

CHATTAHOOCHEE HIGH SCHOOL FAQs

If your question is not answered below, please don't hesitate to call us, 770-521-7600, or e-mail us, hoochptsapres@gmail.com.

What are the main office hours at CHS?

7:45am – 4:15pm daily.

What should I do if my student is absent?

Please send in a note or doctors excuse with your student on the day they return to school. The student should turn this in at the attendance window before school.

Can my student take an excused absence on a religious holiday?

If there is a religious holiday for your specific religion on the calendar then your child may take that day as a religious holiday, but if you are taking off additional days around that holiday, your child will need to get it pre-approved. There are 6 pre-approved absences permitted per school year.

How do I check my student out of school?

Please send in a signed note with the student indicating the time he/she is to leave class. The student needs to take this note to the attendance window **BEFORE school starts** for verification. The student will then be given a pass to be excused from class at the appointed time. You do not need to come in to the school to pick your child up. The student should retain the pass if he/she will be returning to school later the same day. This will be your child's pass back in and it should be shown at the attendance window upon return.

Where do I go to check my student out of school?

If you were unable to send in a note in advance, please report to the attendance window to check your student out of school. Please be prepared to show a photo ID in order to sign your student out. It is recommended that you allow an extra 10 minutes in order for us to send a note to your child's class and have the student report to the attendance window. Sometimes students are in PE classes or far off hallways and retrieving them can take some time.

Can someone else check my child out?

As long as the person picking up the student is listed as an emergency contact in your child's information they are allowed to check the student out. Photo ID is required for anyone checking out a student.

My student forgot their ___ (lunch, notebook, key, money, book, etc.) Can I bring it to them?

You are welcome to drop off items for your student in the Main Office.

If I drop something off at school will you deliver it to them?

Unfortunately we cannot interrupt class or send them notes informing them that they have an item in the office. Please instruct your students that if they have forgotten something, they need to check in the Main Office between classes to see if it has been dropped off. Thank you for your understanding.

What if my child needs medication at school?

The form to administer medication at school should be filled out completely and signed by the parent for any over the counter medication. For prescription medication this completed form must be signed by the parent **and the physician**. Please bring the completed form and the medication, in its original container ONLY, to the clinic.

How do I get my Home Access login?

Logins for the Home Access parent portal may only be obtained by parents or legal guardians listed in the system. Please report to the Main Office and show a photo ID in order to obtain your login and password.

Where do I pick up my Super Cougar/PTSA membership package?

These are available for pick up in the Main Office.

Where can I see the list of upcoming college visits or tutor's?

The college visit calendar is available on the counseling website at <http://www.chattcougar.com/1REDESIGN/Counselors.htm> A list of tutoring resources can also be found on the counseling department website as well as information on college planning, financial aid, scholarships, college entrance exams, career information and more.

Can my child ride the bus with a friend or go home with someone else?

A signed note giving the student permission to ride a different bus should be presented to Ms. Lange in the Assistant Principal's office for verification. Approval will depend on space available on any given bus.

What happens if my child gets their cellphone/electronic device taken away at school?

Cell Phones, iPods, video games and other electronic devices are not allowed during school hours. If a student gets their phone/electronic device confiscated at school it will be logged in and locked up in the Main Office. The student can retrieve the item the following day and will be required to sign for it. Parents are allowed to retrieve the phone/electronic device for their student on the same day, but the parent must report to the Main Office in person and sign for the item. The Main Office is open from 7:45am – 4:15pm daily.

How does my child get their certificate of attendance for the drivers permit/license?

Please fill out the form and turn it in to the attendance window for certification. Please allow 24 hours for completion.

Where does my child get their ADAP certificate to get their learner's permit?

Students who passed their health class at CHS can fill out and turn in an ADAP request form in the Main Office anytime. It will be available for pickup in the Main Office within a few hours OR the next day.

How does my child get a work permit?

Work permit forms can be found on the CHS website at www.chattcougar.com or they can be obtained in the main office. Work permits must be filled out completely and signed by the employer. These forms can be turned in to the main office. Please allow 24 hours for completion.

My student lost their agenda. Can they get a replacement?

Yes. Replacement agendas are available in the Media Center for \$10.

My student has lost a book, what do I do?

Please report to the main office to pay for the lost book and to obtain a replacement. In the event that the lost book is found in good condition, you will receive a refund.

My student lost their _____ ! Where is the lost and found?

The lost and found is located in the main office. You are welcome to check the lost and found during office hours.

How can my student get a transcript and what is the cost?

Official transcripts are \$3 each and can be obtained from the records clerk in the Counseling Office. NCAA clearinghouse and transcripts are handled by Ms. Lange in the Assistant Principal's office.

I need to come into the school, where should I go?

Parents and guardians, please report to the Main Office to sign in and obtain a visitors badge before visiting any other area of the school. Students of other schools are not allowed on campus at any time.

My student texted me and said they are sick. How do I pick them up?

Since phones are not allowed during school hours your student should report to the clinic if they are ill. Then the Clinic Aide will contact the parent/guardian/emergency contact to pick the student up. If your student chooses to take the chance of using their phone to text you that they are ill, please see the section regarding checking your student out of school.

My student has to leave early with their school team for a game. Is that an unexcused absence?

It is an excused absence but the student is responsible for making up any missed work. The team coach will inform all teachers in advance of students who are traveling with the team.

How does my student get a parking permit?

Parking Permits are \$50 per semester, and must be renewed each semester. Parking permits can be obtained from the Assistant Principal's office.

My student has a problem with their locker. Who do they talk to?

All locker issues are handled in the Media Center.

When/Where are the PTSA meetings?

All PTSA meetings are held on the first Wednesday of each month at 6:30 pm in room A101 unless otherwise noted.

What is the Dress Code?

High school students are expected to develop social skills that include the ability to make good decisions about when and where certain types of clothing are appropriate. At Chattahoochee we encourage our students to "dress for success" by choosing attire for school that is sensible and safe. Furthermore, clothing that is provocative or inflammatory is not to be worn to school because it may distract from the learning environment. Clothing must respect the personal beliefs and religious rights of all students and staff. Dress code decisions are subject to interpretation by the CHS staff and administration. Please see the following page for additional information.

Clarifications of Chattahoochee dress standards are as follows:

1. Modesty and neatness are good "rules of thumb". Clothing must not expose bare midriffs or cleavage, must not display uncovered undergarments and must not permit visibility of undergarments through sheer fabric.
2. Shoes must be worn.
3. Students may not wear sunglasses in the building.
4. Ornamentation or clothing with writing, slogans, pictures, or symbols that depict or insinuate messages in support of alcohol, tobacco or drugs is prohibited.
5. Ornamentation or clothing that depicts obscenities, profanity, vulgarity, racism, nudity, sexual innuendo, gang affiliation, or violence is prohibited.
6. Beachwear or swimming attire is prohibited.
7. Sleepwear is prohibited including flannel/cotton pajama tops or bottoms, robes, and bedroom slippers.
8. Studded apparel and chains that are greater than 6" in length are prohibited.
9. During the school day, blankets and pillows are prohibited.
10. **Head coverings:** During the school day, students may not wear head coverings including hats, hoods, visors, bandanas, scarves, head wraps, etc. unless the apparel is part of the student's customary religious attire.
11. **Jeans:** The waistline of jeans/pants must be worn at the waist **AND** above the buttocks and not display undergarments.
12. **Three finger standard:** Both shoulders should be covered with fabric that is as least as wide as the width of three fingers and not display undergarments.
13. **No holes standard:** Holes, rips and tears in clothing are **not** allowed.
14. **Tops:** Armholes must not be oversized exposing skin or undergarments under the arms or across the shoulders and back.
15. **Mid-thigh standard:** The length of shorts/skirts must be one inch below the tips of the fingers when the waistline of the garment is worn at the waist and the arms are held down by the side. This includes any item being worn over leggings or tights.
16. **Necklines:** Plunging necklines are prohibited. The low point of the neckline must be higher than the sleeve seam or the armpit.