and extend across the chest and back from one underarm to the other, and reach below the waist.
- Clothing must have sleeves and cover undergarments.
- The length of shorts, skirts and dresses must be at the mid-thigh, front and back.
- Tops worn over leggings/yoga pants must be at least fingertip length, front and back.
- Rips or tears, with or without fray, in clothing must be below the knee.
- Shoes must be worn at all times and should be safe for the school environment.

The following items are not permitted:

- Headgear and head coverings, including hats and hoods, unless for religious, medical, or other reasons approved by school administration;
- Pajamas or any attire resembling sleepwear (including slippers);
- Swimwear;
- Costumes or any components of a costume, such as ears, masks, face paint, tails, capes, etc., unless it is on a dress-up/spirit day approved by the administration;
- Transparent clothing;
- Bike shorts;
- Crop tops/half shirts;
- Clothing, jewelry, tattoos, body markings, piercings that advertise, depict or imply the following: alcohol, drugs, tobacco; sexual activity, or nudity; gang activities; vulgar, discriminatory, or obscene language or images; illegal or violent conduct; weapons;
- Shoes with attached wheels or cleats;
- Sunglasses; and
- Blankets.

*\*The CHS administrators reserve the right to assign additional consequences for repeated violations of the dress code requirements.*

At this time, Commerce High School students who are scheduled for health/physical education courses are not required to wear uniforms; however, they are expected to adhere to the dress code requirements as specified above during regular school hours.

### **~DUAL ENROLLMENT~**

**Dual Enrollment Coordinator:** Joy Scott  
**Email:** Joy.Scott@commercecityschools.org  
**Phone:** 706-335-5942  
**Office Location:** Student Services

#### **Application Process**

1. Students will schedule an advisement appointment with Mrs. Scott to initiate the process and review eligibility and college/course options.
2. DE students must complete:
  - (1) Dual Enrollment Advisement Plan (student and parent signatures required)
  - (2) DE Contract (student and parent signatures required)
  - (3) Online DE Student Participation Agreement and Funding application located on [www.gafutures.org](http://www.gafutures.org) (See Mrs. Scott if you need login information). Any male student who is 18 or will turn 18 during the semester they are enrolled will be required to register with Selective Service in order to get the class(es) funded through GA Futures.
  - (4) Application to college discussed with Mrs. Scott
3. Upon acceptance from the college, students are responsible for following the steps from the college for registration, **every semester of participation**. Failure to do so in a timely manner could result in the student being dropped from his/her college classes.

#### **Financial Information**

Tuition, mandatory fees and books are expenses that DE funding covers. All other expenses will be the student and parent/guardian's responsibility to pay. Students may incur expenses for course-related fees and supplies required for a particular course. If a student chooses to enroll in courses that are not DE approved courses, the student may be charged for those non-DE courses.

The DE Funding application must be completed online (and signed off by the student and parent) in order to obtain funding for your course(s).

### **Academic Information**

DE courses have the rigor and intensity of college courses; professors may not even know you are in high school. Consider your regular high school course load, extracurricular activities, and time management.

**DE program courses will become part of the student's high school and college permanent transcripts.**

CHS will accept grades only as they are reported on the OFFICIAL TRANSCRIPT from the college. No other means of grades being reported will be accepted—email, letter from professor, etc. Colleges do not send midterm grades, so no grades will be on progress reports for DE classes.

- **Numeric scores:** Final grades reported as numeric scores by postsecondary institutions will be posted exactly as reported on the official transcript from the college. If any points are to be added to the DE grade, then they are added to the numeric score before being posted to the high school transcript.
- **Letter grades:** Final grades reported as letter grades by postsecondary institutions will be converted into numeric scores using the following conversion: A+ /A=100, A- = 92, B+ = 89, B = 86, B- = 82, C+ = 79, C = 76, C- = 74, D+ = 73, D = 72, D- = 70, F = 59. If any points are to be added to the DE grade, then they are added to the numeric score before being posted to the high school transcript.

Conversion Chart for Dual Enrollment Grades Updated July 1, 2021	
Letter Grade from Post-Secondary Institution	Numeric Score
A+	100
A	100
A-	92
B+	89
B	86
B-	82
C+	79
C	76
C-	74
D+	73
D	72
D-	70
F	59

**A student becomes ineligible to continue receiving Dual Enrollment program funding after his or her 2<sup>nd</sup> course withdrawal or failure from an approved DE course(es), regardless of total Paid Hours or Funding Cap calculation.** A student is ineligible to receive DE funding to repeat or retake a course for which DE funding was received. Students may be ineligible to continue participating in dual enrollment courses for the following reasons: plagiarism, cheating, failing a Dual Enrollment course, or other actions that violate academic policies.

DE courses taken at a *4 year college/university* or *technical college* that are deemed academic courses by HOPE eligibility will receive an extra 10 points added to the final course grade. DE courses that are not academic receive no points. **The Georgia Student Finance Commission (GSFC), when calculating HOPE GPAs, removes any extra points that the school adds.**

- GSFC will add 0.5 weight to any **degree level** DE course for the purpose of calculating the HOPE GPA up to a maximum of 4.00 grade points. Only **degree level** DE courses fulfill academic rigor requirements for University System of Georgia (USG) institutions.
- Specific degree-level science, technology, engineering, and mathematics (STEM) courses identified as leading to high-demand career fields in Georgia, and taken at an eligible postsecondary institution will have an additional weight of 0.5 added to grades of B, C, and D in the HOPE calculation, per the STEM Weighted

Course Council approved directory. See [https://apps.gsfc.org/securenextgen/dsp\\_stem\\_course\\_listings.cfm](https://apps.gsfc.org/securenextgen/dsp_stem_course_listings.cfm) for more info.

If a DE student fails to earn credit for a DE course that requires an EOC, then the student is required to take the EOC. If a failed course is a requirement for graduation, the student will have to take the course at CHS or pay out-of-pocket at an outside accredited institution in order to receive the credit. **If a student does not pass any course required for high school graduation by the required deadline for Senior grades, he/she will not be permitted to participate in the May graduation ceremony.**

Failure to enroll in and/or pass Dual Enrollment courses may result in the student being dropped from his/her college classes. It may also result in the student not graduating with his/her high school class.

### **Satisfactory Academic Progress (SAP)**

A student must maintain Satisfactory Academic Progress (SAP), as defined and certified by his or her Eligible Postsecondary Institution. Failure to do so could result in the loss of all financial aid for future semesters until the student attains SAP.

The student has the responsibility of contacting both the high school dual enrollment coordinator and the college dual enrollment coordinator immediately if the student is considering dropping, withdrawing, or changing any DE courses once the semester has begun. Withdrawal eligibility will be determined on a case-by-case basis and will be based on the college's deadlines and policies. **A WF (Withdrawal Failing) given at the college equates to an F on the high school transcript.** A decision would then be made about a student returning to the DE program for the next semester by administration. Withdrawing/Withdrawal Failing from a college class or classes may affect a student's Satisfactory Academic Progress (SAP).

### **Transfer of Credits**

Credits earned through DE *may or may not* transfer to another postsecondary institution. Determinations of transfer credit are made only by the receiving institution. It is the student's responsibility to check. More information can be found at [www.gatracs.org](http://www.gatracs.org).

- **University of Georgia** "Transfer Equivalency" page: <https://apply.uga.edu/portal/transfer-equivalency>
- **Georgia Tech:** Select the "Transfer Equivalencies" icon at <https://oscar.gatech.edu/>
- **For other school inquiries**, you may find a transfer equivalencies page on their website or call and speak to a representative from the institution to which you are wanting to transfer credits.

### **Additional Details**

- DE students must continue to meet high school requirements and/or GHSA eligibility requirements to participate in competitive activities.
- Students must comply with all rules from the post-secondary institution and the high school
- **The college will not communicate with the parent or high school** if a problem or poor grades arise. **The college will only communicate with the student.**
- Colleges loan DE student's textbooks. If textbooks are not returned, then the college will charge the student and put a hold on the transcript.
- Rules and procedures regarding DE are subject to change, without prior notice, by the Georgia State Board of Education.

## ***~ELIGIBILITY FOR INTERSCHOLASTIC COMPETITION~***

**Some** of the main rules, which students must meet, in order to be eligible for **varsity participation** in Georgia High School Association events are listed below:

A student is eligible to represent his or her school who:

1. is a student enrolled in grades 9-12;

2. has been enrolled in high school **not** more than eight semesters after the date of first entrance into grade 9;
3. has not reached his/her 19th birthday prior to May 1 preceding the year of participation;
4. has passed 3 of 4 courses the previous semester immediately preceding participation and is on track according to the chart below;
5. has not participated for four years in a sport or event;
6. has had a physical examination prior to tryouts approving him or her for participation;
7. is not a migrant student of less than one year's standing;
8. has not participated in an unauthorized game or contest;
9. is listed on a properly certified eligibility list;
10. has not received any unauthorized award.

Students are required to be "on track" to be eligible to participate as per the following:

**End of 1<sup>st</sup> year in high school: 5 Carnegie Units**  
**End of 2<sup>nd</sup> year in high school: 11 Carnegie Units**  
**End 3<sup>rd</sup> year in high school: 17 Carnegie Units**

**Students who are ineligible due to not passing 3 of 4 courses in a semester or not being "on track" will be ineligible for at least one semester.**

### *~EXAM EXEMPTION~*

In an effort to reward academic excellence and good behavior, only students with a 90 and above semester average in a class, and with no In School Suspension or Out of School Suspension, will be allowed to exempt a final exam.

Special Notes:

- Students are NOT allowed to exempt the state-required standardized assessments of the EOCs. For the courses with these assessments, students who are eligible to exempt will only be **able to exempt the final exam/assignment for the course that will be prepared by the teacher**. EOC scores frequently arrive after the semester ends. EOC's count 20% of a student's final grade, and the score may significantly change the student's final grade in the course.
- Extra points awarded in Honors and AP classes are not awarded until courses are completed; **therefore, exam exemption is based on the semester average without the extra points.**
- After exam exemptions are determined, additional grades may be recorded. This may change a student's exam exemption status. It may also change a student's final grade in the course.
- Students who are eligible to exempt may choose to take the final exam/assignment that is prepared by the teacher.
- If the student is absent from school the day an exam is given, permission must be granted by an administrator in order for the student to complete his/her final exam/assignment.
- Any student who has been assigned In-School Suspension or Out-of-School Suspension during the semester will lose the opportunity to exempt exams.
- Any student with 8 or more tardies to school within a semester will lose the opportunity to exempt exams.

### *~EXTRACURRICULAR ACTIVITIES~*

See the Appendix for information about extracurricular activities.

### ***~FIRE, TORNADO, & LOCKDOWN DRILLS~***

These drills have been planned for the safety of the students. Each drill should be taken seriously so that everyone will know what to do in the event of a real emergency. All teachers have been given plans and instructions to carry out. Students should quickly and quietly follow the directions given by their teachers.

The signal for a fire drill or a real fire is the continuous sound of the fire alarm. Students should immediately evacuate the building as per instructions. The signal for a tornado drill or an actual tornado is the continuous sound of the bells (*one long blast*) or sirens. The signal for a lockdown drill says “HARD LOCKDOWN”. Television and computer monitors throughout the school will display the drill or actual event that is in progress. Students should immediately report to their designated area as per instructions. Students and personnel are **NOT** to return to normal activities until told to do so or released by law enforcement or school administration.

Parents are not allowed to check out a student during a fire, tornado, or lockdown drill.

### ***~GRADE REPORTS and GRADING SCALE~***

Grade reports are issued to all students every five to six weeks. Parents are encouraged to call or email teachers about the grades of their students at any time they have questions or concerns—not just after receiving a grade report. Parents are encouraged to monitor their students’ grades through the Parent Portal of Infinite Campus accessed through the Commerce City Schools website.

**The grading scale is as follows:**

<b>A+</b>	<b>101 – 110 (Possible for students enrolled in Honors, AP, and some dual enrollment courses)</b>
<b>A</b>	<b>90 – 100</b>
<b>B</b>	<b>80 – 89</b>
<b>C</b>	<b>70 – 79</b>
<b>F</b>	<b>69 and below (Failing)</b>

### ***~GRADE WEIGHTING SYSTEM~***

Students enrolled in Honors courses (as denoted by “Honors”, “Advanced”, or “Accelerated”) will receive 5 quality points added to their final course averages.

**Students enrolled in Advanced Placement (AP) courses who take the AP exam will receive 10 quality points added to their final course average. Students who do not take the AP exam will not receive the 10 quality points.**

Other courses which will receive 10 quality points include 4 Year College/University and Technical College dual enrollment courses that are **academic**. Dual enrollment courses that are not academic receive no additional quality points. See the dual enrollment coordinator to verify which DE courses receive these points.

The grading scale will be modified so as to allow students in Honors courses to earn a maximum grade of 105 and students in AP classes and some dual enrollment courses a maximum grade of 110. The quality point additions for Honors courses, AP courses, and dual enrollment courses will be in effect for the current and subsequent school years for students in all grade levels. Please be aware that the Georgia Student Finance Commission (GSFC), when calculating HOPE GPAs, REMOVES the extra points Commerce High School adds to Honors courses, AP courses, and dual enrollment courses.

### ***~GRADUATION PARTICIPATION~***

In order to march in the graduation exercises, seniors must have completed **all** requirements for a diploma or certificate of attendance and comply with all rules and regulations pertaining to graduation. **School officials reserve the right to give special consideration to students whose progress may be interrupted due to serious illness or accidents.**

Seniors who have not successfully completed all courses by the end of the senior year will have two options:

1. Attend summer school to earn the necessary units and receive his or her diploma at the end of the summer; or,
2. Attend summer school or return to school the next school year to complete requirements and then participate in graduation with that graduating class.

Seniors who are in any danger of not meeting graduation requirements are urged to stay in close contact with the counselor and advisor throughout their senior year. These students should schedule a conference with the counselor prior to ordering caps and gowns, diplomas, and/or invitations.

The school will make an attempt to inform students and their parents about the possibility of not meeting all requirements of graduation. However, it is ultimately the responsibility of the student and his or her parents to decide whether or not to order any of the items needed for graduation.

In addition to meeting course requirements, students must clear all money and detention time owed by 3:00 PM on the last full day of classes before senior exams in order to participate in the graduation ceremony. Participation in all graduation practices are required in order to march. To be excused from any practice, students must have a doctor's excuse or permission from an administrator.

**Students who participate in graduation must adhere to the dress code. Dress code for graduates will be distributed to all graduating seniors by the class sponsors several weeks prior to the end of school. Any deviation from the prescribed dress code will result in that student not being allowed to march.**

The protocol for graduation regalia is determined by meeting specific criteria. See the Graduation Coordinator or Student Services for more information.

Graduation speakers will be determined by the class rank at the end of 1st semester of Senior year.

Seniors must report to the school the night of graduation at least one hour prior to the time the program is to begin.

Until the completion of the graduation ceremony, students are still under the jurisdiction of Commerce High School and its faculty and are expected to follow all rules and regulations. Faculty members have the right to withhold diplomas and assign detention time if students fail to observe proper conduct.

In order to participate in senior activities a student must have earned the correct number of units to be classified as a senior or have special permission from the school administration.

### ***~GRADUATION REQUIREMENTS~***

See the Appendix for graduation requirements and the four year course plan.

### ***~GUIDANCE SERVICES~***



Guidance services under the direction of the school counselor are available to all students. The services provided by the school counselor are as follows:

1. To assist students in planning their total high school program;
2. To provide individual counseling, group counseling, and referral services;
3. To assist students with post secondary planning (college, vocational school, or other);
4. To provide information and instruments necessary to implement post secondary plans such as college and/vocational catalogs, applications, admission test (SAT, ACT) applications, and transcripts to various institutions.
5. To host financial aid workshops for students and parents;
6. To serve as test manager in the high school and to interpret scores to students and/or parents;
7. To coordinate the student record keeping system;
8. To serve as facilitator for various community resources; and
9. To provide information about post-secondary options to juniors and seniors.

### ***~HONORS DAY~***

A program will be held to recognize students who have achieved various honors during the school year. Honors Day will take place in May prior to graduation. Parents, relatives, and friends of students being honored will be invited to attend. Some of the categories in which students may be honored are as follows: STAR Student; Georgia Scholars; nominees for Governor's Honors Programs; Honor Graduates; awards such as University of Georgia Certificate of Merit, Georgia Girls State through American Legion, Georgia Boys State through American Legion, and the President's Education Awards.

For more information about how to earn these Honors, please see the counselor.

See the Appendix for information on earning Honor Cords.

### ***~HONOR GRADUATES~***

Per O.C.G.A. § 20-2-161.3 (4) "No local school system that receives funding under this article shall exclude eligible high school students taking one or more dual credit courses pursuant to this Code section from eligibility determinations for valedictorian and salutatorian of a participating eligible high school; provided, however, that this shall not apply to a high school student who moves into the local school system after his or her sophomore year and has not taken any courses on site at the participating eligible high school."

Honor Graduates will be determined after the final computation of the cumulative weighted numeric grade average at the end of the first semester of the Senior year. Students who have achieved a weighted numeric GPA of 93.0 or above at the end of the fall semester of the senior year will achieve the status of Honor Graduate. The 93.0 average cannot be obtained through "rounding up", such as rounding an 92.9 to a 93.0.

All high school courses through the end of the fall semester of the senior year are included in the cumulative weighted numeric GPA, including (but not limited to):

- All Academic courses—ELA, math, science, and social studies courses.
- All Elective courses—CTAE, Foreign Language, Fine Arts, PE, and Other courses.
- All high school credits earned during middle school, unless those credits were denied in writing by December 1 of the year the student entered 9th grade.
- All dual enrollment courses.

The student's rank in class shall be assigned according to the cumulative weighted GPA in descending order. The Valedictorian shall be the student with the highest cumulative weighted GPA at the end of the 1st semester of Senior year. The Salutatorian shall be the student with the second highest cumulative weighted GPA at the end of the 1st

semester of Senior year. If two or more students earn exact cumulative weighted GPAs, the student selected as Valedictorian shall be the student with the highest weighted *academic* GPA. The student selected as Salutatorian shall be the student with the second highest weighted *academic* GPA. In order to be eligible for Valedictorian and Salutatorian, a student must be enrolled at CHS by the first day of the junior year of high school. Students who move to CHS after high school credits have already been earned will have their GPA calculated using the grades as-is on their transferring transcript. No additional points will be added to courses already taken.

### ***~HOPE SCHOLARSHIP PROGRAM~***

**Georgia Futures Website:** <https://www.gafutures.org/>

#### **Understanding the High School HOPE GPA:**

<https://www.gafutures.org/hope-state-aid-programs/hope-zell-miller-scholarships/hope-scholarship/understanding-the-high-school-hope-gpa/>

“The high school HOPE GPA calculation is used for the purpose of determining academic eligibility for HOPE Scholarship and Zell Miller Scholarship. A student's high school HOPE GPA is not the same as his or her high school GPA. Accredited Georgia public and private high schools electronically submit transcript data and academic rigor to GSFC for the calculation for HOPE or Zell Miller Scholarship GPA to determine students’ initial academic eligibility.

Students from other high schools and home study programs submit an official transcript (see Initial Academic Eligibility).

*Courses:* The high school HOPE GPA calculation includes core courses as defined by Georgia Department of Education (GaDOE). The eligible core courses begin with the following prefixes:

- English - course numbers beginning with 23
- Mathematics - course numbers beginning with 27
- Science – course numbers beginning with 26 or 40
- Social studies – course numbers beginning with 45
- Foreign language – course numbers beginning with 60 – 64
- Specific fourth science courses from GaDOE’s Fourth Science List

Note: Private high schools and accredited home study programs must match their courses to the GaDOE’s course equivalent for HOPE Scholarship purposes.

*Grades and Weighting:* All grades earned (pass and fail) for attempted coursework in the core subjects during the student's 9th through 12th grade years that could be used to satisfy a core course graduation requirement, according to GaDOE, is equated to a grade on a traditional 4.0 scale to two decimal places, where an "A" equals 4.0, "B" equals 3.0, "C" equals 2.0, "D" equals 1.0, and "F" equals 0. Note: There is not a separate scale for grades that include a plus (+) or minus (-), example “B-“ equals 3.0.

- Note: The high school HOPE GPA calculation will count all attempts of the same course, if taken more than once. From the eligible core courses, any weighting added by the high school is removed, then half a point (0.5) is added back to grades of “B”, “C”, “D”, and “F” for Advanced Placement (AP), International Baccalaureate (IB), and Dual Enrollment (DE) degree-level core courses.
- Note: The grade of “A” does not receive the additional weight due to the traditional 4.0 scale (maximum of four points per grade).
- Note: Honors coursework is not weighted.
- Note: The HOPE Scholarship GPA calculation does not allow for any rounding.

*Academic Rigor Requirements:* A student meeting the requirements to be a HOPE Scholar at the time of high school graduation must earn a minimum of four full rigor credits from the Academic Rigor Course List prior to graduating from high school. Credits received for academic rigor courses must be from the categories below:

1. Advanced math, such as advanced algebra and trigonometry, math III, taken at the high school, or an equivalent or higher course taken for degree level credit at an Eligible Postsecondary Institution;
2. Advanced science, such as chemistry, physics, biology II, taken at the high school, or an equivalent or higher course taken for degree level credit at an Eligible Postsecondary Institution;
3. Foreign language courses taken at the high school, or taken for degree level credit at an Eligible Postsecondary Institution; or
4. Advanced Placement, International Baccalaureate or Dual Enrollment degree-level core courses.

*Example of a High School HOPE GPA Calculation:*

Term GPA:  $9 / 3 = 3.0$  GPA The grade value multiplied by the number of credit hours equals the number of quality points. The total quality points divided by the number of credit hours equals the grade point average.

*\*Students must meet all eligibility requirements to qualify for the Scholarship.*

Course Number	Course Name	Credit Hours	Grade Received	Weight for AP, IB, DE	Grade Value	Quality Points	Included in HOPE GPA?
23.06500	AP English Literature and Composition	1	C	0.5	2.5	2.5	Yes, weighted AP core course
36.04300	Advanced Track and Field	1	A	N/A	N/A	N/A	No, not a core course
27.09900	GSE Algebra I	1	B	N/A	3	3	Yes, core course
45.03200	Dual Enrollment Ethnic Studies	1	B	0.5	3.5	3.5	Yes, weighted degree level core Dual Enrollment course
Total:		3				9	

*My High School HOPE GPA:* Georgia public and private high school students may check their high school HOPE GPA calculation and status upon completion of the 9th grade and by signing into their GAfutures account and select *My High School HOPE GPA.*”

### ***~IN-SCHOOL SUSPENSION~***

The Commerce City School System provides an ISS program that complies with recommendations made by the State Board of Education.

Disruptive students who are referred to the ISS program will not report to their regular classes. They will report to a classroom, supervised by the ISS Instructor. Students must keep up with their assignments, which will be sent to the ISS teacher by the regular teachers as well as participate in activities and counseling sessions designed to help students improve their behavior.

Students can be referred to the ISS program only by administrators. The parents of a student who is assigned ISS will be notified by phone.

The length of time which a student can be assigned to ISS may range from one to ten days depending on the offense committed by the student. **NOTE: If a student refuses to go to ISS, he/she will be suspended out-of-school.**

Students assigned to the program that violate ISS rules may be assigned additional days in the program or given an out-of-school suspension.

After a student satisfactorily completes his time in ISS, he/she will be allowed to resume his/her regular schedule.

Note: Students who participate in extracurricular activities that are assigned to ISS will be governed by the following restrictions:

<b>First Assignment</b>	The student may continue to practice and participate in extracurricular competitions and/or performances.
<b>Second Assignment</b>	The student may continue to practice for upcoming extracurricular competitions and/or performances but cannot participate in extracurricular competitions and/or performances until the assigned in-school suspension has been served.
<b>Third Assignment</b>	The student may not practice or participate in extracurricular competitions and/or performances until the assigned in-school suspension has been served.

### ***~INSURANCE~***

An accident insurance program is offered by the school and is available to all students who wish to participate.

Special Note: Parents who wish to have this insurance will have to enroll their students via the internet by going to a student accident link and will need to pay by using a debit or credit card.

### ***~LATE WORK POLICY~***

There is a policy for students who are absent and students who were present but did not turn in an assignment.

For students who were present but did not turn in an assignment: An assignment that is 1 day late will have 10% deducted from the earned grade. If a student turns in an assignment 2 days late, 30% will be deducted from the earned grade. If a student turns in an assignment 3 or more days late, 50% will be deducted from the earned grade. Late work will not be accepted after the unit test for which the missing assignment was assigned. Once the date of the unit test has passed, the assignments for that unit are no longer able to be turned in and will have a grade of zero in the grade book.

If a student is absent, they should check their school email and Google Classroom pages to see what assignments they missed. If the student missed a test, they must speak to their teacher on the first day that they return to school to schedule the make-up test. If the student was absent and missed assignments that were turned in, the student needs to speak to their teacher on the first day that they return to school and will have two days per day absent to make up work. All arrangements for make-up work must be made upon the day the student returns to school, and any missed work must be made up before or after school, not during class time. Students who are suspended out of school will follow the same guidelines for students who are absent. For all absence reasons, assignments and tests that were not made up by the agreed upon date will receive a grade of zero.

### ***~LIBRARY USE~***

All students are entitled to use the library and to borrow books in accordance with the rules and regulations posted by the Media Specialist. All materials taken from the library must be properly checked out. Students must pay for lost or damaged books or materials. Students are responsible for taking care of all library books and must pay for

lost or damaged books before they can be issued another book or before they receive their schedule for the next semester. A fine of \$0.05 will be charged each day which a book is kept after its due date. Students are not to be in the library unless the Media Specialist or another teacher is present.

### ***~LOCKERS~***

Students are encouraged to rent locks and lockers for a fee of \$2.00 per student. Visit Student Services for more information. **STUDENTS SHOULD BE AWARE THAT LOCKERS MAY BE SEARCHED BY AUTHORITIES IF THE NEED ARISES.** Students should keep lockers locked to help prevent loss of personal belongings.

### ***~LOST AND FOUND~***

Books and other articles that are found should be turned in to Student Services. Students are responsible for any damages to their books or other items that are left unattended.

### ***~LUNCHROOM (CAFETERIA) ~***

Students who are at lunch should **be in the Cafeteria or student plaza**. Students must eat in the cafeteria or on the student plaza where there are tables and trash cans.

Breakfast will be served in the mornings from about 7:00-7:25 A.M.

**Students may NOT carry breakfast to classrooms except by special permission that has been granted ahead of time by an administrator.**

**Students may not have lunch from fast food restaurants brought to them by friends or relatives,** except when permission from the administration has been granted.

While inside the cafeteria, students should be mindful of the following rules:

1. Follow directions of staff members the FIRST TIME they are given.
2. No breaking in line.
3. No horseplay of any type.
4. Properly dispose of trash. If this becomes a problem on the student plaza, students will be limited to the cafeteria area. Leaving trash on tables, inside or outside, will result in ISS.

### **Commerce City Schools Lunchroom Charge Policy**

Student Meals should be paid in advance with money placed on a student's account OR paid on an "as you go" basis. Students will not be allowed to charge more than 5 meals. At that point, automated calls or low balance notices will be sent home and the student will receive an alternative meal. An alternative meal consists of milk, a cheese sandwich and a serving of fruit. This complies with The National School Lunch Program's USDA meal pattern for a complete reimbursable meal. Students with a negative balance will not be able to purchase additional items such as ice cream, additional beverages, snacks or other a la carte items.

While our mission is to feed good tasting nutritious meals to our students, we are also responsible for being good stewards of the business and financial management side as mandated by the USDA and the National School Lunch Program. Please help us continue to run a successful school feeding program by keeping your child's account current.

Here are some important items for your attention:

1. You do not need to fill out a Free/Reduced Application if you have already been notified that you are Direct Certified.
2. Students who are free or reduced from last year will have 30 days' grace before automatically reverting to full pay status UNLESS a new application is received.
3. Only ONE application is necessary for all children in your household. Filling out additional applications OR making copies only confuses the situation and delays processing. Pick one child to bring the completed application to school and we will make sure benefits are assigned to everyone.
4. **MEAL PRICES for 2025-2026:**  

<b>Breakfast</b>	<b>Lunch</b>
<b>High \$2.00</b>	<b>High \$2.75</b>

**District wide Reduced Rates \$.30 breakfast/\$.40 lunch**

As always, please call with any questions, concerns or difficulties. Greg Buice, School Nutrition Director for Commerce City Schools, 706-336-8963 [greg.buice@commercecityschools.org](mailto:greg.buice@commercecityschools.org).

### ***~ MAINTAINING BUILDINGS AND GROUNDS ~***

All students are encouraged to accept their share of the responsibility for properly maintaining all buildings, equipment, and grounds.

### ***~ MEDICINE ~***

In cases in which it is necessary for students to take medicine at school, parents should complete a ***Request for Administration of Medicine or Special Health Procedures by School Personnel form***.

Students who must take medicine (prescription or over-the-counter) during school must leave those medicines in the nurse's office in the Student Services area. Students who need to take medication will need to provide their own. The medicine will be labeled with the name of the student. We will continue to contact parents to receive permission for students to take medications at school or the parent may indicate through the Parent Portal which over-the-counter medicines their student(s) may take. Anyone who has questions concerning this matter should call the school nurse. The cooperation of students and parents will be appreciated.

### ***~ MONEY AND VALUABLES ~***

Students should NOT bring large sums of money or other valuables to school. **Wallets, purses, and bookbags should never be left unattended.**

**Students who dress out for physical education classes or athletic practice should lock up their money and valuables or turn them over to the teacher/coach for safekeeping.** Students who wish to lock their belongings up will be provided with a locker, but must provide their own combination lock. Athletic lockers may be searched by administrators at any time.

All returned checks are subject to pay an NSF bank fee. If a returned check is not taken care of by the end of a semester, you will not receive textbooks or a parking pass.

### ***~ PARKING ~***

Students may purchase parking permits through the school office for a fee of **\$50.00** for the year, **or \$25.00** if purchased during 2nd semester. Any student purchasing a parking permit must abide by the rules and regulations listed below. Refunds will not be issued for parking permits for any reason.

1. Cars parked on the CHS campus are subject to periodic inspections by school officials. Students are required to cooperate by unlocking their cars to allow reasonable inspections whenever asked by school administrators.
2. Students must hold a valid Georgia motor vehicle operator's license, not a learner's permit, to be issued a parking permit.
3. Students must park cars immediately upon coming on campus and report to the cafeteria or student plaza. Students are not to sit in cars prior to school or during the day. Students are not to visit their vehicles during the school day unless given permission by Student Services.
4. A valid parking permit should be properly displayed on all vehicles a student drives to school. Students must purchase a parking pass by the first full week of 1st semester, or within one week of beginning to drive to school. Violators will be towed.
5. Any driver in violation of local or state motor vehicle regulations may be reported to the police.
6. Students are not to drive carelessly while on the school campus.
7. Students may have permission to park on campus revoked for violation of school rules.
8. Cars should be kept locked.
9. Motorcycles, mopeds, or other two or three wheeled vehicles are allowed on campus. CHS will not be liable for damages, theft, etc. to the vehicle. CHS will not supply means to secure vehicles (rails, chains, locks, etc.)
10. **Students will lose their parking privileges for the rest of the semester on their ninth tardy to school. NOTE: Students who drive to school must leave campus by 2:30 p.m. unless they are involved in extracurricular activities, serving detention, receiving extra help, or making up missed assignments.**

### ***~PHONES/OTHER ELECTRONIC DEVICES~***

Students who bring cell phones and electronic devices to school are responsible for their own property and should consider the risks of bringing these devices to school. **Commerce High School is not responsible for lost, stolen, or damaged property.**

#### **Phones/Smartwatches**

Students may use cell phones before school, between classes, during their lunch period, and after dismissal at the end of fourth block.

Students may not use their cell phones in any class unless the teacher gives them permission.

**School policy requires students to put their phones in a cell phone holder at the beginning of each class period. Phones will be returned by the teacher at the end of the class period.**

Consequences for violations of the cell phone policy are as follows:

- **1<sup>st</sup> offense:** Phone is turned over to the teacher until the end of the period.
- **2<sup>nd</sup> offense:** Phone is turned over to the teacher who will turn in the phone to administration. Students may pick up their phone at the end of the day in Student Services.
- **3<sup>rd</sup> offense:** Phone is turned over to the teacher who will turn in the phone to administration. The phone must be picked up by a parent.

Habitual violations can result in additional consequences consisting of ISS, OSS, after school detention, Saturday school, or a loss of phone privileges at school.

### **Earbuds/Headphones**

Earbuds and headphones are not permitted at Commerce High School.

Consequences for violations of the earbud/headphone policy are as follows:

- **1<sup>st</sup> offense:** Earbuds/headphones are turned over to the office and the student can get them at the end of the day.
- **2<sup>nd</sup> offense:** Earbuds/headphones are turned over to the office and the parent must come to school to get them.
- **3<sup>rd</sup> offense:** Earbuds/headphones are turned over to the office and the parent must come to school to get them, and the student will serve one day of ISS.

Habitual violations can result in additional consequences consisting of ISS, OSS, after school detention, Saturday school, or a loss of phone privileges at school.

**Note:** Students who refuse to turn over their cell phone, earbuds/headphones, or other electronic device when asked to do so by a teacher or administrator will immediately be facing a more severe disciplinary action for refusing to obey the reasonable request of a staff member.

### **Student Vehicle Operation and Electronic Devices**

Any student, while having physical control of any vehicle on the Commerce High School campus, is prohibited from using any cell phone or wearing any headphone or earphone in either or both ears. This does not apply to any device prescribed by a physician or required in order to enhance the hearing ability of the student. Students should not be using their cell phones or have earphones in either or both ears while walking across the parking lot. This is a danger to both pedestrians and drivers.

### **Use of Cell Phones/Electronic Equipment to Bully, Possess, or Transmit Pornography, Cheating**

Students who use electronic devices in activities associated with bullying, cyber bullying, harassing communication, the possession or transmission of any pornographic images, and cheating will receive the appropriate discipline as outlined within these policies that are covered in the Commerce City School System Discipline Handbook and in this Student Parent Handbook.

## ***~PHYSICALS~***

Physicals are required of all students who participate in any interscholastic athletic program. Physicals may be coordinated through the school athletic program or students may have physicals through their family physicians.

A Commerce High School Physical Form completed by a doctor stating that a student is physically able to participate is necessary **PRIOR TO THE STUDENT BEGINNING TRYOUTS OR PRACTICE**. **Note:** Students are sometimes required to have physicals in activities other than interscholastic sports (example: Health Occupations).

## ***~PROMOTION REQUIREMENTS ~***

High school students must accumulate a specified number of units each year to be promoted to the next grade and to eventually graduate. The number of units required for students to graduate from Commerce High School is 28. The promotion requirements are as follows:

<b>Units to be Promoted to 10<sup>th</sup> Grade:</b>	<b>6</b>
<b>Units to be Promoted to 11<sup>th</sup> Grade:</b>	<b>12</b>
<b>Units to be Promoted to 12<sup>th</sup> Grade:</b>	<b>20</b>
<b>Units to Graduate:</b>	<b>28</b>

**Note:** Students who are retained will **not** move with their peers for Advisement in grades 9, 10, and 11. Students



must have earned 20 credits and have a plan to graduate this school year in order to be placed in a Senior Homeroom.

### ***~STUDENT RELATIONSHIPS~***

Friendships are an important part of school life; however, the public display of affection at school or at school sponsored events is **NOT** acceptable behavior.

### ***~SUBSTITUTE TEACHERS~***

Students are expected to treat substitute teachers with courtesy and respect at all times.

Substitute teachers at Commerce High School are asked to leave a list of students who misbehave with the teacher for whom they are substituting. The teacher will take any necessary action and/or discuss the situation with administrators.

### ***~SUMMER SCHOOL~***

CHS offers an online credit recovery program during the summer. The credit recovery program enables students to regain credit for failed or missing courses during the school year. Information is available through Student Services.

### ***~TESTING~***

The school counselor provides information to students and parents regarding the various required tests needed to enter college. Persons who have questions about the testing activities and services at Commerce High School should contact the school counselor.

### ***~TEXTBOOKS~***

Textbooks are issued to students by classroom teachers at the beginning of the course. Students are responsible for taking care of all books and must pay for lost or damaged textbooks before they can be issued another book or before they receive their schedule for the next semester.

The guidelines listed below are followed by teachers when determining fees for lost or damaged books.

#### **Lost Books:**

Excellent	Full Replacement cost
Good	3/4 replacement cost
Fair	1/2 replacement cost
Poor	1/4 replacement cost

#### **Damaged Books:**

Any damage - \$5.00 minimum plus \$.25 for each permanent mark or for each missing page.

#### **Damage to the extent that the book is unusable:**

A fee is assessed according to the lost book scale above.

### ***~TRANSCRIPTS~***

Transcripts which are sent to another high school for transfer purposes and the first final transcript sent upon graduation will be processed and sent free of charge. Any other transcript will require a \$5.00 processing fee.

Transfer credits and grades will be posted to the transcripts of newly enrolled students as they are awarded by their previous school provided the school is accredited by Cognia or another reputable accrediting agency. Students who move to CHS after high school credits have already been earned will have their GPA calculated using the grades as-is on their transferring transcript. No additional points will be added to courses already taken.

Students who have taken Dual Enrollment courses will need to request their college transcript directly from their Dual Enrollment college.

### ***~TRANSFER STUDENTS~***

Students attempting to transfer credits from a non-accredited institution and home-school students are required to pass the final exam or End of Course assessment (if available) from an equivalent course at Commerce High School before credit will be awarded. If the student passes the exam or EOC, then the student will receive the grade for the course that was earned on the exam or EOC.

In order to be eligible for Valedictorian and Salutatorian, a student must be enrolled at CHS by the first day of the junior year of high school. Students who move to CHS after high school credits have already been earned will have their GPA calculated using the grades as-is on their transferring transcript. No additional points will be added to courses already taken.

### ***~TRUANCY~***

Students who leave campus without checking out or who are absent from school without their parent's permission will be considered to be skipping class/school.

Once a student arrives on campus, the student is considered to be at school and must obtain permission in order to leave campus by checking out with the receptionist in the front office or the receptionist in the Student Services, even if classes have not yet begun.

### ***~VACCINATIONS~***

Students entering any Georgia school must present a current health record indicating immunization against diphtheria, hepatitis A, hepatitis B, Hib, measles, mumps, rubella, pertussis, tetanus, varicella (chickenpox), polio, pneumococcal, and meningococcal disease.

Students may be given one thirty-day extension to complete the necessary vaccination. The local Health Department will assist these students with this matter.

A current health record for each student must be kept on file in order for the student to attend school.

### ***~VIRTUAL CLASSES~***

Opportunities for students to earn virtual or online credit are available on a limited basis. Edgenuity is an online

credit recovery platform ([www.edgenuity.com](http://www.edgenuity.com)) that offers full online classes to students who need to recover credit due to failure of a course, a mid-year transfer, or assignment to an alternate setting for disciplinary purposes. Parents can monitor their child’s progress and make sure they are “on track” to complete the course. CHS does not offer full-time virtual learning.

### ***~VISITORS~***

All visitors, including parents, must sign-in through the front office. If permission is granted for the visitor to see the student, someone from the office will bring the student to the office area.

**It is not permissible for students from other schools, former students, or other visitors to visit Commerce High School unless approved by the administration. Persons who are not enrolled in Commerce High School may not visit with students in either of the student parking areas prior to the beginning of school, immediately after school, or during the school day.**

Persons who are dropping students off or picking them up from school must do so at the designated area.

Students should urge parents who wish to have a conference with a teacher to call the school to make an appointment. Conferences with teachers cannot be scheduled when a teacher has a class.

### ***~WITHDRAWALS~***

A student who wishes to withdraw from Commerce High School should have his/her parents contact the school counselor. A withdrawal form will be completed in the office by the registrar. The registrar will verify that all of the student’s books and other school-issues materials have been returned to the appropriate teacher/coach and that the cafeteria/media center records and all other outstanding debts are clear.

This completed form will be given to the parent/guardian as the official withdrawal notice. A current grade report may also be given to the parent/guardian upon withdrawal.

A copy of the other records of the student will be mailed or faxed to the student’s new school upon receipt of a request of the school.

Parents who wish to withdraw their student for homeschooling purposes must complete the online Intent to Homeschool form, as required by the Georgia Department of Education. A copy of this completed form must be provided to the school.

## ***APPENDIX***

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## ***EXTRA-CURRICULAR ACTIVITIES***

It is the belief of the Commerce City Board of Education that extracurricular activities including athletic competition are an important part of school life. The Board further believes that much careful planning and appropriate supervision are as important for these activities as they are for regular curricular subjects.

It shall be the policy of the Commerce City Schools to compete in interscholastic athletics sanctioned by the Georgia High School Association. The rules and regulations of the organization which govern student interscholastic activities may be adhered to by coaches and participants from the Commerce City Schools.

The Commerce City Schools athletic program shall be under the direct authority of the Superintendent. The Superintendent may delegate responsibilities to the school Principal and/or Athletic Director. Coaches shall be responsible for the safety and welfare of players under their supervision.

All Commerce City students who participate in athletic competition shall conform to the requirements of eligibility established by the State Board of Education, the Commerce City Board of Education, and the Georgia High School Association.

Commerce City Schools will adhere to all Georgia High School Association policies and procedures in relation to Name, Image, Likeness (NIL). Please see the GHSA handbook for any information.

Student social events (including Homecoming, Prom, dances, and any other social functions approved by the school administration) shall adhere to the following policies. Any guest of CHS students who attends must meet the following criteria:

- Cannot be enrolled in middle school.
- Must be under 21 years of age.

In addition to the foregoing requirements all students from Commerce City Schools who participate in extracurricular activities shall at all times conform to the Commerce City Schools Discipline Code of Conduct. Principals shall ensure that Coaches or Sponsors enforce the Code of Conduct at all times participating students are under their supervision.

Violations of the Code of Conduct may result in disciplinary action by administrators; however, violations by extracurricular activity participants may also result in discipline by the supervising Coach or Sponsor. Depending on the particular infraction committed, disciplinary action could range from counseling the athlete or assigning the athlete additional practice activities to suspending the athlete from one or more contests or events. **When serious violations of the Discipline Code occur, the removal of an athlete from a team for the season will be decided by a committee comprised of the Head Coach of the activity, Athletic Director, Principal and Superintendent of Schools. The committee will make its decision based upon the seriousness of the infraction and the past disciplinary record of the athlete.**

School sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. Clubs that will be in operation during this school year are listed on the following pages. You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization.

### **Academic Team – Robin Richards, Advisor**

The Academic Team is made up of students who compete with other schools around the Southeast, mostly on Saturdays but also during the NEGA RESA Region tournament on Mondays in the Fall. Possible national level events may also occur if the team qualifies. Competition questions cover academic areas, current events, and pop culture. The team is open to any and all students who are interested.

**Beta Club – Kelsee Baxter, Advisor**

Beta Club's motto, "To lead by serving others," describes the reputation club members have in the school and community. Beta Club is an organization made up of students in grades 10-12. Students must have a 90 cumulative average in order to be invited to join the club. Once a member, they must maintain a cumulative average of 88. Projects for this organization include visiting local nursing homes, selling Christmas candy grams, and fundraising for needy families at Christmas.

**Computer Science Honor Society – Rebecca Sims, Advisor**

The Computer Science Honor Society is a club whose purpose is to cultivate thriving environments for success in computer science in the school community by encouraging students' enthusiasm, honoring academic excellence, and promoting service. The Commerce High Chapter of CS Honor Society is very active in the school and community, participating in a variety of service projects and fundraising events. Students must have taken Computer Science Principles or AP Computer Science Principles.

**FBLA – Rebecca Sims, Advisor**

Georgia FBLA is a nonprofit student organization committed to preparing today's students for success in business leadership. With over 50 years of experience, Georgia FBLA is the premiere organization for student leaders. Georgia FBLA is an affiliate of Future Business Leaders of America-Phi Beta Lambda, Inc. The largest student business organization in the world with more than 250,000 members. Georgia is also the largest FBLA chapter in the nation with over 25,000 members. FBLA inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences. We bring our mission to life through the application of our motto: Service, Education, and Progress.

**FCCLA – Lynn Booth, Advisor**

Family, Career, Community Leaders of America, founded in 1945, is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through family and consumer science education. The Commerce High Chapter of FCCLA is very active in the school and community, participating in a variety of service projects and fundraising events. Members are encouraged to participate in regional and state competitions. All students are welcome to join!

**FCA – Hannah Russell & Charlie Smith, Advisors**

The Fellowship of Christian Athletes, or FCA, is a Christian based organization designed to unite students weekly in organized devotions and prayer. FCA meets every other Thursday morning at 7:30. UGA Game Day and fellowship activities are sponsored by FCA. All students in grades 9-12 are invited to attend.

**FFA – Skyler Davis, Advisor**

FFA is a club that makes a positive difference in the lives of students by developing potential for premier leadership, personal growth, and career success through agricultural education. They compete in numerous Career Development Events (CDE's) throughout the year, including livestock events, public speaking and environmental contests. You must be enrolled in at least one Agricultural Education class during the school year.

**FGE – Jenny Palmer, Advisor**

Future Georgia Educators (FGE) is designed to identify, recruit, prepare, and retain the next generation of Georgia's teachers. All students that have an interest in a variety of careers in education are welcome to participate even those not enrolled in the TAP pathway. Membership includes opportunities to learn and grow in the areas of community service & professionalism. Students will travel to local k-12 schools and participate in local and state activities at different colleges and universities across the state of Georgia. College scholarships are available through membership in this organization.

**HOSA – Christen Shiflet, Advisor**

Health Occupations Student Association or HOSA is a student organization which promotes career opportunities in the healthcare industry and enhances the delivery of quality health care to all people. Students who are members of HOSA will participate in leadership activities and skill competitions to provide training beyond the technical skills

needed for entry level into the healthcare field. Members will be active in the community and participate in various community service projects, fundraisers, and the school blood drive. It is open to Healthcare Science Technology Students in levels I, II, III, and IV.

#### **International Thespian Society – Carli Royce, Advisor**

The International Thespian Society is an honor society for students in 9th-12th grade. Its mission is to honor student achievement in the theater arts. Students must earn ten points through participation in various dramatic productions in order to be eligible to join. Once a student is a member, they can then earn additional honors and awards through ITS. Members will also be eligible for various scholarships, grants and awards through EdTA (the Educational Theatre Association), and be eligible to attend the International Thespian Festival.

#### **Key Club – Cherri Mullis, Advisor**

Key Club is a Kiwanis-sponsored organization for students at Commerce High. Its purpose is to develop imitative leadership, and good citizenship. Members are encouraged to become involved in their school and community. Key Club sponsored activities include Mr. Turkey Legs, Special Olympics, Kiwanis Christmas party for underprivileged kids; Trick-or-Treat for UNICEF, and Downtown Commerce Beautification project. All students are invited to join and dues are \$20 (includes a t-shirt).

#### **Student Government – Alana Gulford, Advisor; Rebecca Sims and Wendy Sims, Assistant Advisors**

Student Government is an organization responsible for developing leaders among the student population, coordinating school and community service projects, and communicating school policies to the student body. Each class at Commerce High will provide representation to the Student Government, with priority being given to class officers for each grade level. The executive head of the Student Government will be a senior member of the Student Government and will be elected by vote of the Student Government Representatives.

#### **SkillsUSA - Adia Burley, Advisor**

SkillsUSA is the #1 workforce development organization for students. We empower students to become skilled professionals, career-ready leaders and responsible community members. From our mission to our reach, from our brand to our history, learn who we are, what we do and why we do it.

#### **Tome Society – Carolyn Hutcheson, Advisor**

Tome Student Literacy Society (Tome Society) is a 501(c)(3) nonprofit organization based in North Georgia. Tome Society provides student competitions; an annual It List of clean, entertaining, and encouraging children's and young adult literature; book club activities, curriculum materials for educators; and an annual conference for both students and educators. All activities promote self-esteem, leadership skills, character ethics, and nurture critical thinking, creativity, and imagination in the digital age. See [www.tomesociety.org](http://www.tomesociety.org).

**Cross Country - Jeff Kise**

**Varsity Softball - Madison Cruz**

**JV Softball - Shae Bailey**

**Varsity Baseball - Steve Cotrell**

**JV Baseball - Kris Patel**

**Varsity Football - Lenny Gregory**

**Varsity Competitive Cheer - Beverly Sailors**

**Varsity Football Cheer - Beverly Sailors**

**JV Football Cheer - Gracie Brooks**

**Basketball Cheer - Brandi Dean**

**Wrestling - Chance McClure**

**Varsity Girls Basketball - Michael Palmer**

**JV Girls Basketball - Dana Davis**

**Varsity Boys Basketball - Sherrard Brantley**

**Swim Team - Matt Beyatt**

**Tennis - Charlie Smith**

**Girls Soccer - Cintia Argueta**

**Boys Soccer - Silvino Perez**

**Track - Chas Hardy/ Kendall Love**

**Girls Golf - Tracy Hollars**

**Boys Golf - Matt Lund**

**Varsity Volleyball - Courtney Ledford**

**JV Volleyball - TBD**

**Bass Fishing - Danny Akers**

**Band Director - Julie Dixon**

**Yearbook Advisor - Jeff Kise**

**Literary Coordinator - TBD**

**One Act Play Director - Carli Royce**

### ***HONOR CORD REQUIREMENTS***

<b>Club/Program</b>	<b>Cord</b>	<b>Requirements (all must be met)</b>
Academic Team	Cord of Black, Gold, & Red	-4 years of service -Tournament working points system -Qualifying for and attending at least one Nationals event
Athletic Honor Cord	Black & Gold intertwined	-At least 2 years of playing the same sport, with 1 of the years being the Senior year.
Band	Blue & Pink intertwined	-40 total points based on a point system per year of high school in performing ensembles, honor bands, and leadership positions *Auxillary can earn 10 points per year by participating in marching.
Beta	Double Silver	-Minimum 90% academic average -45 community service hours total after being inducted into Beta club as a sophomore
Computer Science Honors Society	Baby Blue	-2 years in CSHS -10 hours of community service per year -Maintain GPA set by CSTA
Dual Enrollment	White	-Successful completion of at least 3 academic courses through a participating college or university AND -Received an average weighted dual enrollment GPA of at least 85% as of the end of the 1st semester of the senior year
Lanier Technical College Dual Enrollment	Teal Blue	-Successful completion of a technical certificate of credit, diploma, or degree or successful completion of 30 credit hours. -Apply for the graduation credential and cord with Lanier Tech.
End of Pathway Assessment Achievement	Scarlet (for a single pathway); Scarlet & White twisted (for multiple pathways)	-Scarlet cord: Successful completion of a CTAE pathway and a passing score on the EOPA. -Scarlet & White twisted cord: Successful completion of multiple CTAE pathways and a passing score on each EOPA.
FCA	Red, Blue, & Gold twisted	-Must be an active FCA leader -Conduct exemplary of what FCA stands for
FCCLA	Red & White	-Based on a point system
FFA	Blue & Gold twisted	-FFA State Degree recipients
Governor's Honors	Silver, Royal Blue, & Black intertwined	-Must be GHP State Finalists who attend the GHP Summer Program
Honor Graduates	Gold stoles	-93.000 or higher academic average (determined at the end of the 1st semester of the Senior year)
HOSA	Navy Blue & Silver	-Based on a point system

	intertwined	
International Thespian Society	Royal Blue & White twisted	-Based on a point system
KEY Club	Royal Blue & Gold intertwined	-Based on a point system
President's Education Award	Gold with Presidential medallion on one end	-Based on requirements: Minimum score of 1200 on the SAT no later than the March SAT administration of the senior year.
TAP/FGE	Light Blue	-Cumulative GPA of 75 or higher and maintain a B or better average in TAP -Active participant in FGE for at least 2 years -Attended classes with no more than 10 absences per class -Passed TAP EOPA
Yearbook	Cyan, Magenta, & Yellow	-Editor in Chief or member of staff for 2 or more years, one of those years being Senior year
Valedictorian and Salutatorian	Medals	-Top 1 and 2 cumulative averages of the senior class

**“Never look down on anybody unless you are helping them up.”**

**~Jesse Jackson**



## 2025-26 CHS Bell Schedules

Daily - EOC - Adulting Day			Pep Rally/Activity/Yearbook/College Signing		
1st Block		7:30-9:05	1st Block		7:30-8:45
2nd Block		9:10-10:40	2nd Block		8:50-10:10
3rd Block		10:45-12:40	3rd Block		10:15-12:05
	1st Lunch 10:40-11:05			1st Lunch 10:10-10:35	
	2nd Lunch 11:25-11:50			2nd Lunch 10:55-11:20	
	3rd Lunch 12:15-12:40			3rd Lunch 11:40-12:05	
4th Block		12:45-2:15	4th Block		12:10-1:25
			Activity		1:25-2:15
Homeroom			PSAT/Honors Day		
1st Block		7:30-8:50	1st Block		7:30-9:20
Homeroom		8:55-9:25	2nd Block		9:25-11:15
2nd Block		9:30-10:50	3rd Block		11:20-12:55
3rd Block		10:55-12:50		1st Lunch 11:15-11:40	
	1st Lunch 10:50-11:25			2nd Lunch 11:55-12:20	
	2nd Lunch 11:40-12:05			3rd Lunch 12:30-12:55	
	3rd Lunch 12:25-12:50		4th Block		1:00-2:15
4th Block		12:55-2:15			
First Day of Semester			Early Release		
Homeroom		7:30-7:40	1st Block		7:30-8:25
1st Block		7:45-9:10	2nd Block		8:30-9:30
2nd Block		9:15-10:40	3rd Block		9:35-10:25
3rd Block		10:45-12:40	4th Block		10:30-11:20
	1st Lunch 10:40-11:05		Finals Day		
	2nd Lunch 11:20-11:45		1st/3rd Block		7:30-9:20
	3rd Lunch 12:15-12:40		2nd/4th Block		9:30-11:20
4th Block		12:45-2:15			

## ***GRADUATION REQUIREMENTS***

All Commerce High School students are required to earn 28 units in order to graduate with a regular diploma. Students and parents should contact the school counselor or advisor to obtain specific information about the courses required to graduate. The following pages list general information about course requirements.

Areas of Study	Units Required
English/Language Arts*	4
Mathematics*	4
Science*	4
Social Studies*	3
CTAE and/or World Language and/or Fine Arts	3
Health and Physical Education*	1
Electives	9
TOTAL	28

\*Required Courses and/or Core Courses

**World Language:** World Language credit is not required in order to graduate from high school; however, students who are planning to attend a 4 year college must have two credits of the same foreign language for college admission. Students who are planning to attend a technical college are not required to have foreign language credits. CHS course offerings that count as completing two credits in World Language include:

- (a.) Spanish I and (b.) Spanish II or higher
- (a.) Computer Science Principles or AP Computer Science Principles plus (b.) Programming, Games, Apps, & Society (before 25-26)
- (a.) Computer Science Principles or AP Computer Science Principles plus (b.) AP Computer Science A (starting in 25-26)

**Pathways:** Students are required to complete at least one pathway in either CTAE, Fine Arts, or Academics to graduate. Pathway completers receive a seal on their diploma. Students who successfully complete a CTAE pathway and pass the End-of-Pathway (EOP) assessment receive an honor cord to be worn at graduation.

### Required Courses by Areas of Study

Areas of Study	Credits Required	Specific Courses Required for Graduation
<i>English/Lang. Arts</i>	4	✓ Literature & Composition I
		✓ Literature & Composition II
<i>Mathematics</i>	4	✓ Algebra
		✓ Geometry
		✓ Advanced Algebra
		✓ 4 <sup>th</sup> – Foundations of Algebra*, Math of Finance*, AMDM, Pre-Calculus, AP Calculus AB, some Dual Enrollment math courses
<i>Science</i>	4	✓ Biology
		✓ Physical Science or Physics
		✓ Chemistry, Earth Systems, Environmental Science, or an AP Science course
		✓ 4 <sup>th</sup> – An additional science unit. The 4 <sup>th</sup> science may be used to meet the science and elective requirement.
<i>Social Sciences</i>	3	✓ World History
		✓ Government (0.5 credit)
		✓ US History
		✓ Personal Finance & Economics (0.5 credit)
<i>Heath/P.E.</i>	.5	✓ Health (0.5 credit)
	.5	✓ Personal Fitness (0.5 credit)

\*Foundations of Algebra is a course taken prior to Algebra and may be counted as a fourth math course. Math of Finance is a course taken after Advanced Algebra and may be counted as a fourth math course.

Students who complete the sequence Foundations of Algebra, Algebra, Geometry, and Advanced Algebra OR the sequence Algebra, Geometry, Advanced Algebra, and Math of Finance will meet high school graduation requirements. Students who do not also take Advanced Math Decision Making (AMDM) or a higher math may not meet the mathematics admission requirements for entrance into a University System of Georgia institution or other post-secondary institution.

Physical Science or Physics is required to graduate. Physical Science is not a HOPE course of rigor like Physics, but several other courses will meet the requirement for the HOPE Scholarship Program.

## Four-Year Course Plan

The following course sequences are **typical** high school course plans. Each student is encouraged to create an **individual** course of study and update it yearly in consultation with parents, teachers, advisors, and the school counselor. ALL students are encouraged to choose their courses based on individual academic goals and skill levels.

Subject	Pathway	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
ENGLISH (beginning in 25-26)	Regular	Basic Reading + Literature & Comp 1	Literature & Comp 2	Literature & Comp 3	Literature & Comp 4
		Literature & Comp 1	Literature & Comp 2	Literature & Comp 3	Literature & Comp 4
	Advanced	Honors Literature & Comp 1	Honors Literature & Comp 2	Literature & Comp 3, AP English Language, or Dual Enrollment	Literature & Comp 4, AP English Language, or Dual Enrollment
Subject	Pathway	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
MATH	Regular for workplace or Technical College	Pre-Algebra AND Foundations of Algebra	Algebra Yearlong	Geometry	Advanced Algebra
		Algebra	Geometry	Advanced Algebra	AMDM
	Advanced for 4-year or Technical College	Algebra	Geometry or Honors Geometry	Advanced Algebra or Honors Advanced Algebra	Pre-Calculus, Statistical Reasoning, Dual Enrollment College Algebra, or Dual Enrollment Precalculus
	Honors/AP	Honors Algebra AND Honors Geometry	Honors Advanced Algebra	Dual Enrollment College Algebra AND CHS/DE Pre-Calculus	Honors Calculus AND AP Calculus or Dual Enrollment
Subject	Pathway	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
SCIENCE	Regular	Physical Science	Environmental Science or CTAE Science	Environmental Science or CTAE Science	Biology
	Advanced	Physical Science	Biology or Environmental Science	Chemistry or Biology	Dual Enrollment Biology, CTAE Science, Chemistry, Physics, or Forensics
	Honors/AP must have taken Honors Physical Science in 8th grade	Honors Biology	Honors Chemistry	Dual Enrollment Biology, Honors Physics, or AP Environmental Science	Dual Enrollment Biology, Forensics, Honors Physics, or AP Environmental Science
Subject	Pathway	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
SOCIAL STUDIES (started 9th grade before 25-26)	Regular	World History	Government/ Economics (0.5 credit each)	US History	Economics/History Through Film
	Honors/AP	Honors World History	AP Government	US History or Dual Enrollment	Economics/History Through Film or Dual Enrollment
SOCIAL STUDIES (beginning in 25-26)	Regular	–	World History	US History	Government/Economics (0.5 credit each)
	Honors/AP	Honors World History	AP Government	AP US History or Dual Enrollment US History	Dual Enrollment Economics

To graduate from Commerce High School, a student needs to earn 28 credits. A student must earn 4 English, 4 Math, 4 Science, and 3 Social Studies credits from the core courses. A student must also earn credits in Health & Personal Fitness. This accounts for 16 of their credits. Students are also required to complete a Pathway in order to graduate.

## Pathway Information

Students must complete a pathway to graduate.

\$ = counts as a 4th Science

% = counts as a 4th Math

^ = requires permission of the teacher

! = two computer science courses will satisfy 2 credits of foreign language courses

CTAE	3 courses are required to complete a pathway. You must take them in this order.			
Title of Pathway	Course #1	Course #2	Course #3	Optional Course #4
Horticulture and Animal Systems	Basic AgriScience	\$ Horticulture	\$ Animal Science	Additional Agriculture courses as offered
Plant and Floral Design Systems	Basic AgriScience	\$ Horticulture	Floral Design	
Horticulture Mechanical Systems Pathway	Basic AgriScience	\$ Horticulture	Ag Mechanics I	
Veterinary Science	Basic AgriScience	\$ Animal Science	Veterinary Science	
Audio-Video Technology and Film	Audio Video Technology & Film I	Audio Video Technology & Film II	Audio Video Technology & Film III	^ Broadcast Video Production Apps
Teaching as a Profession	Examining the Teaching Profession	Contemporary Issues in Education	^ Teaching as a Profession Practicum	
Allied Health & Medicine	Intro to Healthcare Science	\$ Essentials of Healthcare (Embedded Human Anatomy credit)	^ Allied Health & Medicine	
Nutrition & Food Science	Food, Nutrition, & Wellness	\$ Food for Life	\$ Food Science	
Information Technology - Computer Science	Intro to Software Technology (previously called Intro to Digital Technology)	\$%! Computer Science Principles OR ^\$%! AP Computer Science Principles	^\$%! AP Computer Science A	

Fine Arts	3 courses are required to complete a pathway. You must take them in this order.			
Title of Pathway	Course #1	Course #2	Course #3	Optional Course #4
Band	Band I	Band II	Band III	Additional Band courses
Chorus	Chorus I	Chorus II	Chorus III	Additional Chorus courses
Drama	Drama I	Drama II	Drama III	Additional Drama courses
Visual Arts - Comprehensive Focus	Visual Arts I	Visual Arts II	Visual Arts III	Additional Art courses
Visual Arts - 3D Focus	Visual Arts I	Ceramics I	Ceramics II	

Academic	Requirements <a href="https://gadoe.org/learning/academic-pathways/">https://gadoe.org/learning/academic-pathways/</a>	CHS Courses that Meet the Requirement
English	<input type="checkbox"/> Earn credit for one AP course in English OR one dual enrollment course that fulfills a core graduation requirement in English. <input type="checkbox"/> Earn credit in two sequential world language courses in the same language OR earn credit in two eligible computer science courses.	<input type="checkbox"/> AP Language OR ENGL 1101 <input type="checkbox"/> Spanish I + Spanish II OR complete the computer science pathway
Math	<input type="checkbox"/> Earn credit for one AP course in math OR one dual enrollment course that fulfills a core graduation requirement in math. <input type="checkbox"/> Earn credit in two sequential world language courses in the same	<input type="checkbox"/> AP Calculus OR College Algebra OR College Precalculus <input type="checkbox"/> Spanish I + Spanish II OR complete the computer

	language OR earn credit in two eligible computer science courses.	science pathway
<b>Science</b>	<input type="checkbox"/> Earn credit for one AP course in science OR one dual enrollment course that fulfills a core graduation requirement in science. <input type="checkbox"/> Earn credit in two sequential world language courses in the same language OR earn credit in two eligible computer science courses.	<input type="checkbox"/> AP Environmental Science OR BIOL 1107 <input type="checkbox"/> Spanish I + Spanish II OR complete the computer science pathway
<b>Social Studies</b>	<input type="checkbox"/> Earn credit for one AP course in social studies OR one dual enrollment course that fulfills a core graduation requirement in social studies. <input type="checkbox"/> Earn credit in two sequential world language courses in the same language OR earn credit in two eligible computer science courses.	<input type="checkbox"/> AP Government OR DE US History OR DE Economics OR DE Government OR DE World History <input type="checkbox"/> Spanish I + Spanish II OR complete the computer science pathway
<b>World Language</b>	<input type="checkbox"/> Earn credit in two sequential world language courses in the same language. <input type="checkbox"/> Earn credit in the same language for one AP world language course OR one dual enrollment world language course.	<input type="checkbox"/> Spanish I <input type="checkbox"/> Spanish II <input type="checkbox"/> AP Spanish or SPAN 1101

**Commerce High School...Educating Today's Youth for Tomorrow's World**

## **Public Notices**

**Title IX Coordinator**  
**Billy Kirk**  
**270 Lakeview Drive**  
**Commerce, Georgia**  
**Email Billy Kirk**  
**Phone: 706-335-5500**

The District is required by Title IX and its implementing regulations to notify employees, students, parents or legal guardians, applicants for admission and employment, and professional organizations holding professional agreements with the District that the District does not discriminate on the basis of sex in the operation of its education programs or activities, including admissions and employment.

Contact information for the District's Title IX Coordinator is located on its website and in all handbooks or catalogs that the District makes available to employees, students, parents or legal guardians, applicants for admission and employment, and professional organizations holding professional agreements with the District.

Inquiries about Title IX and its implementing regulations may be referred to the District's Title IX Coordinator, to the Assistant Secretary of the U.S. Department of Education, or both.

### **FY26 Budget Meetings:**

The Commerce City Schools Board of Education will host two public budget meetings:

The first on Tuesday, June 10, 2025, at 10:00 AM

The second on Thursday, June 12, 2025, at 5:30 PM

The purpose of the meeting is to provide an opportunity for public input on the proposed annual operating budget for FY 2026. The meeting will be held at 270 Lakeview Drive, Commerce, GA 30529

### **2024 Tax Digest/Millage Rate**

The Commerce City Schools Board of Education does hereby announce that the millage rate will be set at a meeting to be held at the Commerce City Schools Board of Education office located at 270 Lakeview Dr., Commerce, Georgia on September 19, 2024 at 4:15 p.m. and pursuant to the requirements of O.C.G.A. § 48-5-32 does hereby publish the following presentation of the current year's tax digest and levy, along with the history of the tax digest and levy for the past five years.

NOTICE							
The Commerce City Schools Board of Education does hereby announce that the millage rate will be set at a meeting to be held at the Commerce City Schools Board of Education office located at 270 Lakeview Dr., Commerce, Georgia on September 19, 2024 at 4:15 p.m. and pursuant to the requirements of O.C.G.A. § 48-5-32 does hereby publish the following presentation of the current year's tax digest and levy, along with the history of the tax digest and levy for the past five years.							
CURRENT 2024 PROPERTY TAX DIGEST AND 5 YEAR HISTORY OF LEVY							
Commerce City Schools		2019	2020	2021	2022	2023	2024
V A L U E	Real & Personal	215,918,541	253,430,084	338,455,534	409,506,366	665,083,786	753,730,343
	Motor Vehicles	3,689,050	3,444,550	2,748,800	2,470,700	2,743,280	2,841,500
	Mobile Homes	757,142	754,182	875,177	994,628	1,402,360	1,394,785
	Timber - 100%						
	Heavy Duty Equipment						
	Gross Digest	220,364,733	257,628,816	342,080,511	412,971,694	669,229,426	757,966,628
	Less Exemptions	42,711,397	55,518,558	79,826,971	105,097,596	254,626,805	260,713,175
	<b>NET DIGEST VALUE</b>	<b>177,653,336</b>	<b>202,110,258</b>	<b>262,253,540</b>	<b>307,874,098</b>	<b>414,602,621</b>	<b>497,253,453</b>
R A T E	<b>MILLAGE RATE (Maintenance &amp; Operation)</b>	<b>19.0620</b>	<b>18.9250</b>	<b>17.0780</b>	<b>16.9280</b>	<b>15.5000</b>	<b>14.5540</b>
	<b>TOTAL M&amp;O TAXES LEVIED</b>	<b>\$3,386,428</b>	<b>\$3,824,937</b>	<b>\$4,478,766</b>	<b>\$5,211,693</b>	<b>\$6,426,341</b>	<b>\$7,237,027</b>
TAX	Net Tax \$ Increase	\$186,392	\$438,509	\$653,829	\$732,927	\$1,214,648	\$810,686
	Net Tax % Increase	5.82%	12.95%	17.09%	16.36%	23.31%	12.62%

## Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires Commerce City Schools, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Commerce City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Commerce City Schools to include information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; for sports activities like wrestling, showing weight and height of team members.

Directory information, which is information generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Commerce City Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 10 days of enrolling in Commerce City Schools. Commerce City Schools has designated the following information as directory information:



student's name; participation in officially recognized activities and sports; address; telephone listing; weight and height of members of athletic teams; electronic mail address; photograph; degrees, honors, and awards received; date and place of birth; dates of attendance; and grade level.

### **Protection of Pupil Rights Amendment (PPRA)**

Definition of Terms Used in PPRA:

“Instructional Material” - Instructional material that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as material accessible through the Internet). The term does not include academic tests or academic assessments.

“Invasive Physical Examination” - Any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

“Personal Information” - Individually identifiable information including: (1) a student or parent's first and last name; (2) home address; (3) telephone number; or (4) social security number.

### **Requirements**

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent; or
- Income (other than that required by law to determine eligibility for participation in a pro- gram or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

A parent of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey. The superintendent shall develop procedures for: (1) granting a request by a parent for reasonable access to such survey within a reasonable period of time after the request is received, and (2) making arrangements to protect student privacy in the event of the

administration or distribution of a survey to a student containing one or more of the items listed as (1) through (8). The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

A parent of a student may, upon request, inspect any instructional material used as part of the educational curriculum for the student. The Superintendent shall develop procedures for granting a request by a parent for reasonable access to instructional material within a reasonable period of time after the request is received.

Parents shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

The parent of a student shall be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). Such notice shall offer the parent the opportunity to inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to a student and to opt the student out of such activities. The superintendent shall develop procedures that: (1) make arrangements to protect student privacy in the event of such collection, disclosure, or use, and (2) grant a request by a parent for reasonable access to such instrument within a reasonable period of time after the request is received.

### **School Report Card**

As part of this mission, the Governor's Office of Student Achievement (GOSA) presents its annual report on Georgia's public education agencies. GOSA hopes that the information contained in these reports and future reports will provide educators, parents, students, and all stakeholders with valuable information and challenge communities to improve education for all of Georgia's children.

Please use this link to view the report card for every school in the district.

O.C.G.A. 20-2-751.7

PSC Mandated Process For Reporting Allegations of Inappropriate Behavior by School Employee

Georgia Test - EOC Summary - by Subgroup (CHS)

Georgia Tests - EOG Summary- by Subgroup (CES)

Georgia Tests - EOG Summary- by Subgroup (CMS)

### **Student Attendance Protocol**

You are hereby notified of the consequences under Georgia law (O.C.G.A. 20-2-690.1) that state what can occur when a student has accumulated 7 or more absences. Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's system notifies the parent, guardian, or other person who has control or charge of a child of seven unexcused days absence for a child shall constitute a separate offense. Above and beyond these consequences under state law, 7 or more unexcused absences will result in a referral to the Student Attendance Review Board as called for in the Commerce City Student Attendance Protocol. For out-of-district students, students will be withdrawn from Commerce City Schools to attend their home district upon 7 unexcused absences.

If you have questions concerning your child, please contact the appropriate school.

Mandy Lund - Commerce Primary- 706-335-5587

Kris Patel - Commerce Elementary- 706-335-1801

Chris Corkery - Commerce Middle-706-335-5594

Will Smith - Commerce High- 706-335-5942

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### **HB91 Petition Processing**

For more information on House Bill 91 click on this link.

1. All students wishing to petition for HB 91 diploma need to complete the application form from the Commerce City Schools website (download the HB91 Petition Form below). Students must mail or take the form, along with a copy of their ID card, to the guidance counselor at Commerce High School.
2. Each submitted application will be logged by the CHS guidance office.
3. The counselor (or his/her qualified designee) will be responsible for vetting the transcript to ensure the student met graduation requirements based on credit. The high school principal and guidance counselor will sign off on the application depending on the outcome of the review. If the petitioner meets requirements the counselor or designee should immediately inform the data collections specialist in Central Office to make the needed changes to the transcript to reflect the status as a graduate. The counselor or designee should check to see if the student has a current diploma on file that can be issued.
4. Students will be contacted via email and/or form letter of the outcome. The principal at CHS will sign off on the final transcript for issuance to students. If the student qualifying for graduation would like a diploma and one is not currently on file at the high school, the counselor will order diplomas for interested students on a quarterly basis.
5. The high school counselor and data collections specialist at the central office is responsible for all tracking and data collection of petitioners. The high school counselor and data collections specialist will submit the annual report to the state department of education.

### **HB251: Intradistrict Transfer Option**

State law in Georgia allows intradistrict transfer within our state, but since we are a charter system, we have no option for intradistrict transfers.

### **Notice of Non-Discrimination**

The Commerce City School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies.

Mr. Billy Kirk  
Superintendent  
270 Lakeview Drive  
Commerce, Georgia 30529  
706-335-5500

### **CTAE Programs**

The Commerce City School System offers the following career and technical programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grades 9-12.

Agriculture

Health Science  
Education and Training  
Food and Nutrition  
AV/Technology  
Computer Science

Persons seeking further information concerning the career and technical education offerings and specific prerequisite criteria should contact:

Mrs. Cameron Shirley  
Career Technical Supervisor  
272 Lakeview Drive  
Commerce, Georgia 30529  
706-335-5942

Inquiries regarding nondiscrimination policies should be directed to:

Mr. Billy Kirk  
Superintendent  
270 Lakeview Drive  
Commerce, Georgia 30529  
706-335-5500