

**Chattahoochee County  
Middle/High School  
2018 - 2019  
Student Handbook**



Chattahoochee County Middle/High School  
360 HWY 26  
Cusseta, GA 31805  
Website: [www.chattco.org](http://www.chattco.org)  
Phone: (706) 989-3678  
Fax: (706) 989-0649

**CHATTAHOOCHEE COUNTY VISION STATEMENT**

**Instilling pride. Igniting passion. Infinite possibilities.**

**CHATTAHOOCHEE COUNTY DISTRICT MISSION**

Our mission at Chattahoochee County School District is to prepare all students for college and career readiness as they grow to be productive contributors in society.

**CHATTCO BELIEFS:**

*We believe . . .*

- *in providing an instructional environment that meets the diverse needs of all individuals.*
- *individuals are inspired and thrive when academic and social engagement are related.*
- *all students deserve equal opportunity access to a strong, vibrant and safe educational environment from cradle to career and beyond.*
- *our students are prepared for successful academic careers to become contributing members of society.*
- *in a culture of high expectations and accountability for all stakeholders (students, staff, parents, and community)*
- *in community partnerships that provide outside resources to help the school system meet it's strategic goals.*



Opportunities  
Nurturing  
Excellence



Belief  
Endurance  
Accountability  
Tolerance

## **Chattahoochee County Middle/High School Alma Mater**

**Hail to thee, Dear Chattahoochee,  
Yours our hearts shall be.  
To your good we pledge our service and our loyalty.  
As your loyal sons and daughters, strive we to excel.  
In our work and games and honor  
Black and Gold prevail!**

### **TABLE OF CONTENTS**

<b>ADMISSIONS.....</b>	<b>8</b>
Demographic and Directory Information	
Enrollment	
Equal Education Opportunities, FERPA	
Foreign Exchange Students, Gender Equity, Homeless Students	
Military Child Policy	
Non-Resident Students	
<i>Out of State Tuition</i>	
<i>Transfer Credit</i>	
Student Withdrawal	
Parent Notification of Student Withdrawal	
Monitoring	
<b>ACADEMICS.....</b>	<b>14</b>
Courses Required for Graduation	
Citizenship Seal/Cord	
College Visitation	
Conferences	
Course Weighting: AP and Honors	
Grading System	
High School Promotion/Retention	
Graduation	
Guidance/Counseling Services	
Homebound Illnesses	



Honor Grad Criteria  
 Honor Roll Criteria  
 HOPE Scholarship  
 Zell Miller Scholar Program  
 Middle School Promotion/Retention/Grade Placement  
 Salutatorian/Valedictorian  
 Schedule Change Procedure  
 STAR Student  
 Report Cards  
 Testing  
 EOC/SLO  
 Summer School

**ATTENDANCE.....21**

Purpose, Operational Authority  
 Absences/Excuses  
 School Participation Absence/School Related College Absences for Seniors  
 Truancy/Unexcused Absences  
 Parental Notification/Statement of Receipt  
 Notification  
 3<sup>rd</sup>-20<sup>th</sup> Unexcused Absences/Truancy  
 Tardiness  
 Excused Tardy  
 Checking In/Out of School  
 Consequences/Penalties for Unexcused Tardies/Early Checkouts  
 Procedures for Checking In/Out  
 Leaving the School Campus  
 Students Returning to Campus  
 Make-Up Work

**PROGRAMS.....27**

ACE Academy Distance Learning  
 Acceptable Use Policy for Technology/Internet  
 Alternative School  
 Cafeteria  
 Clinic-Medical  
 Chattahoochee Valley Academy  
 Dual Enrollment  
 Extra-Curricular Activities  
 Media Center  
 Section 504  
 Computers, Web Pages  
 Arrival on Campus  
 Leaving Campus  
 Buses  
 Driving on Campus



Field Trips	
<b>GENERAL INFORMATION.....</b>	<b>44</b>
Bell Schedule	
Announcements	
Moment of Reflection	
Assemblies	
Book Bag	
Changing Classes	
Complaint Procedures	
Class Dues - High School	
Dances	
Homecoming	
CCHS Prom King/Queen	
CCHS Prom Prince/Princess	
Fire Drills/Tornado Drills/Disaster Plan	
Fundraisers	
Money Matters	
Off-Limits Areas	
School Store	
Senior Superlatives	
Textbooks	
Voter Registration	
<b>CONDUCT AND STUDENT DISCIPLINE.....</b>	<b>51</b>
After School Detention	
Alcohol, Narcotics, Stimulants, and other Dangerous Drugs	
Beverages	
Bullying	
CCMHS Conflict Resolution Procedure	
CCMHS Parent Concern Procedure	
Code of Student Conduct	
Corporal Punishment Information	
Dress Code Policy	
Drug Dogs	
Expected Student Behavior	
Gang Activity	
Harassment (student)	
ISS	
Search and Seizure	
Suspension	
Tribunal	
Weapons	
Rules and Dispositions.....	58
<i>Aggressive Behavior</i>	
<i>Alcohol/Illegal Drugs/Inhalants</i>	





*Attendance Violation*  
*Bomb Threats/Terroristic Threats*  
*Bullying*  
*Cheating*  
*Chronic Misbehavior*  
*Communication/Electronic Devices/Related Paraphernalia*  
*Conduct*  
*Disruption of Class/School*  
*False Safety Reports*  
*Gambling*  
*Gang Related Activity*  
*Incendiary Devices*  
*Off Campus Offenses*  
*Other Behaviors*  
*Prescription/Non-Prescription Drugs*  
*Physical Offenses*  
*Property Related Offenses*  
*Sexual Offenses*  
*Technology Offenses*  
*Theft*  
*Tobacco*  
*Weapons*

Suspension and Camera Policies

Sign and Return Forms for Parents and Students

#### **HANDBOOK INFORMATION:**

Students and parents/guardians must read the entire handbook. **Students and parents/guardians must sign and return the pages (72-73) to the students' Homeroom class within five (5) days of receipt of the handbook.** Failure to return signature form does not exclude your student from his/her responsibilities/consequences while at ChattCo.

<b>MS/HS Relations Waiver Form</b>	<b>pg. 72</b>
<b>MS/HS Club/Extracurricular Activity</b>	<b>pg. 72</b>
<b>CCM/HS Parent Right to Know Letter</b>	<b>pg. 74</b>

Constructive criticism of the schools is welcomed by the Board whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively.

Members of the Chattahoochee County Board of Education have confidence in the professional staff and desire to support their actions in order that they are free from unnecessary, spiteful, or negative criticism and complaint. This policy does not supersede any employee's or citizen's right to contact Board members directly. However, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the administration for study and possible solution. The Board advises the public that the proper channeling of and most effective way to resolve complaints involving instruction, discipline, transportation, or learning materials is as follows:



**CHAIN-OF-COMMAND**

<b>Discipline</b>	<b>Curriculum</b>	<b>Transportation</b>
Teacher	Teacher	Appropriate Assistant Principal
Appropriate Assistant Principal	Counselor	Principal
Principal	Appropriate Assistant Principal	Transportation Director
Superintendent	Principal	Facilities & Operations Director
School Board Member	Appropriate Director	Superintendent
State Department of Education	Assistant Superintendent/Curriculum	School Board Member
	Superintendent	State Department of Education
	School Board Member	
	State Department of Education	

*ANY ISSUES OUTSIDE OF THIS CHART ADDRESSED BY PRINCIPAL  
(NOTE: Coach; Athletic Director; Principal)*

The Board will consider hearing citizen complaints when they cannot be resolved by the administration. Persons desiring to communicate with the Board shall submit a written request to the Superintendent stating their name, home address, the topic about which they wish to speak and the group they represent, if applicable, no later than 12 o'clock on Thursday prior to the scheduled Board meeting.

After reading such complaints, and if more information which might challenge or question the good name or character of an individual is needed, the Board shall consider this in Executive Session. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level or if the appropriate chain of command has not been attempted.

<b><u>Grading Period</u></b>	<b><u>Progress Reports</u></b>	<b><u>Report Cards</u></b>
1 <sup>st</sup> Qtr 6 Aug- 8 Oct	6 Sept 2018	12 Oct 2018
2 <sup>nd</sup> Qtr 12 Oct- 21 Dec	13 Nov 2018	7 Jan 2019
3 <sup>rd</sup> Qtr 7 Jan- 12 Mar	6 Feb 2019	14 Mar 2019
4 <sup>th</sup> Qtr 14 Mar- 22 May	27 Apr 2019	24 May 2019

# CHATTAHOOCHEE COUNTY 2018 - 2019 SCHOOL CALENDAR

Board Approved 3/13/2018

<b>DATE</b>	<b>EVENT</b>
-------------	--------------



<b>31-Jul</b>	<b>System-Wide Professional Development (TWD 1)</b>
<b>1,2,3 Aug</b>	<b>Pre-Planning Teachers Report (TWD 2, 3, &amp; 4)</b>
<b>6 Aug</b>	<b>1st Day of 2018 - 2019 School Year - 1st Quarter Begins</b>
<b>3 Sep</b>	<b>Labor Day : NO SCHOOL</b>
<b>6 Sep</b>	<b>1st Quarter Progress Reports Go Home</b>
<b>8 Oct</b>	<b>1st Quarter Ends (45 Days)</b>
<b>9 &amp; 10 Oct</b>	<b>Fall Break (No School)</b>
<b>11 Oct</b>	<b>TWD 5:(No School)</b>
<b>12 Oct</b>	<b>2nd Quarter Begins/1st Quarter Report Cards Go Home</b>
<b>12 Nov</b>	<b>Veterans' Day Holiday - NO SCHOOL</b>
<b>13 Nov</b>	<b>2nd Quarter Progress Reports Go Home</b>
<b>19-23 Nov</b>	<b>Thanksgiving Holidays: No School</b>
<b>21 Dec</b>	<b>2nd Quarter Ends &amp; Early Release 1/2 day</b>
<b>22 Dec - 2 Jan</b>	<b>Christmas Holidays : No School</b>
<b>3 &amp; 4 Jan</b>	<b>TWD 6 &amp; 7 : No School</b>
<b>7 Jan</b>	<b>3rd Qtr begins/ 2nd Qtr Report Cards</b>
<b>21 Jan</b>	<b>MLK Holiday: No School</b>
<b>6 Feb</b>	<b>3rd Qtr Progress Reports</b>
<b>18 Feb</b>	<b>President's Day: No School</b>
<b>12 Mar</b>	<b>3rd Qtr Ends</b>
<b>13 Mar</b>	<b>TWD 8: No School</b>
<b>14 Mar</b>	<b>4th Qtr Begins 3rd Qtr Report Cards Go Home</b>
<b>25-29 Mar</b>	<b>Spring Break- No School</b>
<b>22 Apr</b>	<b>4th Qtr Progress Reports</b>



<b>22 May</b>	<b>4th Qtr Ends &amp; 1/2 Day School Early Release</b>
<b>23 &amp; 24 May</b>	<b>TWD 9 &amp; 10 : No School</b>
<b>24 May</b>	<b>Graduation</b>
<b>27 May</b>	<b>Memorial Day</b>
<b>28 May</b>	<b>Summer Break Begins</b>

### **A D M I S S I O N S:**

#### **Demographic Information**

It is important for the school to know as much about students as possible in case an emergency arises. Demographics pages are normally filled out during registration if not students will be given a sheet on the first day of school. Make sure all names, addresses, phone numbers, etc. are correct and legible. Also, please inform the registrar's office when there are any changes regarding name, address, phone numbers, or emails that need to be updated.

#### **Directory Information**

The Chattahoochee County School System has designed the following information as directory information:

- \*Student's name, address, and telephone number;
- \*Student's date and place of birth;
- \*Student's participation in official school clubs and sports;
- \*Weight and height of student if he/she is a member of an Athletic team;
- \*Dates of attendance at the Chattahoochee County Schools;
- \*Awards received during the time enrolled in the Chattahoochee County School System;
- \*Video, audio, or film images or recordings; and Photograph

Unless you, as a parent/guardian or eligible student, request otherwise, directory information may be disclosed to the public upon request. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 10 days after officially enrolling in school or within 10 working days of the date of the release of this directory information.

#### **Enrollment**

Students who wish to enroll in sixth grade at Chattahoochee County Middle/High who have previously attended Chattahoochee County Elementary for fifth grade will automatically be enrolled and school records will be forwarded to CCM/HS. After reviewing the forwarded records, if any of the required documents are missing, you must provide them within 30 calendar days or student will be withdrawn until appropriate documents are provided. Students who wish to enroll at CCM/HS who have not attended CCEC will need to have the following information presented to the principal or their designee to review before enrollment is granted:

- 1) A withdrawal sheet from the previous school
- 2) A transcript of courses/credits received





- 3) The most recent report card
- 4) A copy of the birth certificate
- 5) A copy of the social security card
- 6) A completed lunch form
- 7) A current immunization form (GA form 3231)
- 8) Eye, Ear, Dental & Nutrition Exam (GA Form 3300)
- 9) A copy of the student's discipline record or a statement that the student does not have a discipline record.
- 10) Proof of residence in Chattahoochee County or payment of out-of-state tuition.  
(Need 2 forms of Proof)
- 11) Student placement in previous school (disciplinary status)

Parents should notify the registrar **immediately** if any of the following apply:

<b>Custody Concerns</b>	<b>Guardianship</b>	<b>ESOL</b>
<b>Gifted and Talented</b>	<b>Power of Attorney</b>	<b>Special Education</b>
<b>504</b>		

**Equal Education Opportunities**

The School District does not discriminate on the basis of race, color, national origin, disability, or sex in any student program. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act and all accompanying regulations.

Any student, parent or other person who believes he or she or any student has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

**Family Educational Rights & Privacy Act (FERPA)**

Notice to parents/guardians and eligible students of rights under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) (the "Act"). You have a right to:

- (1) Inspect and review the education records of a student who is your child, or in the case of a student who is eighteen years of age (18) or older, your own education records;
  - (2) Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
  - (3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent;
  - (4) File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Chattahoochee County Board of Education to comply with the requirements of the Act or the regulations promulgated hereunder; and
  - (5) Obtain a copy of the policy (JR) which the board of education had adopted regarding access to student records. Copies of this policy may be obtained by contacting the Chattahoochee County Board of Education at 326 Broad Street, Cusseta, Georgia –Phone 706-989-3774.
- Generally, a parent will be permitted to obtain a copy of education records of his/her child upon reasonable notice and payment of reasonable copying costs of ten (10) cents per page.

**Foreign Exchange Students**

Chattahoochee County High School recognizes the value of foreign exchange programs and welcomes Foreign Exchange/International Students (FE/IS). All foreign exchange students must follow the same rules and regulations as Chattahoochee County High School students. Academic enrollment will be based on needs from the sponsoring agency and home country. Each foreign exchange student is welcome to participate in academic programs as honorary members providing all requirements for graduation are met. Participation in graduation ceremonies (no actual diploma) will be allowed if the student was enrolled in the senior class. Participation in



extracurricular programs will be granted providing the governing agency has cleared the request (i.e. athletes must get permission from GHSA).

### **Gender Equity**

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2-315). Students are hereby notified that the Chattahoochee County School System does not discriminate on the basis of gender in its athletic programs. Inquiries or complaints concerning sports equity in this school may be submitted to: Sports Equity Coordinator/Athletic Director at 360 Highway 26 Cusseta, GA 31805.

### **Homeless Students**

Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) that requires each state to ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youth. In accordance with the Act and State Board Rule 160-5-1-.28 (JBC), the term “Homeless Child and Youth” is defined as children and youth who are:

- a. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
  - b. Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
  - c. Living in emergency or transitional shelters;
  - d. Abandoned in hospitals; or
  - e. Awaiting foster care placement.
- f. Moreover, the following children are included in the definition: children who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; children who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations, or similar settings; and migratory children who qualify as homeless because they are living in circumstances described above. Please refer to Chattahoochee County Board Policy JBC (1) for further information and details.

The term “homeless children and youths” is defined as provided in the McKinney-Vento Homeless Assistance Act (the Act).

In accordance with the Act, every child of a homeless individual and every homeless child or youth shall have equal access to the same free, appropriate public education as provided to other students. The District shall assign and admit a child or youth who is homeless to a District school regardless of residence or whether the parent or student is able to produce records normally required for enrollment.

The Superintendent shall appoint a liaison for homeless children and youths.

The School District will work with homeless children and youths and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless children and youths not currently attending school in a manner that will not stigmatize or segregate them on the basis of their status as homeless. Homeless students will be provided district services for which they are eligible, including transportation services, Head Start and comparable pre-school programs, Title I and similar state or local programs, educational programs for students with disabilities or limited English proficiency, career and technical education programs, gifted and talented programs and school nutrition programs. Appropriate secondary education and support services will be provided to ensure that homeless youths receive appropriate credit for full or partial coursework satisfactorily completed while attending a prior school.



The Superintendent or designee will review and revise as necessary regulations or procedures that may be barriers to the enrollment of homeless children and youths. In reviewing and revising such regulations or procedures, the District will consider issues of transportation, immunization, residence, birth certificates, transfer of school records and other documents required for enrollment.

Anyone having a concern or complaint regarding eligibility, school selection, or enrollment of a homeless child or youth should first present it orally and informally to the District homeless liaison, who shall carry out the dispute resolution process as defined in the state plan for the education of homeless children and youths.

**Military Children:** Approved March 2010

**The Background:** In an effort to help our military students' graduate on-time, the Georgia General Assembly has passed Senate Bill 114.

[http://www.legis.ga.gov/legis/2009\\_10/versions/sb114\\_AP\\_6.htm](http://www.legis.ga.gov/legis/2009_10/versions/sb114_AP_6.htm)

**Portions of bill outlined below:**

*In order to facilitate the on-time graduation of children of military families, states and local school systems shall incorporate the following procedures:*

- (1) Local school systems shall waive specific courses required for graduation if similar coursework has been satisfactorily completed in another local education agency or shall provide reasonable justification for denial. Should a waiver not be granted to a student who would qualify to graduate from the sending school, the local school system shall provide an alternative means of acquiring required course work so that graduation may occur on time;*
- (2) Local school systems shall accept exit or end-of-course exams required for graduation from the sending state, national norm-referenced achievement tests, or alternative testing in lieu of testing requirements for graduation in this state; and*
- (3) Should a military student transferring at the beginning or during his or her senior year be ineligible to graduate from the receiving local education agency after all alternatives have been considered, the local school system shall coordinate with the sending local education agency to ensure the receipt of a diploma.*

**High School:** Task is to ensure that military students entering Chattahoochee County High School in their senior year will receive a diploma.

Military students must meet the following requirements:

- a. Entering Chattahoochee County High School in their senior year must be on track to graduate in their previous high school.
- b. Must pass all required courses taken at Chattahoochee County High School.
- c. Must take required EOC's for courses taken at Chattahoochee County High School.
- d. CCHS high school counselor must make an effort to contact the previous high school to ensure student receives a diploma either from CCHS or previous school.

**Challenges:**

- a. Military students coming from outside the United States who are associated with Ft. Benning's *Western Hemisphere Institute for Security Cooperation (WHISC or WHINSEC)*, come to Chattahoochee County High School with little knowledge of the English Language.
- b. Language barrier with sending local education agency.

**NON-RESIDENT STUDENTS:**

CRITERIA FOR PROSPECTIVE OUT-OF-COUNTY/STATE STUDENT ENROLLMENT

**I. Grades K-8**

**A. Academics**

1. The prospective student must be passing reading and math.
2. The prospective student may only be failing one subject, if any, but not reading or math.
3. The prospective student must have an overall minimum average of 75.

**B. Discipline** - The present or prospective student must have acceptable behavior.



1. No more than (3) discipline referrals the previous year.
  2. No discipline problems of a serious nature (drugs, alcohol, weapons, fighting, alternative school assignment or any behavior which might be deemed a threat to the safe and orderly operation of the school).
- C. Attendance** - The prospective student must be within the acceptable limit of absences for the current and previous school year. (No more than six (6) absences per year of which no more than two (2) may be unexcused).

## **II. Grades 9-12**

### **A. Academics**

1. The prospective student must have failed no more than one course the preceding school year.
2. The prospective student must be on track for graduating having
 

after one year of high school .....	6 units
after two years of high school .....	12 units
after three years of high school .....	19 units
3. The present or prospective student must have a minimum GPA of 2.75 out of a 4.0.

**B. Behavior** - The present and prospective student must have acceptable behavior:

- a. No more than three (3) discipline referrals the previous year.
- b. No discipline problems of a serious nature (drugs, alcohol, weapons, fighting, alternative school assignment or any behavior which might be deemed a threat to the safe and orderly operation of the school).

**C. Attendance** - The prospective student must be within the acceptable limit of absences each semester of the previous school year (three (3) per semester in high school of which no more than two (2) may be unexcused).

## **III. General Grades K-12**

1. Each school will establish a student review committee to review the records of students requesting to attend schools within the Chattahoochee School District from out of district. The review committee will review each student's records to ensure that the students meet the criteria listed above before the student enrolls.

- a. Once an out-of-county/state student has been enrolled he/she is expected to continue to meet the above criteria.
- b. The student review committee will meet as needed, but at a minimum, annually, to review the status of all out-of-county/state students whose names have been submitted by the faculty to the school principal for review due to a suspected enrollment criteria violation.
- c. This committee shall be authorized to make decisions regarding the enrollment status of students seeking enrollment in the District and nonresidents students currently enrolled in the District who have been submitted to the committee for a review of qualifications.

2. Nonresident special education students will be permitted to enroll in the Chattahoochee County if (1) the students meet the academic, behavior and discipline criteria set forth above and (2) the services and program outlined in the child's Individualized Education Program are available in Chattahoochee County.

3. Nonresident, in state students will not be charged annual tuition.

4. Nonresident out-of-state students shall pay tuition prior to enrollment. Once a student is enrolled and has paid tuition, there shall be no refunds of tuition, regardless of the number of days the student is enrolled. If an in state student moves out-of-state during the time of enrollment, that student shall pay pro-rated tuition based on the number of days remaining on the calendar. Further, if an out-of-state student desires to enroll in the Chattahoochee County School





District after the school year has begun, said student's tuition shall be prorated based on the number of days remaining in the school

**5. Out of State Tuition is: \$8,200.00 or \$4,100.00 each semester**

IV. It is the long standing policy of Chattahoochee County School District to allow school employees (both certified and non-certified) to enroll their children, of whom they are the legal guardian, to attend Chattahoochee County Schools free of charge. However, a student seeking to enroll in the Chattahoochee County School District based on a parent's employment status must meet the academic, discipline and attendance requirements outlined in this policy to continue enrollment in the District.

**Transfer Credit**

**From an Accredited School-** The Chattahoochee County Schools shall accept student course credit earned in an accredited school. The school shall have been accredited at the time the credit was earned. High school students transferring to the Chattahoochee County School System from an accredited school will receive credit for courses taken at the former school as recorded on the transcript(s) from the issuing school or schools. Letter grades from transferred courses will be converted to a numerical grade using either a conversion scale provided by the prior school or, if a scale is not available, using the Chattahoochee County School System's conversion formula. Numerical grades received from other systems will be recorded unchanged. Transferred elective course titles, if necessary, will be changed to broad categorical titles such as physical education, business education, and vocational education. High school students who transfer from accredited schools must also pass the high school graduation tests or other graduation assessment required by the state board of education and meet state of Georgia's and Chattahoochee County school system's graduation requirements before a diploma will be issued.

**From a Non-Accredited School-** Students requesting admission into high school in the Chattahoochee County School System from non-accredited schools or home study programs will have their previous course work considered for Carnegie unit credit upon receipt of an official transcript or other documentation signed by duly authorized personnel of the former institution. Students transferring from Home School Programs must have their transcript or their documentation verified by the signatures of a parent or guardian. Courses transferred from non-accredited schools or home schools must be reviewed and compared to the GSE to determine if they meet secondary minimum core curriculum. Possible sources of information to determine if a course meets the minimum core curriculum may include any of the following:

1. Reviewing course syllabi
2. Reviewing course objectives
3. Reviewing course textbooks and other instructional materials
4. Interviewing personnel/parent/student interview to determine course content
5. Reviewing other available documentation

Elective credit will be given for courses whose content does not match the Georgia Board of Education. List of State Funded K-8 Subjects and 9-12 courses, or for courses which do not meet the minimum core curriculum content. Transferred credit will be recorded on the student transcripts as "Pass" or "Fail". No numerical grades will be recorded for transfer credits earned from non-accredited schools or programs. No credit will be given for grades less than seventy (70) or its alphabetical equivalent.

No more than eight (8) Carnegie units can be awarded for study at a non-accredited public or private school, including home school or correspondence schools, in any single academic year. The Chattahoochee County School System will not award Carnegie unit credit for courses taken only during the summer in a homeschool setting.



**In order to participate in an off campus class, you must have prior approval from the school counselor. Please contact guidance counselor with any questions related to credits and transcripts.**

### **Student Withdraw**

The school system is authorized to withdraw a student for the following reasons when the student:

- Has 10 or more consecutive days of unexcused absences.
- Is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individual Disabilities Education Act (IDEA).
- Has been expelled due to a decision rendered in a tribunal hearing O.C.G.A. 20-2-750 through 759.
- Has not provided all of the documentation required for enrollment.
- Fails to meet the expectations for non-resident students \*if applicable

### **Parental Notification of Student Withdraw**

The Superintendent or Designee shall use his best efforts to notify the parent(s), guardian(s), or other person(s) having control or charge of a student if the school system plans to withdraw such student, who is younger than 18 years of age, and is not subject to compulsory school attendance.

The school system is authorized to withdraw a student subject to compulsory attendance only if the local Superintendent or Designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home study program.

### **Monitoring**

The Principal/Designee will review attendance records at the end of each school year for the purpose of identifying students for attendance monitoring at the start of the next school year. Students referred to the Principal or Designee for violation of compulsory attendance during a school year will be considered as an active referral for continued monitoring at the beginning of the next school year. (Adopted June, 2009)

### **A C A D E M I C S :**

#### **Courses Required for Graduation for 2019 Graduates:**

<b><u>Units Required</u></b>	<b><u>COURSES</u></b>
4	English/Language Arts
4	Mathematics
4	Science
4	Social Science
3	CTAE and/or Fine Arts and/or Foreign Lang.
1	Health and Physical Education
<u>6</u>	<b><u>Electives</u></b>
<b>26</b>	<b>Total Units (Minimum)</b>

**As well as required State Testing.**

### **Citizenship Seal**

Students who perform true community service will be awarded a seal on their diplomas as well as the Citizenship Cord to be worn at graduation. Students must accumulate 300 hours for the entire high school career to receive this seal. All paperwork must be submitted to the counselor's office on or before March 1st in order to be awarded this seal. Activity sheets are located in the counselor's office.

Criteria for the seal include:

- No money can be made for this work.



- Doing community service under the direction of any law enforcement agency does not count toward the seal.

### **College Visitation**

The following criteria have been approved for college visitation. The student must:

1. Be assigned to the 11<sup>th</sup> or 12<sup>th</sup> grade.
2. Sign up with the Counselor at least one day in advance and notify all teachers.
3. Have taken or are scheduled to take the SAT.
4. Have a satisfactory attendance record.
5. Complete a verification of attendance form and return it to the Counselor.

Two (2) excused visits per student during their 11<sup>th</sup> and /or 12<sup>th</sup> grade year will be allowed that will not count against attendance and/or test exemptions. If not approved in advance, these visits will be counted as an unexcused absence. In individual cases to exceed the 2 visit limit may be appealed to the principal.

### **Conferences**

Parents are encouraged to schedule conferences with teachers and administrators whenever needed. Teachers are available during their planning periods or before/after school hours by appointment. To verify that a teacher or an administrator will be available, please call the school office to schedule a conference.

### **Course Weighting:**

#### **AP Courses / Dual Enrollment Courses**

Advanced Placement (AP) classes are based on the following premise: The courses are taught by highly qualified high school teachers who use the *AP Course Descriptions* to guide them. The Course Description for each discipline outlines the course content, describes the curricular goals of the subject, and provides sample examination questions. While the Course Descriptions are a significant source of information about the course content on which the AP Exams will be based, AP teachers have the flexibility to determine how this content is presented.

AP Examinations are administered each year in May, for a fee which is determined by *College Board* each year, and represent the culmination of college-level work in a given discipline in a secondary school setting. A fee reduction is available to eligible students with acute financial need. For more information about fee reductions, go to [www.collegeboard.org/apfeereductions](http://www.collegeboard.org/apfeereductions). If a student scores three or higher (depending on the individual college's requirements,) AP students can earn college semester hours for the AP courses they take. The AP exam is not required, and does not determine pass or fail; therefore, it is up to the individual student as to whether they want to take the exams.

AP courses are also weighted at a higher GPA (1.0), due to the rigorous content. If you have further questions, please visit the *AP Website (College Board)* at <http://www.collegeboard.org/>.

The Dual Enrollment program allows high school students (9<sup>th</sup> – 12<sup>th</sup> grade) to earn college credit while working on their high school diploma. Dual Enrollment replaces Accel, HOPE Grant for dual enrollment and the previous Move On When Ready program. The Dual Enrollment core courses will be weighted at a higher GPA (1.0) due to the rigorous content. If you have further questions, contact the school counselor at 706-989-3678.

#### **Honors Courses**

These courses are based on the following two important premises: The first is the expectation that all students can perform well at rigorous academic levels. This expectation should be reflected in curriculum and instruction throughout the school, so that all students are consistently being challenged to expand their knowledge and skills to the next level.



The second important premise is the belief that we can prepare every student for higher intellectual engagement by starting the development of skills and acquisition of knowledge as early as possible. Addressed effectively, high school years can provide a powerful opportunity to help all students acquire the knowledge, concepts, and skills needed to engage in a higher level of learning.

Students must be recommended for Honors courses by their previous teachers within the subject area, and also by their GPA in the courses within the content area, STAR assessment, Accuplacer test, and attendance. Recommendations are based on the student's academic and behavioral performance within the regular education or previous Honors class.

Because the Honors courses are more rigorous and academically demanding they are weighted at a higher GPA (0.5) These courses are also the basis for recommendation into future advanced courses. In order to be considered for Honors Courses, students must have achieved certain criteria (Accuplacer score, Lexile Reading Level, GPA, Attendance).

### **Grading System**

1. The grading scale will be as follows: **F: 0-69; C: 70-79; B: 80-89; A 90-100**
2. There are two grading periods spanning each semester. There are two semesters in each school year. HS credits are awarded at the end of each semester.
3. An incomplete (I) will be shown on the report card, for work not completed by the end of a nine week grading period. All incomplete work must be made up within 10 days of the new reporting period.
4. A No Credit (NC) will be shown on the report card for students who have more than 20 unexcused absences. 10 unexcused absences per semester for High School.
5. Students who fail a course shall be eligible for course extension, provided they meet the appropriate criteria:
  - a. finish with 67-69 overall grade
  - b. 10 or fewer unexcused absences
  - c. pass the final exam in that course

Course extension assignments are at the teacher's discretion and must be completed and submitted to the teacher within 10 calendar days of the last day of the semester.

### **High School Promotion/Retention:**

#### **Grade Placement/Units Required for Graduation - Class of 2019**

The following units will be necessary **at the opening of school each year.**

Please see guidance counselor for any questions:

##### **26 Units of credit required for graduation.**

5 Units passed = sophomore

11 Units passed = junior

19 Units passed = senior

Transfer students may fall under different requirements.

Please see guidance department for any questions.

#### **Grade Placement/Units Required for Graduation - Class of 2020**

The following units will be necessary **at the opening of school each year.**

Please see guidance counselor for any questions:

##### **27 Units of credit required for graduation.**

5 Units passed = sophomore

12 Units passed = junior

20 Units passed = senior

Transfer students may fall under different requirements.

Please see guidance department for any questions.





## **Grade Placement/Units Required for Graduation - Class of 2021 and beyond**

The following units will be necessary **at the opening of school each year.**

Please see guidance counselor for any questions:

### **28 Units of credit required for graduation.**

6 Units passed = sophomore

12 Units passed = junior

20 Units passed = senior

Transfer students may fall under different requirements.

Please see guidance department for any questions.

## **Graduation**

### **(Requirements to Participate) Please See Guidance Counselor for clarification**

1. Students must have been enrolled in high school for a minimum of eight (8) semesters to receive a diploma. Exceptions to this rule may be appealed to the LBOE.

2. *Approved 13 April 2011 by the GA State Dept of Education: Rule 160-3-1-.07 TESTING PROGRAMS and Rule 160-4-2-.13 STATEWIDE PASSING SCORE.* Students entering ninth grade on or after July 1, 2011 no longer must take or pass the GHSGT (ELA, MA, SCI, SS) however they will be required to take the EOC, which will count for 20% of the student's final grade in core areas. (See Guidance)

3. All student debts must be cleared. (i.e. cafeteria, dues, media center, athletics, clubs)

4. Additional requirements may be given to the seniors at the beginning of each new school year.

**Students will not be allowed to march at graduation ceremonies unless they meet all the above criteria related to the year they enrolled in 9<sup>th</sup> grade. See Guidance Counselor for clarification.**

5. Students who are assigned to the alternative school will not be allowed to walk at graduation (pending LBOE appeal)

## **Counseling Services**

Counseling services are available to every student at CCMHS. These services include assistance with course/college/career planning, interpretation of test scores, occupational information, study help, help with home/social concerns, or any questions the student may feel he or she would like to discuss with the counselor.

## **Homebound Illness**

Any student who is enrolled in regular school, becomes ill, and will be out of school for ten or more consecutive days may be eligible for homebound services. The student must have a form filled out by the doctor and submitted to the counselor, who will then refer the parent/guardian to the homebound coordinator.. See the counselor or system social worker for details.

## **Honor Graduate Criteria**

- The status of Honor Graduate will be awarded to those students who have met all curriculum requirements and have a 3.6 cumulative grade point average, or above, by the beginning of the second semester of their Senior year. Grades earned prior to ninth grade will be used in calculation only if the student was awarded a Carnegie unit of credit for the course. These students will be awarded distinctive regalia to wear at graduation.

## **Honor Roll Criteria**

A student must meet the following criteria to be on one of the honor rolls each term:

- Principal's Honor Roll: Makes all A's in courses taken that semester.



- Honor Roll: Makes any combination of A's and B's in all course taken that semester.

### **Hope Scholarship**

HOPE Scholarship (students seeking a degree) basic eligibility requirement for HOPE Scholarship have NOT changed: be a US citizen, a Georgia resident, register with the Selective Service (if applicable), be in compliance with Georgia Drug-Free Postsecondary Education Act of 1990, attend a Georgia eligible school, graduate with a 3.0 GPA in core courses, maintain a 3.0 while in college.

For information on the HOPE or Zell Miller Scholarship, College/Scholarships, or How to Complete the FAFSA, visit:

<https://www.gafutures.org/>

### **Middle School Promotion/Retention/Grade Placement:**

The Middle School Promotion/Retention Committee will meet annually to review Middle School students who:

Fail 2 or more CORE classes for the year.

Miss more than 20 days unexcused

Fail the Georgia Milestones ELA and/or Math Assessments in 8th grade

### **Salutatorian/Valedictorian**

To be eligible for valedictory or salutatory honors, a student must enroll no later than the first day of their junior year (11th grade). Military transfers will be excluded from this enrollment date requirement. The valedictorian shall be the student who has met all curriculum requirements and has earned the highest cumulative grade point average in the class. The salutatorian shall be the student who has also met all curriculum requirements and has earned the 2nd highest cumulative grade point average in the class. The calculations will be determined at the end of the first semester during senior year. If there is a tie, all tied will be named as Valedictorian and/or Salutatorian accordingly. However, if scholarships or financial grants are to be awarded based on class ranking as Valedictorian and/or Salutatorian, and the scholarships or grants cannot be shared among the students tied for Valedictorian and/or Salutatorian the following applies:

1. The higher overall SAT score (achieved by November of their Senior year) will be the determining factor. If students are still tied then,
2. The higher Math score on the SAT (achieved by November of their Senior year) will be the determining factor. If students are still tied then,
3. The higher Reading score on the SAT (achieved by November of their Senior year) will be the determining factor. If they are still tied then,
4. The higher numerical grade point average at the end of the 1<sup>st</sup> semester of the Senior year, will be the determining factor.

### **Schedule Change Procedure**

Students will be allowed to change schedules only for a VALID reason. All requests for a schedule change must be made in writing within two (2) days after the beginning of each semester. Students desiring a schedule change are to present their request in writing to the Counselor. Schedule change sheets are available in the counselor's office. The counselor's office will notify the student if the request is approved or rejected. If approved, the student will be scheduled for an appointment to make the change. The following are valid reasons for changing schedules:

1. To meet graduation requirements.
2. To make up credit(s) for a class previously failed.



3. To schedule out of a class previously passed.
4. Any other reason approved by the principal.

### **Star Student**

The student with the highest SAT score (meeting minimum scores in both Math and Verbal) and in the top ten percent of the senior class (only grades and transcripts from state-accredited schools will be considered) will be the Star Student. The SAT must be taken by November of their senior year. This student must be enrolled in Chattahoochee County High School for the full senior year.

### **Report Cards**

Report cards will be issued every nine weeks. The school counselor and/or teacher will be happy to discuss the report card if necessary. Also, you may call the main office if you need to set up a conference with any one or all of your child's teachers. **Outstanding debts or non-payment of debts may result in report cards and/or school records being withheld and/or restriction from participation in future school-sponsored activities until all debts are settled.**

### **Testing**

**CCMS Mid-Term Exams:** There are no exemptions for Mid-Term Exams at CCMS, and teachers have the option to not administer a Mid-Term, if they so desire.

**CCMS Final Exams:** All CCMS Classes will have a final exam or project.

**Exemption & Procedures:** Students are eligible to exempt a final exam in a class in which he/she meets one of the following:

1. Yearly Grade is 90 or above and no more than six (6) absences OR
2. Yearly Grade is 85 to 89 and have no more than four (4) absences OR
3. Yearly Grade is 80 to 84 and have no more than two (2) absences

**CCHS Final Exams:** All CCHS Classes will have a final exam or project for each semester/course.

**Exemption & Procedures:** Students are eligible to exempt a final exam in a class in which he/she meets one of the following:

4. Course Grade is 90 or above and no more than three (3) absences OR
5. Course Grade is 85 to 89 and have no more than two (2) absences OR
6. Course Grade is 80 to 84 and have no more than one (1) absence

**Students who have been Suspended (Out-of-school Suspension) during the school year will not be exempt from any mid-term or final exams.**

### **End-of-Course (EOC)**

The EOC will be calculated as the state required minimum 20% of the final grade in the following courses:

**9<sup>th</sup> Grade Literature**  
**Economics**  
**Biology**  
**Algebra**

**American Literature**  
**U.S. History**  
**Physical Science**  
**Geometry**

**Please see school counselor with any questions.**

The EOC **will not** be used as a final exam in each of the above classes.

***There are NO exemptions for the EOC at HS or EOG at MS***

### **SUMMER SCHOOL:**

#### **MIDDLE SCHOOL -**

ChattCo Summer School is for current Chattahoochee County Middle School students only. Students in grades 6-8 are not allowed to enroll in High School Courses. A maximum of 2



courses at \$200.00 each, may be taken during Summer School by one student. There will also be a cost of \$200.00 for attending Attendance Summer School. Parents are responsible for transportation to and from Summer School. Please contact Mr. Kemp at (706) 989-3678 with any questions. *CCMS does not provide transportation for Summer School.*

### **Two Options for Middle School Summer Credit:**

**1. Credit Recovery** – Having failed the course previously, it is prescriptive based, meaning the student only has to make up the lessons/units failed (according to the teacher/grade book). The student must attend until all units are completed/passed and appropriate tests are administered to receive credit.

**2. Attendance Summer School-** Student failed to pass previously taken course as determined by the attendance committee. To receive credit, the student must meet seat time requirements, be present no less than 14 of the 16 days from 8 am to 3:00 pm, as well as, complete and pass the required lessons/units and appropriate tests.

### **HIGH SCHOOL -**

ChattCo Summer School is for current Chattahoochee County High School students only. Students in grades 6-8 are not allowed to enroll in High School Courses. A maximum of 2 courses, at \$200.00 each, may be taken during Summer School by one student. There will also be a cost of \$200.00 for attending Attendance Summer School. Parents are responsible for transportation to and from Summer School. Please contact Mr. Kemp at (706) 989-3678 with any questions.

*CCHS does not provide transportation for Summer School.*

### **3 Options for Summer Credit:**

**1. Credit Recovery** – Having failed the course previously, it is prescriptive based, meaning the student only has to make up the lessons/units failed (according to the teacher/grade book). The student must attend until all units are completed/passed and appropriate tests are administered to receive credit.

**2. New Course Credit-** Not having attempted the course previously, the student is looking to gain credit in this course. To receive credit, the student must meet seat time requirements by being present no less than 14 of the 16 days from 8 am to 3 pm, as well as, complete and pass the required lessons/units and appropriate tests.

**3. Attendance Summer School-** Student failed to pass previously taken course as determined by the attendance committee. To receive credit, the student must meet seat time requirements, be present no less than 14 of the 16 days from 8 am to 3 pm, as well as, complete and pass the required lessons/units and appropriate tests.





# ATTENDANCE:



**BEMON G. MCBRIDE, III**  
CHIEF JUDGE OF SUPERIOR COURTS

11TH FLOOR, GOVERNMENT CENTER  
P.O. BOX 1340  
COLUMBUS, GEORGIA 31902-1340

TELEPHONE  
706/225-4275  
FACSIMILE  
706/653-4269

May 1, 2018

Dear Parent or Guardian,

On behalf of the Superior Courts of Chattahoochee, Harris, Marion, Muscogee, Talbot and Taylor Counties, I wish to welcome you to a new school year and confirm that school attendance is mandatory in the State of Georgia. Regular student attendance is a basic requirement for academic progress, as we all know. Attendance is linked closely to lifelong learning and productivity. It is well established that frequent or chronic absences, late arrivals and truancy place a child at a severe disadvantage, both in school and in endeavors later in life.

With these considerations in mind, you should know that your child's school is legally required to report students with excessive absences or late arrivals to your school's social worker for follow up and possible legal action.

Should such a referral occur, efforts will be made to help the family resolve attendance problems. If such efforts are unsuccessful, it shall be the duty of the school social worker to file proceedings in Juvenile Court or take other legal steps to ensure compliance with Georgia's compulsory attendance laws.

Your child's school realizes that occasional absences or tardiness are necessary or even unavoidable because of illness or family emergencies; however, your student will be responsible for all assignments and homework covered during the absence. If a student needs the teacher's assistance to understand missed material, the teacher will usually be glad to assist the student at a pre-arranged time before or after regular class hours. Generally, it will not be possible for the teacher to stop class or interrupt instruction to accommodate students who are absent or tardy as this would be unfair to other students.

I hope that you and your student have a good academic year and that you will call upon your school with any questions or concerns.

With sincere best wishes,

Bemon G. McBride, III  
Chief Judge,  
Chattahoochee Judicial Circuit

BGM,III/ljj

CHATTAHOOCHEE JUDICIAL CIRCUIT  
CHATTAHOOCHEE • HARRIS • MARION • MUSCOGEE • TALBOT • TAYLOR

## Purpose:

As educators, we all recognize the relationship between daily school attendance, student performance, graduation, and habits in the workplace. We also know that the amount of time actually spent in class is a good measure of a student's access to an education. Each tardy or absence means a student has lost an opportunity to learn.



In order to address truancy and attendance, Georgia state law (HB 1190) now requires that communities and schools work together to address truancy through the recommendations of their local Student Attendance and School Climate Committee, which have two goals set forth in law:

- \* Ensure coordination and cooperation among officials, agencies and programs involved in compulsory attendance issues to reduce the number of unexcused absences from school
- \* Increase the percentage of students who take tests required under state law

This student attendance protocol is written as required by the state of Georgia HB 1190 in an attempt to improve student attendance through the utilization of targeted strategies and interventions for reduction of unexcused absences and truancy.

### **Operational Authority**

The Student Attendance and School Climate Committee is operational under the authority of the chief superior court judge as defined in O.C.G.A. 20-2-690.2. Following adoption of this written protocol and filing with the Georgia Department of Education, the committee will meet quarterly during its first year and twice annually thereafter for the purpose of evaluating compliance, effectiveness and to modify the protocol as appropriate.

The following is an attendance letter from Judge Bemon G. McBride, III, Chief Justice of Superior Courts: **Absences & Excuses**

The Chattahoochee County Board of Education recognizes the importance that regular school attendance plays in increasing student achievement; therefore, the Board directs school-level administrators to put forth efforts to promote high student attendance. Additionally, the Board directs school-level administrators to provide an accurate method of record keeping in regard to student attendance. The Board further supports school-level efforts to recognize students who maintain exemplary attendance records.

The Chattahoochee County Board of Education requires that students be in attendance at public schools in accordance with the requirements of the compulsory school attendance law and for the number of full-length days prescribed by law. The Board further directs the schools to obtain appropriate documentation to validate excused absences. Students are allowed to make up work if absences are excused. Schools are not required to provide work if absences are unexcused. Nothing in this policy should be constructed to encourage student absences (either excused or unexcused). The student shall be responsible for contacting the teacher or teachers to arrange to make up the work. Normally, arrangements and make-up work must be completed within a total of five (5) school days; however, for long-term absences, additional days to make up the work may be approved by the principal.

**\*\*No excuses will be accepted once the nine weeks term ends.**

### **HB 718:**

**Permits five excused absences for military dependents to attend military functions.**

For students in any grade K-8 only days in which students are present for at least half of the instructional time is required at each grade level. A student in grades 9-12 must be present at least 55 minutes of a 90 minute class segment to be counted present in that class. A student in grades 9-12 must be present two (2) full class blocks in order to participate in any school-sponsored extracurricular or interscholastic activity. 50% OF THE SCHOOL DAY

The Chattahoochee County Board of Education as a policy will excuse students for absences under the following circumstances:

1. Personal illness or when attendance in school could endanger a student's health or the



health of others.

2. A serious illness or death in a student's immediate family necessitating absence from school.

3. 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.

4. Observing religious holidays, necessitating absence from school.

5. Conditions rendering attendance impossible or hazardous to student health or safety.

6. A period not to exceed one day for registering to vote or voting in a public election.

7. Schools shall count students present when they are serving as pages of the Georgia General Assembly.

8. Students in foster care shall be counted present when attending court proceedings related to their foster care.

9. A student whose parent or legal guardian is in military service in the U. S. Armed Forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

Students shall be permitted to make up work when absences are excused. A written note from the student's parent or guardian stating the reason for the absence must be turned in to the front office within three (3) days of the student's return to school. Written parent notes shall not excuse more than 10 days per school year. Students who miss more than four (4) consecutive school days for personal illness will be required to present appropriate medical documentation to the front office upon returning to school. With proper verification, a student may be eligible for hospital/homebound instruction as outlined in State Board of Education Rule 160-4-2-.31. Additionally, students who are absent due to a serious illness in the student's immediate family will be required to submit appropriate medical documentation.

A child with excessive excused absences (5) within one school year may be referred to the system social worker for monitoring of any additional pattern of excused absences.

An unexcused absence occurs when a student is voluntarily absent with or without the consent of his/her parent(s)/guardian(s) for reasons not recognized by Georgia statutes and/or school board policy.

**Tardiness/Late Arrivals/Early Dismissals** All students are expected to be in attendance in their regularly scheduled classes by the time the bell rings to begin class. Students who arrive late to school must report to the office upon arrival to school. Repetitive tardiness at the start of the day, during school hours, and leaving early from school may result in the school pursuing action as simple or habitual truancy. A record of tardiness will be kept by the office. Tardiness will be recorded on the student's permanent record.

In accordance with the law, final course grades of students shall not be penalized if the following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. Make-up work for excused absences is completed satisfactorily.

Individual students who have emergencies necessitating their absence from school for a portion of the school day or when there is cause requiring a student to be excused from school for a portion of the school day, the student shall be released from school only to his or her parent(s), to a person properly identified to school authorities or upon request by letter and/or telephone from the parents.

Schools shall not release students to individuals other than custodial parent(s)/guardian(s) without written permission from the custodial parent(s)/guardian(s), unless the person seeking the release presents a court order specifically authorizing or directing the release of custody by the school.



It is the responsibility of the custodial parent(s)/guardian(s) to notify the school when their child will be picked up by anyone other than those whose names are filed in the child's records. The school principal or designee will not release any student to any individual without the specific request of the person having lawful custody of the child. Students who miss more than 10 days are subject to losing credit and will have to file an appeal with the school administration. Further appeals will be made through the Superintendent and the Chattahoochee County Board of Education. When rating student attendance for accountability purposes, there will be no distinction between excused and unexcused absences.

### **School Participation Absences/School Related College Absences for SENIORS**

Seniors, who take a college day, must bring a note, **written on college/university letterhead**, verifying their visit to the college/university. Arrangements for the visit must be made **in advance** by notifying the college/university and making an appointment and also completing a form from the counselor's office. Juniors and/or Seniors may use two (2) college visitations per year

### **Truancy / Unexcused Absences** **Parental Notification/Statement of Receipt**

1. The school system will provide the parent(s), guardian(s), or other person(s) having control or charge of each student enrolled in public school with a written summary of possible consequences and penalties for failing to comply with compulsory attendance.
2. By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent(s), guardian(s), or other person(s) having control or charge of such student must sign a statement indicating receipt of such written statement of possible consequences and penalties. O.C.G.A.32-2104
3. Students age ten or older by September 1 must sign a statement of possible consequences for non-compliance with local school compulsory attendance policy and protocol.

### **Notification**

1. Schools will make three reasonable attempts by phone, conference, letter, or other appropriate means to notify the parent(s), guardian(s), or other person(s) who has control or charge of the student notifying them that excessive absences have occurred and of the penalties and consequences for violation of compulsory attendance. A separate notification will be made for every unexcused absence after a student has accumulated five.
2. If three (3) reasonable attempts to notify the parent(s), guardian(s) or other person(s) who has control or charge of the student have been unsuccessful, the school will send written notice via mail. Such notification will include a reminder of previous notice to the parent(s), guardian(s), or other person(s) having control or charge of each student enrolled in public school containing a written summary of possible consequences and penalties for failing to comply with compulsory attendance. Each child, who is enrolled in a public school, shall be subject to the Attendance Protocol provisions of the State of Georgia and the school system in which he/she is enrolled.
3. Students who are absent from school for an unexcused reason shall not participate in any school extracurricular or co-curricular activities that day (athletic contests, cheerleading, scholars' bowl, etc.).

**The following procedures for handling truancies/unexcused absences shall be administered at Chattahoochee County Middle/High School:**





*Parents/Guardians will be notified by automated phone calls on ALL student absences*

### **Third Absence/Truancy**

Automated-Phone Call

Student will be referred to the counselor and homeroom teacher.

Parent/guardians will also receive a letter in the mail on the student's third (3) absence.

### **Fourth Absence/Truancy**

Automated-Phone Call

Student will be referred to the parent coordinator for remediation, a process that may include a conference with the student and parent (or guardian), who has control or charge of the student.

The Principal or designee will participate to assist with development of interventions and strategies for improvement of the student's school attendance.

### **Fifth Absence/Truancy**

Student with 5 or more unexcused absences are categorized by The Official Code of Georgia Annotated as 'habitually truant', and will be identified from school attendance records on a weekly basis. The Attendance Clerk completes and mails the five (5) day truancy letter to the parent (or other) for all appropriate truancy referrals, with a copy made available to the school. A listing of students with 5 or more unexcused absences shall be reviewed by the school social worker and the attendance clerk/school liaison, to determine if extenuating circumstances for any individual would make a referral for truancy inappropriate ( e.g. chronic medical conditions, excuses anticipated, student not yet returned to school, etc).

### **Seventh Unexcused Absence/Truancy**

Students who accumulate seven (7) or more unexcused absences will receive one or more of the following consequences:

1. Revoke on campus driving privileges
2. Prohibit admission to Ace Academy.
3. Loss of extracurricular participation privileges.
4. Students will be brought before a tribunal, referral to Truancy Intervention Panel, compliant file in juvenile court
5. Parents and students will be reported to the proper authorities for truancy and could face a fine of up to \$100.00, imprisonment of up to 30 days, and/or community service. O.C.G.A. 20-2-690.1

### **Tenth Unexcused Absence/Truancy (High School Students)**

High school students who accumulate ten (10) or more unexcused absences may not be given credit for their courses and will have to appear before the attendance committee. Students will have the option to attend Attendance Summer School.

Case will be referred to school social worker for review of all notices and efforts made. If all interventions have failed and the unexcused absences continue, the school social worker has the authority and the duty to file proceedings court to enforce the Compulsory Attendance Law.

When the student's unexcused absences increases by at least two (2) or exceeds 15 unexcused days, a truancy complaint maybe filed in the Court having jurisdiction. All court filings MUST have the approval and notification of the Administration.

The Court having jurisdiction shall notify the student and parent (or other) of their court date; the Court will notify the school social worker/attendance clerk, and any other school personnel identified as witness, by subpoena.

### **Twenty Unexcused Absences/Truancy (Middle School Students)**



Middle school students who accumulate twenty (20) or more unexcused absences may not be given credit for their courses and will have to appear before the attendance committee. Students will have the option to attend Attendance Summer School.

### **Tardiness: Chattahoochee County Middle/High School**

Tardy to School-Any student arriving at school following the ringing bell, chime, or other audible signal established by the Principal and intended to indicate the start of the school day.

Start of the school day is: 8:15 am at the Middle School and the High School. Any student who is on school property but is not in his or her assigned classroom or other authorized area following the bell, chime, or other audible signal will be considered tardy to school.

Individual schools have devised rules to insure compliance with this regulation.

The following procedures shall be applicable to students who are tardy:

A student will be considered tardy if not in the classroom when the tardy bell rings.

Students are expected to be in class on time! Classroom teachers will be responsible for tardy to class. The following shall be the disposition for being tardy to class per semester:

1 <sup>st</sup> Unexcused Tardy	Teacher documentation in the class
2 <sup>nd</sup> Unexcused Tardy	Teacher documentation in the class
3 <sup>rd</sup> Unexcused Tardy	Teacher referral to /Counselor or designee for intervention.
4 <sup>th</sup> Unexcused Tardy	Discipline Referral
5 <sup>th</sup> Unexcused Tardy	Discipline Referral/ ISS 3 days
6 <sup>th</sup> Unexcused Tardy	Student referred to SST program.
7 <sup>th</sup> Unexcused Tardy	Discipline Referral with OSS/ and or Tribunal
10 <sup>th</sup> Unexcused Tardy or more:	

Immediate referral to support agencies outside the school system, as the Principal deems appropriate. Among these agencies is the Department of Family and Children Services (DFCS), law enforcement, Juvenile Court, Family Connection, or other external agencies.

### **Excused Tardy**

A tardy resulting from events beyond a student's control, such as an accident, road closed due to an accident, area power outage, late bus, or other excuses can be excused by the Principal or the Principal's designee. Documentation is required to excuse a tardy.

### **Checking-In/Checking Out of School**

Early Checkout is leaving the school prior to the end of instructional time and/or the end of the official school day.

**Excused:** Documentation is required to excuse an early dismissal. Records will be kept at each school to document the number of days a student misses due to early checkouts. Excessive incidents of unexcused early checkout will be referred to the Counselor/Assistant Principal.

**Unexcused:** Excessive incidents of unexcused early checkouts (3 or more) will result in referral to the Counselor/Assistant Principal.

Students missing more than ten (10) days per semester in a class may lose credit for the course.

### **Consequences and Penalties for Unexcused Tardies/Early Checkouts**

Consequences may include, but is not limited to:

in-school suspension, loss of driving privileges, or other action in accordance with local school system policy.

### **Procedures for check-in/check-out:**

Check-ins/check-outs will be considered **UNEXCUSED ABSENCES** from those class periods missed until evidence is presented to the principal/designee that the check-in/check-out was for



an **EXCUSED** reason.

The next day, the student must bring a note from his/her parent/guardian to explain the reason for the check-in/check-out. **Before school begins**, this note **MUST** be given to the attendance clerk, who will change the attendance at that time.

### **Leaving School Campus**

A student is not permitted to leave the school campus during regular school hours except in accordance with the provisions that follow:

A student's parent or guardian may come to the school in person and check his/her child out of school. A student may **not** be checked out of school by persons other than his/her parents/guardians, unless the parent/guardian has made arrangements **in advance** with the principal and then sent the request in writing to the principal.

Students who must leave campus (check themselves out) must bring a note from parent/guardian requesting the check out to the attendance office upon arrival to school. Parent will be contacted to verify request.

In **emergency situations**, the school principal or assistant principal may permit a student to leave the school campus, based upon a telephone request from the student's parent or guardian. In such instances, the principal or assistant principal shall attempt to re-contact the student's parent by telephone to confirm the request.

**\*\* Any student violating this policy shall be subject to disciplinary action.**

### **Students Returning to Campus (After Checking Out of school)**

A student, who checks out of school and then returns to campus, **MUST** check in through the office.

Before checking out of school, a high school student, who drives to school, must make arrangements for family members or others that may ride with him/her. If a student, who has previously checked out of school, finds that he/she must return to school to pick up a family member, he/she may NOT pick up that family member in the CCMS/HS student parking lot. The following procedures must be used:

Elementary School family members **MUST** be picked up at the Elementary School.

Middle/High School family members **MUST** be picked up in **FRONT** of the Middle/High School, and **NOT in the CCMS/HS student parking lot.**

### **Make Up Work**

Students may make up work missed due to an excused absence. It will be the responsibility of the student to find out from their teacher(s) the work missed due to an absence. The arrangements for completing missed work should be worked out between the student and the teacher.

## **PROGRAMS:**

### **Chattahoochee Valley Academy - A Georgia College and Career Academy**

*As defined in State Bill 161 signed by Governor Nathan Deal on May 11, 2011, a "College and Career Academy" means a specialized charter school established by a partnership which demonstrates a collaboration between business, industry, and community stakeholders to advance workforce development between one of more local boards of education, a private individual, a private organization, or a state or local public entity in cooperation with one or more postsecondary institutions.*



Chattahoochee County Schools received the state grant to build a College and Career Academy in 2016 and the Chattahoochee Valley Academy was born. Ground breaking on a new wing and the renovation of two existing wings at Chattahoochee County Middle High School begins the summer of 2018. The new wing will house the new heavy metal labs including Welding, Construction, and Automotive Collision Repair. The renovation of two existing wings at the high school will house other college classrooms and labs.

**8 Clusters and Pathway programs of study have been selected by the Board of Directors and to include:**

- 1. Audio-Video Technology & Film**
- 2. Business**
- 3. Construction**
- 4. Education**
- 5. Government & Public Administration**
- 6. Health Care Sciences**
- 7. Law & Public Safety**
- 8. Transportation**

Under each of these broad areas of study, the CVA will offer Certificate, Diploma, and Associate Degree programs. The CVA will also be offering a host of college level courses including English, Math, Science, and History. These college courses are transferable to any college after the student graduates from high school.

The CVA began operating Fall 2017 with a number of certificate and college level classes being taught for the 2017-18 school year. The current certificate programs being offered include: Certified Customer Service Specialist, Certified Manufacturing Specialist, Criminal Justice Fundamentals, Paralegal Studies, Emergency Medical Responder, and Early Childcare Specialist. The college level courses being offered this year include: English 1101, 1102 and 2130, College Algebra, Pre-Calculus, Calculus, American History, American Government, and Economics. More college level classes will be added to the schedule each semester.

The CVA started the 2017-18 school year with approximately 200 students taking college level coursework through our two Post-Secondary partners Columbus Technical College and Columbus State University. These courses are taken under the Dual Enrollment program through the state of Georgia and there are no fees associated with taking these courses. Any student who qualifies for admission through college placement testing may take all courses tuition free.

### **Dual Enrollment**

The Dual Enrollment Program provides for participation in Dual Credit Enrollment for Eligible High School and Home Study students. These students earn postsecondary credit hours while simultaneously meeting their high school graduation or Home Study completion requirements. The total amount of funds appropriated for the program is established each year by the Georgia General Assembly during the prior legislative session and is subject to change during the Award Year. The Dual Enrollment Program is created in accordance with the Move On When Ready Act, Official Code of Georgia Annotated (O.C.G.A.) §20-2-161.

General Eligibility.

1. A student must be a 9th, 10th, 11th or 12th grade student at an Eligible High School, subject to the limitations set forth in 1605.2. a. 9th Grade officially begins the Fall of the student's 9th grade year.
2. An Eligible High School is any private or public secondary educational institution within the State of Georgia and any Home Study program operated pursuant to O.C.G.A. §20-2-690.





### Enrollment Status.

1. A student must be admitted and classified as a Dual Credit Enrollment student by an Eligible Postsecondary Institution.
2. A student is eligible for the Dual Enrollment Program regardless of the number of credit hours for which he or she is Enrolled during a school term. Full-Time Enrollment is not a requirement.
3. A student's Dual Enrollment eligibility is not limited to a specific number of semesters or quarters over the course of his or her high school or Home Study enrollment.
4. A Dual Credit Enrollment student may enroll at two or more (2) Eligible Postsecondary Institutions during a single term.
  - a. The Dual Enrollment application must be completed for each participating Eligible Postsecondary Institution.
  - b. Coursework from each Eligible Postsecondary Institution must be listed on the student's high school transcript.
  - c. For a student who is enrolled at two or more Eligible Postsecondary Institutions during a single term, the student shall receive Dual Enrollment funds for Tuition, mandatory fees and the Book Allowance at each Eligible Postsecondary Institution.

### Student Participation Criteria.

1. A student must be approved and classified, by the Eligible High School or Home Study program at which he or she is Enrolled, as a Dual Credit Enrollment student.
2. A student must have applied, been accepted and approved by the Eligible Postsecondary Institution at which he or she is Enrolled as a Dual Credit Enrollment student.
3. A student must not have already received a high school diploma, a General Education Development (GED) diploma or completed a Home Study program.
4. A student must abide by the rules of the Eligible High School or Home Study program and the Eligible Postsecondary Institution the student is attending, and a student can be denied participation at any time in the DUAL ENROLLMENT Program for violations of such rules.
5. Prior to participating in the Dual Enrollment Program, the student and student's parent(s) or guardian shall sign an advisement form provided by the Eligible High School or Home Study program acknowledging a complete understanding of the responsibilities assumed by the student while participating in the Dual Enrollment Program.

### Length of Eligibility

1. A student, approved by the Eligible High School or Home Study program and the Eligible Postsecondary Institution, may participate in the Dual Enrollment Program during his or her 9th, 10th, 11th and/or 12th grade years. Eligibility may not be extended beyond a student's 12th grade year.
  - a. For the purposes of calculating length of Dual enrollment eligibility, a student's 12th grade year concludes at the end of the spring term after four years of the student's high school enrollment beginning in the 9th grade.
2. A student who, began pursuing a documented Alternative Graduation Option (Senate Bill 2), on or before beginning the 11th grade, is eligible to participate in Dual enrollment while continuing on the plan until high school graduation. The student must maintain all other eligibility requirements.
  - a. The student must submit a Length of Eligibility Extension Request Form to GSFC.
3. A student with a documented Individual Education Plan (IEP) or 504 Plan that includes extended enrollment beyond the typical four (4) years is eligible to participate in the DUAL ENROLLMENT Program while following the IEP or 504 Plan. The student must maintain all other eligibility requirements.
  - a. The student must submit a Length of Eligibility Extension Request Form to GSFC and allow for the release of the IEP or 504 Plan to GSFC upon request to the high school.
4. GSFC retains the right to limit or deny participation in the event of inappropriate extended enrollment or program use.
5. Eligible High Schools and Home Study programs may not adjust a student's enrollment or graduation plans or records in order to extend a student's DUAL ENROLLMENT eligibility.



Doing so may result in loss of state program eligibility and responsibility for repaying DUAL ENROLLMENT state funds.

6. Students may receive DUAL ENROLLMENT payments for three semesters or four quarters per Award Year while enrolled in an Eligible High School or a Home Study program.

7. A student may participate in DUAL ENROLLMENT up to the student's high school graduation date or home study completion date, subject to the limitations set forth above in 1605.2.1, even if the student has fulfilled all high school graduation or Home Study completion requirements. Students must continue to take course work that could have been used to fulfill high school graduation requirements.

8. All postsecondary coursework must be completed prior to high school graduation or Home Study completion in order to receive DUAL ENROLLMENT funds. In no case shall DUAL ENROLLMENT funds be awarded for postsecondary coursework scheduled, per the Eligible Postsecondary Institution's calendar, for a term in which a student may not be awarded Dual Credit toward graduation from the Eligible High School or Home School completion.

#### Impact on Future HOPE Eligibility.

1. The postsecondary credit hours taken as a Dual Credit Enrollment student, for which DUAL ENROLLMENT payment was made, are not counted as Attempted-Hours nor are they included in the Combined Paid-Hours limit for purposes of HOPE Scholarship or Zell Miller Scholarship eligibility. a. Hours for which a student may have received payment from the Accel Program (through FY2011), are included in the Combined Paid-Hours limit.

#### Responsibilities of the Georgia Department of Education.

1. It is the responsibility of the Georgia Department of Education (GaDOE) to annually specify the subject area requirements or elective courses necessary to update the DUAL ENROLLMENT Course Directory and provide the updated information to the Georgia Student Finance Commission (GSFC) by July 1.
2. GaDOE shall develop appropriate forms and provide information and counseling guidelines for the DUAL ENROLLMENT Program to public and private Eligible High Schools, Home Study programs and Eligible Postsecondary Institutions no later than February 1 of each year.

#### Eligible High School or Home Study Program Responsibilities and Participation Agreement.

1. The Eligible High School or Home Study program must sign a DUAL ENROLLMENT Participation Agreement with GSFC, agreeing to abide by DUAL ENROLLMENT financial and program requirements for all eligible participating high school and Home Study program students as follows: a. Furnish program information and materials, provided by the GaDOE, to each eighth (8th) grade public and private school student and Home Study student at the time he or she is developing his or her individual graduation plan. b. Provide general DUAL ENROLLMENT Program information to all students no later than February 1 of each year. c. Provide counseling services to interested students and their parent or guardian before enrolling in the program. d. Obtain written consent of a parent or guardian to allow the student to participate as a Dual Credit Enrollment student in the DUAL ENROLLMENT Program. e. Agree to accept toward state, local, or school graduation or Home Study completion requirements, the postsecondary credit of an eligible Dual Credit Enrollment student who successfully completes an approved course at an Eligible Postsecondary Institution. i. Where a student completes his or her graduation or Home Study completion requirements prior to the expiration of his or her DUAL ENROLLMENT eligibility, the Eligible High School or Home Study program agrees to accept the postsecondary credit that could have been used towards graduation or Home Study completion requirements. f. Record on the student's high school or Home Study transcript each approved course name, grade, and amount of credit hours and course unit credits earned for each course taken as a Dual Credit Enrollment student as follows: i. One to two semester credit hours = .5 course unit ii. Three to five semester credit hours = 1 course unit iii. One to three quarter



credit hours = .5 course unit iv. Four to eight quarter credit hours = 1 course unit 2017 - 2018 Move On When Ready Program Regulations Page 11 of 30

2. Public and private Eligible High Schools must complete the annual underclass (9th, 10th and 11th grade) transcript data upload to GSFC. a. Underclass transcript data, of the previous Academic Year, must be reported by September 30th. b. Failure to report underclass transcript data can affect access to online DUAL ENROLLMENT student applications for the new year.

Eligible Postsecondary Institution Responsibilities and Participation Agreement.

1. The Eligible Postsecondary Institution must sign a DUAL ENROLLMENT Participation Agreement, with GSFC, agreeing to abide by DUAL ENROLLMENT financial and program requirements for all eligible participating high school or Home Study students as follows: a. Waive all Mandatory Fees, except \$50 which will be paid to the Eligible Postsecondary Institution through the DUAL ENROLLMENT Program which shall be applied to Mandatory Fees only; and b. Provide course books for each course the student is Enrolled per term at no cost to the student; and c. Accept the amount received from GSFC as full payment of Tuition, Mandatory Fees and book costs.

2. The postsecondary credit hours earned in the DUAL ENROLLMENT Program must be transferred from one Eligible Postsecondary Institution to another Eligible Postsecondary Institution on the same basis as such credit hours are customarily transferred.

3. Upon the student's request, the Eligible Postsecondary Institution must notify the Eligible High School or Home Study program of each student's Enrollment and grade(s) earned in the coursework, and must provide one transcript at the end of each term at no charge.

4. The Eligible Postsecondary Institution must invoice for DUAL ENROLLMENT Program payment from GSFC (refer to Section 1610.).

Credit Courses.

1. Postsecondary credit courses taken as dual credit courses, including Distance Learning courses, taken by an Eligible High School or Home Study student pursuant to an arrangement at or through an Eligible Postsecondary Institution for which the student receives secondary credit from his or her Eligible High School or Home Study and postsecondary credit, which have been approved by the GaDOE and the Eligible Postsecondary Institution, are eligible for DUAL ENROLLMENT payment, except as set forth in Section 1607.

### **ACE ACADEMY- Distance Learning**

Ace Academy/Distance learning provides a non-traditional setting of instruction for students. Admission is based on a strict application process. Students must complete and submit the application to the ACE Application Review Committee. Please see the guidance department for the application or any questions concerning Ace Academy/Distance Learning.

### **CCHS Acceptable Use Policy for Technology and Internet (Policy IFBG)**

#### **Mobile Device Procedure**

Chattahoochee County School District supports the use of computers, the Internet, and other network devices in the instructional program to facilitate learning through interpersonal communications and access to information, research and collaboration. Student possession of personal electronic devices designed to communicate, create or store information is permitted by the district at the discretion of the teacher. Students who choose to connect to the district network agree to the requirements of the Computer/Network Acceptable Use Policy (IFBG) and should consider his/her personal devices subject to the same level of monitoring and access as any district-owned technology device. The district reserves the right to monitor Internet and network use of personal devices on all district networks.

Chattahoochee County School District does not require students to bring their personal devices into school. Those who do bring devices assume all risks of damage, theft, loss or



misuse of such devices. The use of personal mobile devices is with the understanding that the student has the permission of his/her parent(s)/guardian(s) to bring the devices onto school property. The district holds no responsibility for damage or loss of personal devices.

Use of personal mobile devices that disrupt the instructional day or include possession, viewing, sending or sharing picture, video, or audio information which has sexual, violent or threatening content on school grounds, school buses or at school events is prohibited and will result in disciplinary action and/or confiscation of the personal device.

The district recognizes that students have the ability to use personal devices to access sites that would otherwise be restricted if they were using district owned equipment or were connected to the district network. The district is not responsible for such content being accessed or posted.

### **Student Personal Devices Permitted**

- Laptops
- Tablets (iPad, Kindle, Android)
- iPods/MP3 Players
- Cell Phones

### **Student Personal Devices Not Permitted**

- PSPs, Game Boys, and other gaming devices
- DVD Players
- Bluetooth and other hands-free cell phone devices

### **CCHS Acceptable Uses of Student Personal Devices**

#### ***Classroom Use – all classroom use is at teacher discretion***

- Teacher directed activities
- Note taking
- Headphones/ear buds must be out of ears during class time unless use is permitted by teacher

#### ***Non-Classroom Use***

- Permitted before and after school hours, and during lunch break.
- Headphones must be used for listening to music at a volume that cannot be heard by others
- Cell phones and other personal devices are to be silenced during school hours

### **CCHS Unacceptable Use of Student Personal Devices**

- At no time during school hours are phone calls to be made on any personal devices. In the event of an emergency, students are to make calls in the office
- The use of personal devices to capture photos, video or audio recordings of students or staff is prohibited unless it is under the direct supervision of school personnel and is for internal school use only
- Sending text, image, sound, video or files for the purpose of cheating is prohibited
- Students may not answer or initiate personal device communication during instructional time

### **CCMS Acceptable Use of Student Personal Devices**

#### ***Classroom Use***

- Teacher directed activities only
- Cell phones and other devices should be off and placed in a secure location, not on the student's person





- Headphones/earbuds are not permitted to be used in the classroom

#### *Non-Classroom Use*

- Permitted before and after school hours, and during breakfast and lunch break
- Headphones may **only** be used before and after school hours, and during breakfast and lunch break
- Cell phones and other personal devices are to be off during school hours, and are not permitted to be used in the hallways

#### **CCMS Unacceptable Use of Student Personal Devices**

- At no time during school hours are phone calls to be made on any personal devices. In the event of an emergency, students are to make calls in the office
- The use of personal devices to capture photos, video or audio recordings of students or staff is prohibited unless it is under the direct supervision of school personnel and is for internal school use only
- Sending text, image, sound, video or files for the purpose of cheating is prohibited
- Students may not answer or initiate personal device communication during instructional time

#### **Other Important Information**

- There will be no printing from personal mobile devices
- Personal mobile devices must be charged prior to entering the school; if the battery runs out during the school day, the device must be put away
- Personal mobile devices may not be plugged into district owned technology for projection or other purposes
- District staff will not attempt to fix personal mobile devices that stop working or do not work; if the student cannot connect or use the device by the start of the class period, it must be put away to avoid distractions.
- All personal mobile devices that are connected to the district network will automatically be scanned for anti-virus software and hacking tools before access will be granted
- Students will not be permitted to play web or other games on the district network; those who attempt to play such games will have their device locked out of the district network.
- Students who attempt to share pirated or illegally obtained software, music, videos or files with others will have their device locked out of the district network.
- Sleeve cases are to be used rather than full laptop/tablet cases.

Inappropriate use of personal mobile devices and/or the district network will result in consequences at the discretion of administration, the severity of the infraction will determine the level of consequence. The administration reserves the right to revoke personal mobile device privileges. In severe cases, recommendation for expulsion or referral to authorities may be appropriate. For a complete copy of the School Board approved Acceptable Use Policy, please visit [www.chattco.org/aup](http://www.chattco.org/aup)

#### **ALTERNATIVE SCHOOL**

Alternative school placement is determined in one or more of the following ways:

- Tribunal
- Superintendent
- Board of Education
- Automatic placement meeting, if the student is entering from another system's alternative school, YDC (Youth Detention Center), Boot Camp, or any other type alternative schooling.



Anyone in the Chattahoochee County Alternative School under disciplinary action is prohibited from attending or participating in any extracurricular program or activity (i.e., athletic events, graduation exercises, school dances, etc.) The alternative school is located at 326 Broad Street Cusseta, GA 31805 and the hours of instruction are 8:30am - 2:45pm. There is no transportation provided by the school system for students assigned to the alternative school.

### **CAFETERIA:**

**All students enrolled in Chattahoochee County Middle School receive free breakfast and lunch.**

#### **Breakfast**

The breakfast line opens at approximately 7:15 a.m. Breakfast Cost is as follows for CCHS students: reduced \$0.30; paid \$1.25. You will be dismissed to class at the 8:10am bell.

#### **Lunch**

Eating will be allowed only in designated areas. Students may not leave the lunchroom during lunch without permission from the teacher/administrator assigned for duty in the lunchroom. No food/drink is to be removed from the lunchroom. Failure to comply may result in disciplinary actions. **Lunch costs for CCHS students are as follows: reduced \$0.40; paid \$2.50**

It is very important that the cafeteria is kept clean and orderly. Appropriate disciplinary measures will be taken for students who abuse the tables and chairs or otherwise disrupt the lunchroom routine. This includes breaking in line, throwing food, repeatedly leaving their table messy, etc.

Chattahoochee County Middle/ High School does not wish for any student to go without a meal. **CCHS Students are only allowed to charge (1) one meal before the bill must be paid.** An alternate meal and a milk will be provided after 1 meal has been charged. The alternate meal will only be provided for one (1) meal. **All breakfast/lunch charges must be cleared as soon as possible.**

**Payment:** Students/parents or guardians can pre-pay your student account. Payments can be made by check, money order or cash only at the school. Credit/Debit card payment can be made online through Revtrak (<https://chattco.revtrak.net>). Lunch account information is available through the powerschool portal. To gain access, contact the front office at (706)-989-3678  
**Outstanding debts or Non-payment of debts may result in report cards and/or school records being withheld and/or restriction from participation in future school-sponsored activities until all debts are settled.**

### **CLINIC - MEDICAL**

Students may not be allowed to go to the clinic at any time unless you have a note from a teacher or administrator. Entrance without a note may result in discipline. The clinician will check the student and make a decision regarding notification of parents. In the event of an injury or other emergency, parents and an ambulance will be called.

**REMEMBER- time spent in the clinic is not excused. Make your visit to the clinic as quick as possible in order to avoid missing class time.**

### **Asthma**

Students diagnosed with asthma and require the use of asthma medication must have a **Child Care Asthma/Allergy Action Card** completed by **parent/guardian & physician annually**. A **Self-Administration of Asthma Medication at School** form must be signed by parent/guardian & student before a student is allowed to carry & self-administer asthma medication at school.



## **Allergy**

Students diagnosed with an allergy that requires medication must have a **Child Care Asthma/Allergy Action Card** completed by **parent/guardian & physician annually**. If a student has an allergy that requires the use of an EpiPen, etc., then parents must provide an EpiPen, etc., with proper pharmacy label to be kept in the school clinic. In order for a student to carry & self-administer EpiPen, etc., then parent/guardian & physician must complete a **Self-Administration of EpiPen, EpiPen Jr., or Twinject Medication at School** form annually.

## **Diabetes**

A student diagnosed with diabetes must have the following forms complete prior to any medication being administered at school:

### **DIABETES MEDICAL MANAGEMENT PLAN (DMMP)**

#### **Diabetic Care Written Authorization for Self Care**

These forms must be completed **EVERY SCHOOL YEAR** by the **parent/guardian & physician**.

## **Seizures**

Any student diagnosed with a seizure disorder must have parent/guardian & physician complete a **Seizure Action Plan & Questionnaire for Parent of a Student for Self Care** form.

## **Gastrostomy Feeding**

A student with a Gastrostomy appliance must have the **Gastrostomy Feeding Authorization** form completed by a **parent/guardian & physician** annually. These forms can be accessed on our website under Student Health or picked up at school.

## **Nurse Form**

Before any Over-The-Counter medication can be given at school, a parent/guardian must complete a Nurse Form annually. This form gives consent for the student to take Over-The-Counter medications while at school.

## **Medical Forms**

All medical forms required by our school can be accessed through our website: [www.chattco.org](http://www.chattco.org) under Student Health.

## **Medication Given at School**

**Parents/guardians are encouraged to give medications at home whenever possible. If it is necessary for a student to take medication at school, the following procedures should be followed:**

- The parent/guardian must transport prescription & over-the-counter medicines to the health clinic of the school.
- Prescription medications must be in the original prescription bottle, clearly labeled with the student's name, physician's name and contact information, medication name and strength, amount given per dose, route and time of administration, dispensing pharmacy. Over-the-counter medications must be in the unopened original container. The school staff will have the right to refuse to give medication that is questionable or expired. Narcotic and/or other prescription pain medications (e.g. Tylenol with codeine, hydrocodone, etc.) will not be administered at school.
- Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's Code of Conduct and shall be subject to the discipline set forth in the code of conduct and/or the student handbook.
- The parent/guardian must complete an ***Authorization to Give Medication at School*** form in order for school staff to administer medication. Only one medication listed per form.
- The parent/guardian is responsible for notifying the school of any changes in the administration of medications.
- **If these procedures are not followed, medication may not be dispensed at school.**



• Unused medication will be disposed of unless picked up by a parent/guardian before 11:00 am on the last day of the school year.

**Student Illness/Injury** The main reasons for keeping your child home are: he/she's too sick to participate comfortably at school or he/she might spread a contagious disease to other students. **If your child has been diagnosed with a contagious disease, please contact the school nurse so other students' parents and school staff may be alerted of the symptoms. A doctor's note is required before a student is readmitted when there is a contagious disease/infection involved.**

**Students should stay home from school if there is:**

- Fever > or equal to 100.0°F (must be fever-free 24 hours without medication before returning to school.)
- Vomiting more than once
- Diarrhea more than once
- Frequent cough
- Persistent pain (ear, stomach, etc.)
- Widespread rash
- Head lice, until treated
- Chicken pox, until lesions have scabbed (usually 5-7 days)
- Impetigo, Ringworm, or Scabies until under treatment and lesions covered
- Bacterial Pink Eye (thick eye drainage and redness of the whites of the eyes) until under treatment
- Open Wound
- Drainage (ears, wound, etc.)

**Fever**-Please check your child's temperature with a thermometer, and if they have a temperature equal to 100 °F or over 100 °F they are considered to have a fever. **Children must be fever-free for 24 hours, without the use of medicine, before returning to school.**

**Vomiting/Diarrhea**- Until we know that these are not signs of a contagious illness, such as a stomach virus, your child should be kept home. Your child should be vomiting/diarrhea free for 24 hours before returning to school.

**Skin Rashes or Open Wounds** If the rash or wound has any fluid or drainage coming from it, the child must remain out of school until the rash or wound has been treated and a note from the doctor states it is ok to return to school, or until the rash is gone, dried, or scabbed over with no new spots appearing. Anytime a rash is associated with fever, the child may not come to school until the fever is gone for 24 hours without medication.

**Red Eyes with Drainage or Crusting Around the Eye**- This can often mean your child has conjunctivitis, also known as pink-eye. We must have a note from the doctor stating the condition is not contagious or when the student may return to school. If no doctor's excuse is available, your child must remain out of school until the redness and drainage are completely gone.

**Pediculosis (Head Lice)**- Head lice is an especially common problem for all school aged children. If, during the screening process or individual inspection, an infestation of head lice is confirmed, the following procedures will be followed:

1. The student will be removed from the classroom. Parent/guardian will be contacted and required to check out the student and provide the appropriate treatment.
2. When the students have left at the end of the day, the school classroom where an incidence of head lice has been found will be cleaned to help prevent the spread of the condition.





3. After parent/guardian has administered the first treatment and the nits have been manually removed, the child may return to school. The school nurse or other school official designee will conduct an examination. All students must be cleared by the school nurse and found to be free of all nits and/or live head lice prior to being allowed to ride the school bus or return to class. If the student is not lice and/or nit free, he or she will be readmitted to school.
4. A second inspection (7-10 days later) may be conducted by school officials to ensure that another infestation has not occurred. If an exam during this period reveals lice or nits, you will be notified to pick up your child and the absence will be unexcused.
5. Absences of one or more days due to head lice infestation will be unexcused. Chronic or recurring cases that result in excessive absences will result in a referral to the school attendance clerk and may cause failure to progress to the next grade or to receive credit for the course.

### **Immunizations**

The Georgia Immunization Law states that any student entering any grade must present a Georgia Certificate of Immunization. Military, physician, or out-of-state certification is not acceptable. Check with local health department for Form 3231.

### **Extra-Curricular Activities**

Chattahoochee County Middle/High School offers a wide range of extracurricular activities. These include but are not limited to: athletics, fine arts, service, and academic clubs. Certain extracurricular activities are regulated by the Georgia High School Association (GHSA). Students participating in these are subject to all rules of GHSA, including eligibility to participate. According to the GHSA, any student assigned to the In-School Suspension (ISS) will be eligible for extracurricular activities (practice only) unless otherwise stated by the principal/assistant principal. Students will be ineligible for participation in any competitive events until the day following the last day assigned to ISS. Any student suspended out of school, expelled, or attending the alternative school for disciplinary reasons is excluded from extra-curricular events or practices. Other activities have specific school, state, or national requirements. Contact the sponsor for more information. Many of these activities are highly visible to the public (athletics, band, etc.) Therefore, the students involved in these activities become ambassadors of the school and are expected to represent the school well. The school discipline policy and dress code will be in effect at all times, unless approved by the Principal or his designee (at events, traveling to and from, etc.) However, the coach/sponsor may place further requirements on the students (i.e. higher expectations for academics, behavior, increased dress requirements - ties, etc.) **Remember, participation in extracurricular activities is a privilege and can be revoked at any time.**

Parents and students will have the opportunity to “opt out” of any club or extracurricular activity on the declaration page. If any club or organization (not listed in the Student Handbook) is formed during academic year the parents will have to sign a permission form for their student in order for them not to participate.

All student athletes in Middle/High School must have a permission slip and proof of insurance in the form of a card or a copy of an insurance policy. Insurance and parent permission in writing on the form provided by the school must be secured before the student athlete may participate in any organized event be it conditioning, practice, or any sort of competition sanctioned by the school.

**Eligibility** for GHSA activities begins on the day a student enters the 9th grade. From that point, the student has four (4) years of possible eligibility. To be eligible for spring semester, the student must pass 3 of the 4 subjects of the preceding fall semester and be on track for graduation. To maintain eligibility for the fall semester, the student must pass 3 of the 4 subjects of the preceding year and be on track for graduation. Summer school is an extension of the



second semester. Also, students must have a current physical and proof of insurance on file with the Athletic Director before participating. **For more information/clarification on GHSA eligibility, please go to [www.ghsa.net](http://www.ghsa.net).**

The extra-curricular activities offered at Chattahoochee County Middle/High School include but is not limited to:

Academic Decathlon	Art Club	Band
Baseball (MS/HS)	Basketball (MS/HS)	Cheerleading (MS/HS)
Cross Country	Golf	FCA
FBLA	FCCLA	Football (MS/HS)
JROTC Drill Team	JROTC Raider Team	JROTC Rifle Team
Math Team	National Honor Society	Skills USA
Soccer	Softball(MS/HS)	Track
Volleyball	Wrestling	Table Top Games

### **Intercollegiate Athletics**

All athletes need to be aware of accepting endorsements, payments, etc. and its effect on collegiate play. Discuss this with your coach or Athletic Director.

### **Media Center**

#### **Accessibility**

The CCMHS Media Center is open each school day from 7:30 am - 3:30 pm. Students who need to stay after school to do schoolwork need to let the media specialist and/or paraprofessional know at least one school day in advance. The Media Center will be kept open no later than 4:00 p.m. by advance request and the student is responsible for their transportation home.

- **No eating or drinking in the media center.**
- All students must have a properly completed Media Center pass to enter the Media Center. Media Center passes are issued to the teachers only and cannot be distributed to students to deliver to teachers.
- All persons visiting the Media Center must be careful to not disturb others that are visiting the Media Center. Please do not talk loudly or distract others.
- Students may use listening devices such as earbuds or headphones as long as they are plugged into the student's cell phone, ipod, or other music storage device. The volume of the listening device must be lowered to such a level so that no one else can hear the music, words, etc. Under no circumstances are the students to stream music from any Internet website. Streaming music hinders the effectiveness and speed of the school network and it's use by others.
- Students must leave all bookbags/gymbags/backpacks, etc. at the front of the Media Center in the corner opposite the circulation desk. This is a SECURITY MEASURE in the best interest of the entire school population.
- Students are NOT ALLOWED to enter the Media Center Teacher Workroom under any circumstances.

The CCMHS Media Center adheres to the American Library Association Bill of Rights

#### **Circulation**

A limit of two (2) non-reference books may be checked out for two (2) weeks and may be renewed as needed or until another patron requests that book (s). Books must be placed in the return book bin at the circulation desk. Lost or damaged books must be replaced at the current replacement cost. Students will not be allowed to check out additional materials until overdue or lost books are returned or paid for. Failure to pay for lost or damaged books may result in report cards and/or other school records being withheld and/or restriction from participation in future school-sponsored activities until all debts are settled.

Students must properly sign in and out on the designated log when they enter and exit the Media Center and must have a pass from their teacher or a member of administration.



## **GALILEO**

GALILEO (Georgia Library Learning Online) is an excellent website furnished by the state of Georgia. The websites have all been authenticated. Galileo is a very good resource for electronic magazines, journals, and newspaper articles as well as many other research tools. If Galileo is accessed via the school network, a password is not needed. All administrators, teachers, and students receive the password updates via their Google accounts. The web address is [www.galileo.usg.edu](http://www.galileo.usg.edu).

### **Notice of Rights of Students & Parents Under Section 504**

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students. For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator:

Dr. Rodriguez by email: [Ardriguez@chatco.org](mailto:Ardriguez@chatco.org) by Phone: 706-989-3678 or  
at the following address:

Chattahoochee County Middle/Highschool  
360 Highway 26  
Cusseta, GA 31805

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of nondisabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.



11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school systems' impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

### **Section 504 Procedural Safeguards:**

**1. Overview:** Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievance' failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

**2. Hearing Request:** The Request for the Hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

**3. Mediation:** The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

### **4. Hearing Procedures:**

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievance Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date.





The request for a continuance must be in writing and copied to the other party.

c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.

d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.

e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.

f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.

g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.

h. The hearing shall be closed to the public.

i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.

j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.

k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.

Georgia Department of Education

Dr. John D. Barge, State School Superintendent

February 13, 2011

### **Computers**

The computers in the school are for educational use only. Classes who have reserved the computers in labs or media center have precedence over individual students.

### **Web Page**

The Chattahoochee County School System web page is located at [www.chattco.org](http://www.chattco.org). The Chattahoochee County Middle High School link from this site has a calendar listing all important school dates as well as other pertinent information. Please refer to this site frequently as it will be continually updated. Parents/guardians are able to access powerschool via the school website and keep up with their students' attendance and individual grades. Please contact front office staff at (706) 989-3678 to find how you can gain access to your child's information. For students' names and photos to be used in school related publications, a signed permission form must be on file with the school office.

### **Arrival on Campus**



**Chattahoochee County Middle High School is a CLOSED Campus.** Students who want to leave campus during the school day must have permission from a parent/guardian and must sign out in the school office. As soon as you have entered school campus, whether riding in or driving a vehicle, or if you were dropped off from the bus you cannot leave the campus. When a student returns to campus he or she must check in at the attendance office. The parking lots are off limits during the school day. If a student needs to go to his/her vehicle, he/she must have written permission from the front office. Failure to do so may result in disciplinary referral. Students arriving to school before 1<sup>st</sup> bell (8:00am) should report to the cafeteria (if eating breakfast), to the gym (if not eating breakfast) or to any designated waiting area but they should not enter the main building without written permission.

**Students are not to be in the hallways without permission.**

Students upon checking out are to leave campus immediately.

**Leaving Campus**

At the end of the school day, you are to leave campus immediately unless you have a scheduled extra-curricular activity for that day. You must be in place (field house, gym, classroom, band room, etc.) by 3:15 pm. No one is to leave his or her scheduled activity until you are dismissed. No one will be allowed in the building after 3:30 pm unless accompanied by a teacher/coach.

**BUSES**

All students attending the Chattahoochee County Middle/High School and meeting the eligibility requirements for bus transportation prescribed by the district are entitled to use the transportation facilities of the district so long as their conduct is not detrimental to the safety and welfare of others or to the safe operation of the school bus. Rules will be posted in each bus. Students are expected to follow the rules and may be removed by the administration if it is warranted. To insure that your child will have a safe riding experience, we ask that you review the safe riding instructions that follows, now and periodically throughout the school year.

**Safe Riding Instructions**

Statistics show that children riding a school bus are much safer than riding any other form of transportation on the roadways. The Chattahoochee County Board of Education considers the school bus as an extension of the classroom; therefore all the same rules for the classroom will apply in route to the bus stop, departing from the bus stop and while on the bus. Safe riding begins before your child ever leaves the house or arrives at the designated bus stop. In order to keep your child safe, your child needs to arrive at the bus stop five (5) minutes before the scheduled pickup time, not before. These few minutes will allow your child to arrive at the stop without a need to hurry, and will also limit your child's time near roadways and out in a variety of weather conditions for any longer than necessary.

**While waiting for the bus**

Students should wait at least 12 feet or a safe distance if possible away from the roadway at their designated stop. There should be no horse playing, pushing or shoving while coming to the bus stop or while at the bus stop. Also head/ear phones/cell phone, tablets/ laptop computers, and sun glasses shall be put away before loading/unloading within 12 feet of the danger zone on the surrounding bus. This will also include the loading and unloading zones at school. Students that do not live on the same side of the road as the bus pick up must wait for the bus to come to a complete stop and then wait for the driver to give instructions for when it is safe for them to cross. Students should never check for mail at the mailbox or pick up any objects on the ground inside the danger zone around the bus. Students should cross only in front of bus in full view of the driver while loading/unloading.

**While on the bus**



Once students board the bus, the driver is in full charge of the safety of your child. Students must follow the driver's directions and instructions at all times. Students shall also follow the bus rules posted inside the bus. The bus is also an extension of the classroom therefore all rules of behavior and conduct identified in the Student Handbook are enforced and apply anytime students are on board the bus. The driver may require a student to remove any hats or headgear such as hoods and bandanas to promote safe riding on the bus.

### **Bus Evacuation**

Due to unforeseen circumstances beyond the bus driver's control, your child may have to evacuate a bus at some time during the year. When evacuating a bus is necessary, students are placed in a safer location while waiting for assistance.

When any type of evacuation occurs, students must follow the instructions of the driver to safely unload and to relocate in a safe location away from any hazard. All buses are designed with several "Emergency Exits"; these locations are, but not limited to the entrance/exit door, rear door, emergency exit windows and roof hatches. Students should always use the front entrance/exit doors whenever possible during evacuations. All students who ride the bus to and from school, on a field trip or on an extracurricular activity shall complete at least one bus evacuation drill within the fiscal school calendar year. The bus driver will announce when to exercise the bus evacuation drill. All bus evacuation drills will be conducted on school campus.

School bus transportation is a very important part of the education system of Chatahoochee County. We appreciate your assistance as we try to provide the safest and most efficient transportation for our children.

Students who ride the bus to school must also ride the bus home in the afternoon, unless prior written permission from the parent/guardian has been verified by an administrator or his designee. No passes/notes will be accepted to the bus driver for student for bus stop changes unless the pass/note is from the school administrator or his designee. **This should be taken care of when you arrive at school, NOT AT THE END OF THE DAY.**

**Bus transportation is provided as a privilege to students who attend CCMHS, but a student may lose the privilege to ride the bus by failing to obey the rules**

### **Driving on Campus**

Students operating motorized vehicles on campus must have a state-approved license. Students must purchase a parking permit from the school resource officer for \$5 and properly display the permit in the vehicle. Students with parking permits may park in the student parking area, in properly marked spaces near the gym. **All vehicles parked on campus are subject to search by school officials without warning.** Students must leave the parking lot area immediately upon arrival on campus and report directly to the school building. Students are not permitted to return to their vehicles during the school day except in an emergency and only when approved by the principal or his designee. Visitors are not allowed to pick up other students from school and leave school without permission from the principal. Please restrict speed to 10 mph on school grounds. **THE ADMINISTRATION RESERVES THE RIGHT TO PROHIBIT ANY STUDENT FROM DRIVING ON THE SCHOOL CAMPUS.**

### **Field Trips**

Students on a school sponsored field trip are subject to all school rules. As an ambassador of the school, you are held to a higher account of school rules. In order to be eligible for field trip participation, student grades, attendance, behavior and good standing will be evaluated. Criteria for eligibility to attend a field trip will be laid out by the sponsor. The CCMS/HS Dress Code will be in effect on any school sponsored field trip, unless permission is granted by the principal/designee.



## GENERAL INFORMATION:

### Bell Schedule 2018- 2019 CCHS:

1st Block	8:15 am - 9:45 am
2nd Block	9:49 am - 11:19 am
Home Room	11:23 am - 11:41 am
3rd Block	11:45 am - 1:45 pm
4th Block	1:49 pm - 3:19 pm

### Lunch Schedule

1st - 12:05 pm - 12:30 pm
2nd - 12:32 pm - 12:57 pm
3rd - 12:59 pm - 1:24 pm

### Bell Schedule 2018 - 2019 CCMS

1st Period	8:15 am - 9:20 am
2nd Period	9:23 am - 10:28 am
3rd Period	10:31 am - 11:36 am
Lunch	11:36 am - 12:02 am
Home Room	12:02 pm - 12:24 pm
4th Period	12:27 pm - 1:17 pm
5th Period	1:20 pm - 2:25 pm
6th Period	2:28 pm - 3:19 pm

### Moment of Reflection

In compliance with Georgia law, at the opening of school on every day in each public school classroom, the teacher in charge shall conduct a brief period of quiet reflection for not more than 60 seconds with the participation of all the pupils. The moment of quiet reflection is not intended to be a religious service or exercise but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the days. Teachers and administrators shall not suggest or imply that students should or should not use the moment of reflection for prayer, nor shall they deny to any student the right to use it for a moment of quiet prayer. Students and/or staff may not under any circumstances use the moment of quiet reflection to audibly pray, singly or in unison. Legal Ref :O.C. G. A. 20-2-1050, as amended, 1994 20-2-59

### Assemblies

Assemblies will be scheduled as needed. Students are expected to be on his/her best behavior.

### Book Bags

Students are allowed, but not required, to use a book bag to carry their textbooks and school supplies. Book bags should be simple in design with no offensive messages or language on them. If students choose to use a rolling bag, they must carry the bag when entering and exiting the bus. For safety reasons, book bags may not be placed in the center aisle of the bus. Book bags may be inspected at any time by school officials.

### Changing Classes

Time between classes is adequate. Students need to keep the noise to a minimum and keep moving. They do not need to loiter in the rotunda and hall areas. They have assigned classes that they need to attend.

### Complaints Procedure (Policy GAE)

Complaints made to the School District regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973





or the Americans With Disabilities Act will be processed in accordance with the following procedure:

1. Any student, employee, parent or other person with a complaint or report alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education or by the principal. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.
2. If the alleged offending individual is the coordinator designated by the Board of Education, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.
3. The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the principal or his or her designee.
4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five workdays of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the Complainant may have the complaint referred to the Board of Education, rather than the Superintendent.
5. The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.
6. This procedure is not intended to deprive any student or parent of any right they may have to file a complaint under any other applicable policy of the local board or to contact the Office of Civil Rights or other appropriate state or federal agency with regard to any allegations that the School District has violated the statutes described above.
7. The School District shall be responsible for distributing and disseminating information relevant to this procedure to students, parents and employees through appropriate procedures.
8. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this procedure, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.
9. The confidentiality of any individual making a complaint or report in accordance with this procedure, to the extent it is reasonably possible and complies with the law, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.
10. The Superintendent has designated individuals who are responsible for coordinating the school system's effort to implement this nondiscrimination procedure. Inquiries concerning the application of the Perkins Act, Title VI, Title IX, ADA or Section 504 to the policies and practices of the school system may be addressed to the Superintendent or designee at the Chattahoochee County School System, 326 Broad Street, Cusseta, Georgia 31805.



### **Class Dues & Officers – High School**

**Dues must be paid for each school year that a student attends Chattahoochee County High School, up to and including their Freshmen, Sophomore, Junior, and Senior class years, in order to qualify to attend the Homecoming dance, Junior/Senior Prom and Graduation.**

All Class Dues payments are payable to the Class Sponsor after the first class meeting of the year and are due no later than the first school day in February. Failure to pay class dues will result in loss of privilege to participate in any class activities. Students transferring after August will need to make payment arrangements with the class sponsors.

### **NINTH GRADE: FRESHMEN**

A class sponsor shall be approved by the principal in July of the year prior to assuming responsibilities as the freshmen class sponsor. This sponsor shall be responsible for initiating, overseeing, and advising all freshmen business during the following school term, including the election of freshmen class officers and representatives

#### **Freshmen Class Officers:**

Class officers are to be elected in the first month of their freshmen year, work closely with the class sponsors and are responsible for:

- planning for potential fund raisers
- planning class events
- dealing with issues of concern to their class
- planning for potential freshmen class trip

Freshmen Class officers shall be:

President- shall be the class liaison who works directly with the class sponsors

Vice President- shall act as President in their absence and shall be the Student Council  
Class Rep

Secretary- shall take notes during all class meetings and email them to the class sponsor

#### **Freshmen Dues:**

Class dues payments are payable to the Class Sponsor after the first class meeting of the year and are due in order to participate in school/class activities. Failure to pay class dues will result in loss of privilege to participate in any class activities.

Ninth Grade: \$ 10.00

\$ 10.00

**Outstanding debts or Non-payment of debts may result in report cards and/or school records being withheld and/or restriction from participation in future school-sponsored activities until all debts are settled.**

### **TENTH GRADE: SOPHOMORES**

A class sponsor shall be approved by the principal in July of the year prior to assuming responsibilities as the sophomore class sponsor. This sponsor shall be responsible for initiating, overseeing, and advising all sophomore business during the following school term, including the election of sophomore class officers and representatives.

#### **Sophomore Class Officers:**

Class officers are to be elected in the first month of their sophomore year, work closely with the class sponsors and are responsible for:

- attending student government meetings
- fund raising activities



- planning for potential sophomore class trip
- planning of Homecoming activities
- these students attend at least one meeting per month

Sophomore Class officers shall be:

President- shall be the class liaison who works directly with the class sponsors  
 Vice President- shall act as President in their absence and shall be the Student Council Class Rep  
 Secretary- shall take notes during all class meetings and email them to the class sponsor

**Sophomore Dues:**

Class dues payments are payable to the Class Sponsor after the first class meeting of the year and are due in order to participate in school/class activities. Failure to pay class dues will result in loss of privilege to participate in any class activities. Students transferring after August will need to make arrangements with the class sponsors .

Sophomore Class dues are **\$20.00**.

Tenth Grade: \$ 20.00

**Outstanding debts or Non-payment of debts may result in report cards and/or school records being withheld and/or restriction from participation in future school-sponsored activities until all debts are settled.**

**ELEVENTH GRADE: JUNIORS**

A class sponsor shall be approved by the principal in July of the year prior to assuming responsibilities as the junior class sponsor. This sponsor shall be responsible for initiating, overseeing, and advising all junior business during the following school term, including the election of junior class officers and representatives.

**Junior Class Officers:**

Class officers are to be elected by their class in the first month of their junior year and play an integral role in planning the various activities sponsored by the junior class. These activities may include the following:

- attending student government meetings
- preparing/planning for the Junior/Senior Prom
- resolving issues of concern to the junior class
- planning for the potential junior class trip
- These students attend a minimum of one meeting per month.

Junior Class officers shall be:

President- shall be the class liaison who works directly with the class sponsors  
 Vice President- shall act as President in their absence and shall be the Student Council Class Rep  
 Secretary- shall take notes during all class meetings and email them to the class sponsor

**Junior Dues:**

Class dues payments are payable to the Class Sponsor after the first class meeting of the year and are due in order to participate in school/class activities. Failure to pay class dues will result in loss of privilege to participate in any class activities. Students transferring after August will need to make arrangements with the class sponsors. Class dues are **\$40.00**.

Eleventh Grade: \$ 40.00



**Outstanding debts or Non-payment of debts may result in report cards and/or school records being withheld and/or restriction from participation in future school-sponsored activities until all debts are settled.**

### **TWELTH GRADE: SENIORS**

A class sponsor shall be approved by the principal in July of the year prior to assuming responsibilities as the senior class sponsor. This sponsor shall be responsible for initiating, overseeing, and advising all senior business during the following school term, including preparations for graduation.

#### **Senior Class Officers:**

Class officers are to be elected in the first month of their senior year by their classmates. They play an integral role in planning various activities sponsored by the senior class. These activities may include the following:

- attending student government meetings
- preparing for the potential Senior Class Trip
- preparing the Senior Legacy (gift to school)
- preparing for Senior Week activities

Senior Class officers shall be:

President- shall be the class liaison who works directly with the class sponsors

Vice President- shall act as President in the President's absence and serve as the Student Council Class Rep

Secretary- shall take notes during all class meetings and email them to the class sponsor

#### **Senior Dues:**

Class dues payments are payable to the Class Sponsor after the first class meeting of the year and are due in order to participate in school/class activities. Failure to pay class dues will result in loss of privilege to participate in any class activities. Students transferring after August will need to make arrangements with the class sponsors. Class dues are **\$60.00**.

Twelfth Grade: \$ 60.00

Students who have not paid their dues by the end of the school year may not participate in graduation activities.

**Outstanding debts or Non-payment of debts may result in report cards and/or school records being withheld and/or restriction from participation in future school-sponsored activities until all debts are settled.**

### **Dances – School Sponsored**

All students attending a school sponsored dance will be expected to follow appropriate school dress code on and off campus. Dresses worn to school dances should be school appropriate length. You may be asked to leave the dance and face possible disciplinary actions if these rules are violated.

Middle School sponsored dances are intended for Chattahoochee County Middle School students only. This includes CCMS students in grades 6 – 8 only. Any others wishing to attend must be approved by the principal or his designee before the day of the dance.

High school sponsored dances are intended for Chattahoochee County High School students. However, Chattahoochee County High students are allowed to bring out of school dates to these dances if the following conditions are met:

- Date must be at least 14 years of age and in the 9th grade and not older than 20 years of age.
- Proper documentation must be completed, submitted and approved before the day of the dance by the principal or his designee.





- See the dance sponsor for forms or questions.

### **Homecoming Court**

Students wishing to qualify for Homecoming Representative will become ambassadors of the school and are expected to represent the school appropriately. **All students attending the homecoming dance will be expected to follow appropriate school dress code on and off campus. Dresses worn to school dances should be school appropriate length.**

**Qualification for the Homecoming court is a three-step process.**

#### **1) Nominations:**

Students can be nominated in 2 ways:

- A. Nominated by other students
- B. Nominate themselves

Nominated students will pick up an application from the Sophomore sponsors and return the completed form to the sponsor.

#### **2) Qualifications:**

The following qualifications must apply to be eligible to run for Homecoming Representative:

1. Student must be in good academic standing with a 2.5 GPA or higher.
2. Student must have not had any major discipline offenses in their discipline history (includes current semester). This includes no OSS and/or no more than one ISS.
3. Attendance record must be acceptable. No more than 5 unexcused absences or 5 unexcused tardies during the current semester.

\*Students may request an appeal in writing for failing to meet the above criteria to the homecoming committee. See Sophomore Class Sponsors.

#### **3) Voting Process:**

1. Each grade (6-11) shall have one (1) representative on the Homecoming Court.
2. A ballot will be distributed to each class (grades 6-12) containing a list of all girls that signed up and qualified. Each student in each class may vote for one (1) girl to be the class representative. The girl receiving the most votes in each class will be named class representative for the homecoming court, excluding seniors. The senior class will be represented by the top four (4) girls chosen, all of whom will be on the Homecoming Court.
3. Once the Senior Homecoming Court is chosen, a ballot will be distributed to each student (grades 9-12) listing the four senior finalists. Each student may vote for one (1) girl for Queen. The senior girl receiving the most votes will be named Queen on the night of the Homecoming Football game.
4. In the event of a tie, a run-off will be held. A ballot will be distributed to each student (grades 9-12) listing the tied senior finalists. Each student may vote for one (1) girl for Queen.

**Campaign signs will be allowed on campus, in approved areas with administrative approval only.**

### **CCHS Prom King/Prom Queen**

In the spring of each year, four female and four male seniors will be nominated by their peers and recommended by 2 teachers to serve on the CCHS Prom Court. Students nominated should meet the following criteria:

1. The senior must have paid his/her Senior Dues.
2. Student must be in good academic standing with a 2.5 GPA or higher.
3. Student must not have any offenses in their high school discipline history that resulted in OSS (includes current semester).
4. Attendance record must be acceptable. No more than 5 unexcused absences or 5 unexcused tardies during current semester.



\*Students may request an appeal in writing for failing to meet the above criteria to the Prom committee. See Junior Class Sponsors.

Those nominations will be tallied by the Jr. Prom Advisors. The top four candidates of each sex will be placed on a ballot for the students in attendance at the Prom to vote for their choice for CCHS Prom King and Queen. The King and Queen will be announced at the Jr. /Sr. Prom each year. However, any member not in attendance at the Prom by the time the winners are announced will be removed from the court and the next highest individual will replace him/her on the CCHS Prom Court. Students chosen to the Prom Court will be ambassadors of the school and should represent the school well.

### **CCHS Prom Prince/Princess**

In the spring of each year, two female and two male juniors will be nominated by their peers and recommended by 2 teachers to serve on the CCHS Prom Court. Students nominated should meet the following criteria:

1. The junior must have paid his/her Junior Dues.
2. Student must be in good academic standing with a 2.5 GPA or higher.
3. Student must not have any discipline offenses in their High school discipline history that resulted in OSS (includes current semester).
4. Attendance record must be acceptable. No more than 5 unexcused absences or 5 unexcused tardies during current semester.

\*Students may request an appeal in writing for failing to meet the above criteria to the Prom committee. See Junior Class Sponsors.

Those nominations will be tallied by the Jr. Prom Advisors. The top two candidates of each sex will be placed on a ballot for the students in attendance at the Prom to vote for their choice for CCHS Prom Prince and Princess. The Prince and Princess will be announced at the Jr. /Sr. Prom each year.

However, any member not in attendance at the Prom by the time the winners are announced will be removed from the court and the next highest individual will replace him/her on the CCHS Prom Court. Students chosen to the Prom Court will be ambassadors of the school and should represent the school well.

**All students attending the Prom will be expected to follow appropriate school dress code on and off campus. Dresses worn to school dances should be school appropriate length.**

### **Fire Drills/Tornado Drill/Disaster Plan**

Fire drills are required by law and are held periodically so that the orderly evacuation of the building may be accomplished without panic. Drills and classroom procedures will be discussed at the beginning of the school year. Other emergency preparedness drills will be held as needed.

### **Fundraisers**

Only fundraising activities sponsored by Chattahoochee County Middle/ High School's organizations will be allowed. No student is required to participate in any fundraising project. However, once a student agrees to participate, he/she is responsible for the cost of any merchandise received and is required to pay for items unless the faculty sponsor indicates that the merchandise may be returned without penalty. Non-payment of debts may result in school records being withheld and/or restriction from participation in future school-sponsored activities.

### **Money Matters**

All checks written to CCMS/HS need to have the student's name and purpose written in the "For" column.



### **Off-Limits Areas**

In order to insure an atmosphere conducive to learning and to permit adequate supervision of the school, the following areas are off-limits to students:

- Teacher Lounges (**includes before and after school**)
- Receptionist area
- Any area behind the school
- Any unsupervised location on campus (softball field, football field, etc.)

Exception: Areas assigned by teachers/facilitators.

### **School Store**

The school store is located in the lunchroom where basic school supplies and snacks are available daily for a nominal charge. **The store is scheduled to be open during lunch periods and breakfast for both middle and high school students.** Students late to class because they were at the school store, will not be excused tardies.

### **Senior Superlatives**

Senior Superlatives are nominated and voted on by the Senior Class. Selection of Senior Superlatives may be chosen as late as the second semester of the Senior year. Individuals may be nominated for more than one, but may only hold one superlative title. Each superlative will have one male and one female named to hold the title.

### **Textbooks**

It becomes the responsibility of the student to assure that an issued textbook does not become lost or damaged beyond normal use. Loss or damage to textbooks will result in the student being fined. Textbook fines as well as all other financial obligations must be cleared before the student receives final grades.

### **Voter Registration**

The Georgia Election Code authorizes principals and directors of vocational schools to be deputy registrars to register those who are qualified enrolled students within the school or employed by the school. Voter registration will be scheduled during the month of April.

## **CONDUCT & STUDENT DISCIPLINE:**

### **Before/After School Detention**

Teachers may assign before/after school detention as necessary.

Detention will be served with the teacher who assigned the detention for the length of no more than 45 minutes. Time is to be set by the teacher with the student and/or parent.

Written twenty-four hour notice to the parent will be given, prior to detention being served. Students must be picked up after serving their detention. Transportation home will not be provided by the school.

Consequences for missed detentions include but are not limited to:

Double Detention

ISS In-School Suspension

Tribunal

OSS Out-of-School Suspension

### **Alcohol, Narcotics, Stimulants, & Other Dangerous Drugs**

Students in the Chattahoochee County School District are prohibited from possessing, using, selling, transmitting, intending to transmit, or being under the influence of alcohol and substances made illegal by the O.C.G.A 16-30-70 et. seq. (Dangerous Drug Act) and O.C.G.A 16-13-20 et. seq. (Georgia Controlled Substance Act):

1. On the school grounds during, immediately before, or immediately after school hours;
2. On the school grounds at any other time when the school is being used by any school group;
3. Off the school grounds at a school activity, function, or event;



4. Within legal proximity to school grounds as designated under Georgia Statutes;
5. En route to and from school;
6. At any school-sponsored function, whether held during or after regular school hours, and whether held on or off school property;
7. En route to and from school functions, activities, or events;
8. During any time that students are under the jurisdiction of school authorities.

Substances defined by local and state laws governing dangerous illegal substances are covered by this policy. Such substances include, but are not limited to:

- a. Drugs (stimulants, depressants, hallucinogens, inhalants, opiates) including, but not limited to narcotic drugs, amphetamines, barbiturates, marijuana, cocaine, or any other contraband or controlled substance or prohibited drug;
- b. Alcoholic beverages or intoxicants of any kind;
- c. Prescriptive medicine or drugs, with or without medical cause or medical permission, unless such medications have been registered with the school's guidance department according to the school's procedures. In all schools, medicines must be registered with the principal.
- d. Possession of non-prescription drug/medicine (over the counter) is also prohibited. ALL MEDICATION (Prescription/non-prescription/over-the-counter) IS TO BE TURNED IN PRIOR TO THE BEGINNING OF THE SCHOOL DAY.

### **BEVERAGES**

Only water in plastic bottles will be acceptable to be in your possession, in the classroom or at any time other than at lunch. If you bring beverages in any type containers you are subject to random searches and potential disciplinary actions

### **BULLYING**

Chattahoochee County Middle/High School strictly prohibits bullying. In accordance with Georgia law, Chattahoochee County Middle High School will investigate all claims of bullying and administer consequences to guilty students. Students found by a tribunal to have committed the offense of bullying for the third time in one school year will be assigned to the alternative school. See Rule 201 in the Code of Student Conduct.(OCGA 20-2-751.4)

### **CCMS/CHS CONFLICT RESOLUTION PROCEDURE**

Students do have a process by which they may disagree with a teacher without creating a more difficult situation. The following steps must be used to seek a proper solution:

1. The student shall not challenge the authority or judgment of the teacher during the class period or in the company of other students.
2. The students shall quietly accept the accusation, grade, assignment, or subject disagreement.
3. After class, the student may request an appointment with the teacher to discuss the matter. The appointment may be made before or after school.
4. During the appointed meeting, the opinion of the student must be described in a calm manner. The student shall listen to the opinion of the teacher concerning the circumstances. If, after this meeting, the student is still in disagreement, he/she is encouraged to explain the conflict to the parent/guardian. If the parent/guardian feels that the conflict is not resolved, an appointment should be scheduled with the teacher through the front office. If the conflict remains unresolved, a conference with the administration should be scheduled.

### **CCM/HS Parent Concerns Procedure**

We recognize that there will be times when students and teachers may not resolve the issue in the above resolution procedure. If this is the case, we ask that the parent contact first the teacher by: Email and/or call to speak with teacher (may leave message to be returned) and then set up an appointment to meet with teacher. If a resolution still cannot be reached, then we ask that you





contact the following individuals in this order as needed until situation can be resolved for both parties:

1. Guidance Counselor
2. School Administrator
3. Superintendent
4. School Board Members\*\*

\*\* We ask that board members be contacted only after all previous school/district level contacts have been exhausted.

### **Code of Student Conduct**

It is the desire of the Chattahoochee County School System that all students should have every possible opportunity to take advantage of the instructional programs. Whatever distracts from a favorable learning environment lessens that opportunity.

The rules listed in this policy apply to Chattahoochee County Middle/High School.

This list is not all inclusive, and a student committing an act of misconduct not covered by this policy will be subject to the discretionary authority of the principal. More severe punishment may be necessary in extreme cases.

The policy represents a progressive discipline process. Factors taken into account in determining dispositions include (but are not limited to):

Age	Degree of premeditation	Disability
Evidence	Seriousness of offense	Student's history
	Willingness to cooperate	

**Because of these factors, punishment imposed may vary from student to student for the same offense.**

Federal and state laws and regulations that are in conflict with this or its application shall take precedence. All disciplinary action is subject to review and disposition under the discretionary authority of the Principal.

### **Dress Code Policy**

Good grooming and appropriate dress are expected of all students. There is a positive relationship between a neat, appropriate appearance and a good learning environment. Current safety issues are addressed by the student dress code. The dress code is intended to be fair and equal in promoting a safe and stable learning environment and modeling for the future success of students. The following are CCMS/HS Dress Code rules:

1. Anything that interferes with or distracts from a pleasant, proper learning environment is unacceptable.
2. Clothing must be worn as it was designed.
3. All short pants, skirts, skorts, split skirts, etc. should be worn to the appropriate length. The length must be no higher than 2 inches above the knee.
4. No hats or headgear of any type are to be worn in the building (includes but not limited to the following: toboggans, bandannas, visors, scarves, hoods on shirts or jackets, etc.)
5. No trench coats are to be worn on school grounds. This includes school buses.
6. Rollers, combs, picks, and brushes worn in the hair are prohibited
7. As a safety precaution, baggy or over-sized clothes will be restricted. There must be no skin exposed at the midriff/waistline. If the student cannot sit down without exposing skin at the midriff/waistline then the shirt or blouse is unacceptable to wear at school.
8. Jeans, pants, shorts, and slacks must be worn at the natural waistline. "Sagging" of pants is prohibited. If the pants are loose in any way at the waist, a belt is mandatory.



9. Pants, jeans, skirts, shorts, etc with skin or undergarments exposed through noticeable splits, holes, frays, etc above the knee will be prohibited.
10. Pajamas (bottoms, pants, tops, etc) are prohibited.
11. No revealing clothes of any type will be allowed. These include but are not limited to the following: see-through tops, crop tops, tank tops, inappropriate sleeveless tops (such as spaghetti straps or low-cut armholes), sleeveless t-shirts, muscle shirts, fish-net jerseys, skirts/dresses with revealing splits. No undergarments are to be shown at any time.
12. Slogans: Garments may not suggest, advertise, state, display, or promote words, signs, symbols, or gestures related to, but not limited to, the following: racial slurs, profanity, sexually suggestive language, violence, alcohol, tobacco, drugs, or gangs.
13. Undershirts may not be worn as a t-shirt. Proper undergarments must be worn and must not be visible. Undergarments must be worn when their absence would be obvious, for example: all female students must wear bras.
14. Excessively tight fitting clothes are not to be worn, to include but not limited to: Skin-tight dresses, bicycle pants, tights or leggings will not be allowed unless worn under shirts, skirts, shorts, or pants of suitable length (see dress code rule #3)
15. Distracting, inappropriate jewelry will be restricted.
16. Excessively large jewelry (pendants, chains, etc.) will be prohibited. No chains are to be attached to wallets or pants. No large chains are to be worn around the neck.
17. Appropriate shoes must be worn at all times (for safety reasons). Shoes must be appropriately fastened at all times. House shoes/slippers will not be allowed.
18. Tattoos: may not suggest, advertise, state, display, or promote words, signs, symbols, or gestures related to, but not limited to, the following: racial slurs, profanity, sexually suggestive language, violence, alcohol, tobacco, drugs or gangs.

It is of the utmost importance that students and parents use good judgment based on the mission of the school. Students who violate the dress code are subject to punishment according to the discipline code. Students are not to abuse the way certain styles of clothes are to be worn.

**The administrators/or their designee will make final determination of what is or is not appropriate to wear to school. This decision is final and is not subject to appeal. If there is a question in your mind about the appropriateness DON'T WEAR IT!!!**

### Drug Dogs

In April 2010, in an effort to help secure and maintain a drug free campus, the Chattahoochee County Board of Education approved the use of law enforcement and K-9 units (drug dogs) on the Chattahoochee County Middle/High School Campus. Periodic unannounced random searches of vehicles and classrooms will be conducted as the K-9 units are available. These efforts are to be preventative in nature and discourage those who may be thinking about or currently bringing drugs or drug related paraphernalia to school. Our goal at ChattCo is to help our students be successful and be able to attend school on a safe and drug-free campus. This is just one more step to help us ensure student safety and well-being at ChattCo. Parents will be notified by phone if their child (children) is involved in or connected to anything found during a conducted search.

### Expected Student Behavior

Students enrolled in Chattahoochee County Middle/High School will be expected to:

- **Participate fully in the learning process.** Students need to report to school and class on time, attend all regularly scheduled classes, have all materials necessary for participation in class activities, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.



- **Avoid behavior that impairs his or her own or other students educational achievement.** Students should know and avoid the behaviors prohibited by this code, take care of books and other instructional materials, and cooperate with others.
- **Show respect for the knowledge and authority of teachers, administrators, and other school employees.** Students must obey reasonable directions without question (i.e. change seats, go to the office, stop talking, etc.), use acceptable and courteous language, avoid being rude, and follow school rules and procedures.
- **Recognize and respect the rights of other students and adults.** All students should show concern for and encouragement of the educational achievements and participation of others. Behave in a manner that would be a credit to your school and your family.
- **Report any problem (regardless of how minor) to the office immediately.** Often times problems are not reported to the office and result in larger discipline problems between students.

### **Gang Activity**

Any student involved in any gang-type activity or who is involved in any off-campus activity that causes or could cause problems at schools, is subject to appropriate disciplinary actions.

### **Harassment (Student): Policy JCAC**

It is the policy of this School District to prohibit any act of harassment of students by other students or employees based upon race, color, national origin, sex, or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act by a student or employee shall result in prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student.

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment. There may be other speech or conduct which employees or students experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any student, parent, employee, or other individual who believes that a student has been subjected to harassment or discrimination by other students or employees of the School District as prohibited by this policy should promptly report the same to the principal of their school or to the appropriate coordinator designated in policy JCAC, who will implement the board's discriminatory complaints procedures as specified in that policy. Students may also report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct their subordinates as to the content of this policy and, through appropriate professional learning activities, enlighten employees as to the varied forms or expression of prohibited harassment. The principals of all schools shall ensure that students and parents are informed through student handbooks and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy. Per Chattahoochee County School Board's policy. (JCAC Put)



### **In-School Suspension Program (ISS)**

**PURPOSE:** The purpose of the ISS Program at CCMS/HS is to provide an alternative discipline model for students who exhibit disruptive and/or unruly behavior. It will provide an in school opportunity for the student to continue core curriculum studies and acquire skills and behaviors for school and community success.

**TIME FRAME:** The length of the assignment will be related to the offense committed and the student's disciplinary history.

**PROGRAM TIME:** The program will begin upon arrival at school and finish at 3:04 pm for all CCM/HS Students. All students assigned to ISS should report to the ISS room immediately upon arrival on campus. **At no time should any ISS program student be in any part of the building unless accompanied by the ISS administrator.**

**GENERAL RULES:** All CCMS/HS rules apply. Students must carry all books and supplies with them each day.

**DISCIPLINE:** If a student cannot control his/her behavior in a manner which can be considered successful for the day, the student may have additional days added or will be referred to the discipline office for further disciplinary action.

### **Search & Seizure**

Pursuant to the Fourth Amendment and its applications to schools, school officials or designees have access to students, student lockers, automobiles, and personal belongings while under school supervision and when there is reasonable suspicion for search and seizure. Discovery of contraband and/or dangerous or illegal materials shall be reported to the proper authorities.

### **Suspension**

Suspension is used as a disciplinary action to deter inappropriate student behavior including violation of school rules, policies, and procedures. A student who has been suspended from school for any disciplinary reason shall not be entitled to be present on the school campus **for ANY REASON AT ANYTIME** during the term of the suspension. In addition, a student who is assigned out-of-school suspension, or alternative school for disciplinary reasons shall not be entitled to participate in or attend school sponsored extracurricular activities.

The exclusion from the campus and from attendance at or participation in school sponsored extracurricular activities shall begin when the suspension is imposed by the appropriate school official. Eligibility will be restored on the day that the student returns to the regular classroom. Student is responsible for obtaining all assignments from teachers during the suspension period. All work will be due upon the day the student returns to school, any unfinished or unsubmitted work will result in a zero.

### **Tribunal**

A tribunal is a committee of administrators and/or faculty who hear student discipline cases in which long-term suspension (more than 10 days), expulsion, or alternative school placement is being considered. During the tribunal, school administrators will present all evidence related to the student's discipline problem to the tribunal panel. This may include witnesses and other documentation. The student and parent/guardian will have the right to present information related to the case. This may be in the form of history or any other information on behalf of the student. The student may be represented by a legal counsel, but if the legal counsel is present for the student, then school officials will require 24 hours prior notification.





**\*Any student assigned to Alternative School will not be eligible for participation in senior week activities including graduation as long as graduation falls inside of the parameters of the disposition.**

Tribunals will be held regardless of the presence of students and/or parent/guardian. Specific information will be provided to students and parent/guardian if a tribunal is convened. Tribunals will be held when school administration believes a student should be:

- A. Suspended beyond 10 days;
- B. Placed in the Alternative School or Expelled for the remainder of the semester, year, or permanently;

### **Weapons: Policy JCDAE**

It is the policy of the Board of Education that a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as specified in the student code of conduct.

### **Reporting Requirements**

Any employee who has reasonable cause to believe that a student possesses a weapon as defined in paragraph 1, is involved in an assault using a weapon as defined in paragraph 2, or is involved in a second offense with a weapon on campus must report such violations to the principal or assistant principal of the school. If the principal has reasonable cause to believe that such report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney. The student's parents or guardian will be notified immediately of his/her child's involvement in any activity involving weapons.



Students will be given a copy of the Code of Conduct, which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions.

per Chattahoochee County Schools Board policy

### **Notice**

IT IS UNLAWFUL FOR ANY PERSON TO CARRY, POSSESS, OR HAVE UNDER CONTROL ANY WEAPON AT A SCHOOL BUILDING, SCHOOL FUNCTION OR ON SCHOOL PROPERTY OR ON A BUS OR OTHER TRANSPORTATION FURNISHED BY THE SCHOOL. THE TERM "WEAPON" MEANS AND INCLUDES ANY PISTOL, REVOLVER, OR ANY WEAPON DESIGNED OR INTENDED TO PROPEL A MISSILE OF ANY KIND, OR ANY DIRK, BOWIE KNIFE, SWITCHBLADE KNIFE, BALLISTIC KNIFE, OR ANY OTHER KNIFE, ESPECIALLY THOSE KNIVES HAVING A BLADE OF THREE OR MORE INCHES, STRAIGHT-EDGED RAZOR OR RAZOR BLADE, SPRING STICK, METAL KNUCKS, BLACKJACK, OR ANY FLAILING INSTRUMENT CONSISTING OF TWO OR MORE RIGID PARTS, CONNECTED IN SUCH A WAY TO ALLOW THEM TO SWING FREELY, WHICH MAY BE KNOWN AS A NUN CHUCK, OR FIGHTING CHAIN, THROWING STAR OR ORIENTAL DART, OR ANY WEAPON OF LIKE KIND, ANY STUN GUN OR TASER. **\*\*VIOLATION MAY RESULT IN EXPULSION FROM SCHOOL\*\***

## **RULES AND DISPOSITIONS**

### **Chattahoochee County Middle/High School: Student Discipline Code 2018-2019**

#### **NOTICE:**

You are duly informed that the principal of Chattahoochee County Middle/High School, his/her authorized representative and/or School Resource Officer(s) possesses the authority to conduct reasonable interviews/investigations of students in order to properly investigate and punish student misconduct without parental consent. This includes the authority to conduct a search of students and their property, including personal vehicles parked on campus, when there is reason to believe that the search could prevent danger or disruption to the school or the continued violation of established laws.

Chattahoochee County's Discipline Code is progressive in nature. Violations of the Student Discipline Code (SDC) and the appropriate minimum dispositions of the SDC are included below. While administrators have discretion in handling each violation of the SDC as they occur, each subsequent violation will be addressed and handled with appropriate proclivity following our progressive discipline procedures.

#### **A. AGGRESSIVE BEHAVIOR:**

Verbal assault of another student; threatening or intimidating another student.

##### **1. Without physical contact:**

###### **DISPOSITION:**

**1st Offense: Minimum Administrative Detention**

**2nd Offense: 2 days ISS**

**3rd Offense: 3 days ISS**



**2. With physical contact:**

**DISPOSITION:**

**1st Offense: 3 days ISS**

**2nd Offense: 5 days ISS**

**3rd Offense: 3 days OSS and Behavior Contract (BC)**

**B. ALCOHOL/ILLEGAL DRUGS/INHALANTS:**

*Drug paraphernalia will be confiscated and delivered to SRO/law enforcement for testing. If drug residue is found, student(s) will be considered in violation of rules B-1, 2, and 3.*

**Note: Any student found in violation of category B 1-4 after the first offense will follow the disposition expectations outlined according to the category of the 2nd or future offense committed.**

**1. PARAPHERNALIA:**

No student shall possess, transmit, store, buy, sell, or otherwise distribute or possess with intent to sell any drug-related paraphernalia.

**DISPOSITION: (All Offenses) Referral to School Resource Officer,  
10 Days OSS & Referral to a tribunal with a recommendation of:**

**1st Offense: minimum of 90 days Alternative School**

**2nd Offense: minimum of 180 days Alternative School**

**3rd Offense: Expulsion**

**2. DRUGS:**

No student shall possess, consume, transmit, store, be under any degree of influence of, buy, sell or otherwise distribute or possess with intent or attempt to buy, sell or otherwise distribute, or possess with intent to distribute drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, or any other substances under the Georgia Controlled Substances Act or any substance believed by the student to be an illegal drug.

**DISPOSITION: (All Offenses) Referral to School Resource Officer,  
10 Days OSS & Referral to a tribunal with a recommendation of:**

**1st Offense: minimum of 90 days Alternative School**

**2nd Offense: minimum of 180 days Alternative School**

**3rd Offense: Expulsion**

**3. ALCOHOL:**

No student shall possess, consume, transmit, store, **be under any degree of influence** of, buy, sell or otherwise distribute or possess with intent or attempt to buy, sell or otherwise distribute, or possess with intent to distribute alcoholic beverages (including related products such as “near” beer, non-alcoholic beer and non-alcoholic wine coolers) or any other substances under the Georgia Controlled Substances Act or any substance believed by the student to be an alcoholic product. Legal intoxication is not required of this Code of Conduct.

**A. Alcohol Possession**

**DISPOSITION: (All Offenses) Referral to School Resource Officer,  
10 Days OSS & Referral to a tribunal with a recommendation of:**

**1st Offense: minimum of 90 days Alternative School**

**2nd Offense: minimum of 180 days Alternative School**

**3rd Offense: Expulsion.**

**B. Alcohol Consumption**

**DISPOSITION: (All Offenses) Referral to School Resource Officer,  
10 Days OSS & Referral to a tribunal with a recommendation of:**

**1st Offense: minimum of 90 days Alternative School**

**2nd Offense: minimum of 180 days Alternative School**

**3rd Offense: Expulsion**



#### 4. INHALANTS:

No student shall sniff or be under the influence of inhalants and/or other substances.

**DISPOSITION: (All Offenses) Referral to School Resource Officer,**

**10 Days OSS & Referral to a tribunal with a recommendation of:**

**1st Offense: minimum of 90 days Alternative School**

**2nd Offense: minimum of 180 days Alternative School**

**3rd Offense: Expulsion**

#### C. ATTENDANCE VIOLATIONS:

NOTE: Chattahoochee County Middle/High School expects all students to attend school based on the attendance code provided in this handbook. The office should be contacted in person or parents may send a signed note, with a phone number, for any student desiring to leave during the school day. We do not accept phone calls or emails for Early Dismissals. Every student who leaves school must be signed out at the office by a parent or guardian. If a student presents a medical appointment card, he/she will be allowed to sign out. If a student leaves school for a dental or doctor's appointment, he/she should, upon returning, have a note from that office certifying the appointment.

Students signing out to leave school for personal illness must be picked up by a parent or parent designated adult. Students signing out to leave school for personal illness who have their own transportation must have written parental approval before checking out. Parents should notify the school of any special medical consideration.

Signing out to leave town, to take care of personal business, to go shopping, etc. are examples of unacceptable absences and therefore will not be excused.

Students who are dismissed from school before the end of the school day are to leave campus and not return unless they check into the office and obtain a pass to class.

***Parking privileges also may be revoked for attendance violations.***

#### 1. TRUANCY:

A student shall be truant by failing to attend school in compliance with the Georgia Compulsory Attendance Laws.

#### 2. SKIPPING:

No student shall miss or be tardy to any class/activity for which he/she is enrolled without a valid excuse from a teacher or administrator. **Students reporting ten (10) minutes or more late to class are considered skipping and will be marked absent.**

**DISPOSITION: 1st Offense: 1 day ISS (Admin. Discretion)**

**2nd Offense: 3 days ISS**

**3rd Offense: 5 days ISS and Behavior Contract**

#### 3. UNAUTHORIZED AREA:

An unauthorized area is any location a student is not given specific permission to go (gym, restroom, lockers, student/teacher parking lot, hallways, Media Center, offices, etc.).

**DISPOSITION: 1st Offense: Admin. Discretion**

**2nd Offense: 3 days ISS**

**3rd Offense: 5 days ISS and Behavior Contract**





#### **4. LEAVING CAMPUS:**

Students shall not leave school grounds once they come onto campus without the permission of a parent and the school principal or designee. This includes students arriving on campus before the 8:00 bell. Students must follow the established procedures for checking in or out of school before leaving campus. The school must be notified before the student leaves campus.

##### **DISPOSITION:**

**1st Offense: 3 days ISS with loss of driving/parking privileges for 10 school days**

**2nd Offense: 5 days ISS with loss of driving/parking privileges for 20 school days**

**3rd Offense: 3 days OSS with permanent loss of driving/parking privileges and Behavior Contract**

#### **5. TARDIES TO CLASS:**

No student shall be tardy to any class/activity for which he/she is enrolled without a valid excuse from a teacher or administrator. (This category includes car ride passengers who are consistently late.) To be excused, the student must have a note of a valid excuse on the same day of the infraction.

##### **DISPOSITION:**

**1<sup>st</sup> Offense: Warning**

**2<sup>nd</sup> Offense: Administrative Conference**

**3-5 Offenses: Administrative Detention**

**6<sup>th</sup> and up Offense: 3 days of ISS**

#### **5. A. TARDIES TO SCHOOL**

Students who have driving privileges and continue to arrive late to school without a valid excuse will have driving privileges revoked based on the following: (Passengers who are consistently late to school will be addressed as Tardy to class and punished appropriately) Student must have a valid excuse on the day of infraction to be excused.

##### **DISPOSITION:**

**1<sup>st</sup> Offense: Warning**

**2<sup>nd</sup> Offense: Administrative Conference**

**3<sup>rd</sup> Offense: 5 days loss of driving privileges & Admin. Detention**

**4<sup>th</sup> Offense: 10 days loss of driving privileges & Admin. Detention**

**5<sup>th</sup> Offense: 20 days loss of driving privileges**

**6<sup>th</sup> Offense: Permanent loss of driving privileges.**

#### **D. BOMB THREATS / TERRORISTIC THREATS:**

##### **1. BOMB THREATS:**

Bomb threat is defined as transmitting in any manner a false alarm to the effect that a bomb or other explosive of any nature is concealed on school property creating a potentially dangerous situation.

**DISPOSITION: Referral to School Resource Officer/Law Enforcement, 10 Days OSS, and Recommendation for Tribunal**

**2. TERRORISTIC THREATS:** A terroristic threat is defined as: an offense in which a student willfully threatens to commit a crime that will result in death or bodily harm; an offense in which a threat is made with specific intent; or an offense in which a threat causes reasonable fear.

**DISPOSITION: Referral to School Resource Officer/Law Enforcement, 10 Days OSS, and Recommendation for Tribunal**



## **E. BULLYING/HARASSMENT**

### **1. HARASSMENT**

No student will create a hostile school environment or intimidate another student in any electronic, written, verbal, or physical manner with the intent of harm.

**DISPOSITION:** **1st Offense- 3 days ISS**  
**2nd Offense- 5 days ISS (Second offense may be considered bullying.)**

### **2. BULLYING**

Bullying behavior is defined as willful attempts or threats to inflict injury, physical and/or mental stress on another person, when accompanied by apparent present ability to do so; or intentional displays of force such as would give the victim reason to fear or expect immediate bodily harm. No student shall engage in verbal or written harassment, threat or abuse of, or towards, another student or students. (O.C.G.A. 20-2-751.4)

**DISPOSITION:**

**1st Offense: 3 days OSS - Minimum**

**2nd Offense: 5 days OSS – Behavior Contract**

**3rd Offense: Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. Such consequences shall include, at a minimum and without limitation, disciplinary action or counseling, as appropriate under the circumstances. However, upon finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to the alternative school.**

## **F. CHEATING:**

When it has been determined that a student has been involved in cheating, the student will receive a zero on the assignment and will not be allowed to retake that assignment and/or makeup that grade.

The following are considered scholastic dishonesties:

1. Taking unauthorized information of any form into a test situation.
2. Plagiarism (any person who uses a writer's ideas without giving due credit through documentation).
3. Taking test questions to provide assistance in later situations or the theft of a test, or any other instructional material.
4. Copying the work of others including, but not limited to, homework.
5. Giving or taking information concerning a test after one individual has taken a test and the same form of the test is to be given later.
6. Taking unauthorized information from a computer.

**DISPOSITION for ALL OFFENSES:**

**Zero on assignment, no retake privilege and parent notification.**

## **G. CHRONIC MISBEHAVIOR:**

Students who willfully and persistently violate the student discipline code for the same or a variety of offenses may be recommended for tribunal.

**DISPOSITION:**

**Administrative Discretion**



## **H. COMMUNICATION/ELECTRONIC DEVICES OR RELATED PARAPHERNALIA:**

Students shall not use, display, or turn on cellular phones or any other electronic devices during class time without teacher authorization. Any electronic device (including the battery) used during class time without prior approval will be confiscated by the teacher. Refusal to turn over cell phones or other electronic devices to the teacher and/or habitual/continued use of cell phone or electronic devices without prior approval will result in student being guilty of insubordination (I. 9) Teachers will not be interrupted to retrieve an item that has been taken.

### **STOLEN ELECTRONIC DEVICES ARE NOT THE RESPONSIBILITY OF CCM/HS ADMINISTRATION.**

Administrators/Law Enforcement will not conduct classroom/area searches for missing items.

#### **DISPOSITION:**

**1<sup>st</sup> Offense:** Teacher confiscate and device is returned at the end of the day. Parent will be notified and made aware of consequences for next offense.

**2<sup>nd</sup> Offense:** Teacher confiscate and parent required to pick up the device. 3 Days ISS

**3<sup>rd</sup> + Offense:** Teacher confiscate and parent is required to pick up the device. Student referred for Insubordination (see I.9)

**Headphones/Earbuds** can be used during class time with teacher approval. For safety purposes, students are limited to headphones/earbuds to one ear while in the halls.

#### **DISPOSITION:**

**1<sup>st</sup> Offense:** Teacher confiscate and device is returned at the end of the day. Parent will be notified and made aware of consequences for next offense.

**2<sup>nd</sup> Offense:** Teacher confiscate and parent required to pick up the device. 3 Days ISS

**3<sup>rd</sup> + Offense:** Teacher confiscate and parent is required to pick up the device. Student referred for Insubordination (see I.9)

## **I. CONDUCT**

### **1. RUDE/DISRESPECTFUL (1): (Adults: Teachers, Faculty/Staff)**

No student shall at any time be disrespectful towards any adult. This includes, but is not limited to, arguing with, walking away from, raising their voice, interrupting, being offensive in any manner, displaying a poor attitude, intimidating, threatening, and/or any other action that is deemed to not be polite.

#### **DISPOSITION:**

**1<sup>st</sup> Offense:** 3 days ISS

**2<sup>nd</sup> Offense:** 5 days ISS and Behavior Contract

**3<sup>rd</sup> Offense:** 3 days OSS or 10 days OSS with possible recommendation for tribunal

*Note: Disposition may vary based on severity and could immediately include OSS for any offense.*

### **2. RUDE/DISRESPECTFUL(2):(Other students)**

Disrespectful conduct towards other students.

#### **DISPOSITION:**

**Administrative Conference (Minimum)**

### **3. PROFANITY: TO ADULTS,TEACHERS, FACULTY/STAFF**

No student shall verbally assault or use any type of profane, vulgar, obscene, abusive or offensive language (written or oral) and/or gestures toward any administrator,



faculty, staff, or guest on school property or at a school sponsored event. This includes hand signs, ethnically offensive language, suggestive initials, or jargon commonly known to mean something disrespectful. This includes profanity not directly aimed at, but in the presence of an adult and any threatened violence.

**DISPOSITION:**

**1st Offense: 5 days ISS**

**2nd Offense: 5 days ISS and Behavior Contract**

**3rd Offense: 5 days OSS or 10 days OSS with possible recommendation for tribunal**

*Note: Disposition may vary based on severity and could immediately include OSS for any offense.*

**4. PROFANITY: TO STUDENTS**

No student shall use any type of profane, ethnically offensive language, vulgar, obscene, abusive or offensive language (written or oral) or gestures in reference to another student and/or that may be overheard by an administrator, teacher, adult, faculty/staff, guest on school property or at a school sponsored event.

**DISPOSITION:**

**1<sup>st</sup> Offense: Administrative Conference (Minimum)**

**2<sup>nd</sup> Offense: 1 day ISS**

**3<sup>rd</sup> Offense: 3 days ISS**

**5. OBSCENE MATERIALS:**

No student shall possess or distribute profane, vulgar, pornographic, obscene, or ethnically offensive materials.

**DISPOSITION:**

**5 days ISS up to 10 days OSS with a possibility of a Tribunal at Administrative Discretion**

**6. FALSE REPORTS:**

No student shall knowingly and willfully make false reports or statements whether orally or in writing; falsely accuse other students or school staff of wrong actions; falsify school records; or forge signatures.

**DISPOSITION:**

**5 days ISS up to 10 days OSS at Administrative Discretion**

**7. DRESS CODE:**

No student shall repeatedly violate the school dress code. **Students must follow the school's accepted Dress Code policy. All dress and grooming issues are at the discretion of CCHS/CCMS administration/designee.**

**DISPOSITION:**

**1st Offense: Warning**

**2nd Offense: Administrative Detention**

**3rd Offense: 3 days ISS**

**8. FAILURE TO ATTEND:**

No student shall fail to attend teacher detention, administrative detention or give cause to be removed from In-School-Suspension (ISS).

**DISPOSITION:**

**For Teacher Detention: Days doubled in Administrative Detention**

**For Administrative Detention: Days served in ISS to be determined**

**For ISS: OSS and remaining ISS must be completed upon return to school.**





## **9. INSUBORDINATION:**

A student is "Insubordinate" when they fail to comply with or follow instructions/directions given by an administrator, teacher, faculty or staff. This includes, but is not limited to, turning over to authority cell phones/electronic equipment, going where they were instructed to go, and disregarding directives. Insubordination also includes failure to identify oneself when asked.

### **DISPOSITION:**

- 1st Offense: 5 days ISS - Student may be suspended for up to 5 days OSS for refusing to comply with an Administrator's directive.**
- 2nd Offense: 3 days OSS - Student may be suspended for up to 5 days additional OSS for refusing to comply with an Administrator's directive.**
- 3rd Offense: Administrative Discretion**

## **J. DISRUPTION OF CLASS/SCHOOL:**

### **1. CLASS DISRUPTION:**

No student shall intentionally make noise or act in any manner so as to interfere with a teacher's ability to conduct class or another student's ability to learn.

NOTE: Teachers will address incidents as follows before administration is to be involved (All incidents will be documented by teachers.):

**1st Incident:** Conference with Student

**2nd Incident:** Conference or phone call with parent

All other incidents will be referred to administration

### **DISPOSITION:**

- 1st Offense: Admin. Conference (Minimum)**
- 2nd Offense: 1 day ISS (Minimum)**
- 3rd Offense: 3 days ISS (Minimum)**

### **2. SCHOOL DISRUPTION:**

No student shall, in any manner, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption or obstruction of any such lawful mission, process, or function. (i.e. throwing food in cafeteria)

### **DISPOSITION:**

- ALL OFFENSES:**  
**Administrative Discretion (Minimum 3 Days OSS)**

## **K. FALSE SAFETY REPORTS:**

No student shall make false calls to emergency services or report false fire alarms which create a potentially dangerous interruption to the normal school operation and to both the physical and emotional well-being of students and staff.

### **1. FALSE CALL TO EMERGENCY SERVICES:**

No student shall knowingly make or cause a false call to emergency services to be made.

**DISPOSITION:** Referral to School Resource Officer, 10 days OSS with Recommendation for Tribunal

### **2. FALSE FIRE ALARM:**

No student shall knowingly give or cause a false fire alarm to be given.

**DISPOSITION:** Referral to School Resource Officer, 10 days OSS with Recommendation for Tribunal

## **L. GAMBLING:**



No student shall participate in any type of gambling activity as defined by state law or that involves the wagering or betting of services, money or other items.

**Students will not be allowed to engage in card playing during class time.**

**DISPOSITION:**

**1st Offense: 3 days ISS**

**2nd Offense: 5 days ISS**

**3rd Offense: 3 days OSS**

**M. GANG RELATED ACTIVITY:**

The Chattahoochee County Board of Education establishes this procedure to eliminate or prevent the influence and activities of gangs in schools. For the purposes of this procedure a “gang” is defined as any group or association, whether formal or informal, which encourages, solicits, promotes, urges, counsels, furthers, advocates, condones, assists, causes, advises, procures, or abets any illegal or disruptive activity or behavior of any kind, whether on school campuses, during school-related events, or in the community. A gang member is defined as an individual who, as a representative of on behalf of, participates in any of the activities associated with gangs. Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property is harmful to the education process. The use of hand signals, graffiti, or the presence of any apparel, tattoos, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group, disrupts the school environment. Such behaviors are contrary to educational objectives and promote an atmosphere where unlawful acts or violations of school regulation may occur.

1. No student shall recruit or solicit membership in any gang or gang-related organization or activity.
2. No student will be allowed to wear, display, or carry any type of clothing, apparel, tattoos, hairstyle, or article which indicates or implies membership/affiliation with a gang or gang activities. The principal or designee will have the final say in determining the presence of a gang relationship.
3. No student will be allowed to exhibit behavior or gestures which symbolize gang membership, or cause and/or participate in activities which intimidate or seek to cause bodily harm or affect the attendance of another student.

School officials reserve the right to punish any other gang-related behavior that is subversive to the good order and discipline in the school, even though such behavior is not specifically identified in the preceding rules.

**DISPOSITION:**

**Referral to School Resource Officer, 10 days OSS with possibility of Recommendation for Tribunal which could result in expulsion.**

***NOTE: Students who violate this policy may be subject to arrest***

**N. INCENDIARY DEVICES:**

No student shall possess, light, and/or discharge smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or similar devices.

**DISPOSITION:**

**1st Offense: Administrative Discretion**

***NOTE: Any activity deemed arson will result in referral to the School Resource Officer, 10 days OSS, and possible recommendation for tribunal.***

**O. OFF CAMPUS OFFENSES:**

Students shall be disciplined for engaging in off-campus conduct that affects the safety and welfare of the school, staff, students, and/or property at the school, property of others, or that disrupts the discipline or educational environment of the school.



**Off-Campus misconduct for which a student shall be disciplined includes, but is not limited to, any off-campus conduct that is:**

1. Prohibited by the State of Georgia or United States criminal codes;
2. Punishable as a misdemeanor or felony if committed by an adult
3. Conduct for which a student has been arrested, indicted, adjudicated to have committed or convicted.
4. Conduct that is outlined in the Work-Based Learning and/or Youth Apprenticeship Program (YAP) student agreement form.

**DISPOSITION:**

**Administrative Discretion**

**P. OTHER BEHAVIORS:**

No student shall participate in any activity that is subversive to the good order and discipline of the school not specifically addressed in any other sections of this handbook.

**DISPOSITION:**

**Administrative Discretion**

**Q. PRESCRIPTION / NON-PRESCRIPTION DRUGS**

**1. OVER-THE-COUNTER MEDICATIONS:**

Possession of all over-the-counter medication on school property must be in compliance with Chattahoochee County School Board policies. A student is prohibited from selling, distributing, or possessing with intent to distribute any over-the-counter medication

**DISPOSITION:**

**Administrative Discretion up to Referral to School Resource Officer, 10 days OSS and Recommendation for Tribunal**

**2. PRESCRIPTION DRUGS:**

No student shall be in possession of prescription medication not prescribed for that student. All prescription medication prescribed for a student must be in compliance with Chattahoochee County School Board policies. In addition, a student shall not sell, distribute, or possess with intent to sell or distribute any prescribed medication on school property.

**DISPOSITION:**

**Referral to School Resource Officer, 10 days OSS and Recommendation for Tribunal**

**R. PHYSICAL OFFENSES:**

Principals or designees will continue to exercise professional discretion in determining incidents of horseplay, physical altercation, fighting or physical bullying. Principals or designees will have the authority to assign consequences based on behavior related to specific incidents. This may include differentiated discipline assigned on a case by case basis.

**1. HORSEPLAY**

**DISPOSITION:**

**Administrative Discretion**

**2. FIGHTING:**

No students shall participate in any type of fighting, physical altercation, or physical harassment.

**DISPOSITION:**

**3 Days OSS Minimum**



*NOTE: Multiple fights in one year may lead to referral to School Resource Officer, 10 Days OSS with recommendation for Tribunal*

### **3. A. BATTERY ON STUDENTS:**

No student shall physically attack another student.

#### **DISPOSITION:**

**Referral to School Resource Officer, 10 Days OSS with possible Recommendation for Tribunal**

### **3. B. BATTERY ON ADMINISTRATORS, FACULTY, STAFF**

No students shall physically attack an administrator, faculty member, or staff member.

#### **DISPOSITION:**

**10 days OSS Referral to Tribunal**

**Any student who commits physical violence against an administrator, teacher, school bus driver, or other school personnel will be suspended ten days pending tribunal. The tribunal panel will adjudicate the referral on the basis of guilty or not guilty. A determination of guilty may result in expulsion for the remainder of the student's eligibility to attend public schools.**

### **4. GANGING UP:**

No student shall gang up with any other student or students and physically attack another student or other persons.

**DISPOSITION: Referral to School Resource Officer, 10 Days OSS with possible recommendation for Tribunal**

*NOTE: Any student who touches, places hands on, pushes or obstructs a teacher, faculty member, or Administrator will be charged at a minimum with simple battery. Student will be referred to the School Resource Officer, 10 days OSS and recommended for a tribunal.*

## **S. PROPERTY RELATED OFFENSES:**

*NOTE: Parents and/or students will be held responsible for restitution of the full value of any damaged or stolen property. There is the possibility of notification of law officials where student appears to be in violation of the law.*

### **1. VANDALISM:**

No student shall intentionally cause damage to the personal property belonging to a school employee or another student. No student shall damage, destroy, or vandalize private property or school property on school grounds or during a school activity, function, or event off school grounds.

**DISPOSITION: (All Offenses) Referral to School Resource Officer**

**1st Offense: 3 days ISS minimum**

**2nd Offense: 5 days ISS minimum**

**3rd Offense: 3 days OSS minimum**

### **2. PROPERTY DAMAGE:**

Willful and malicious destruction, defacement, and/or vandalism of, and/or threat to destroy school or private property of school system employees or to the personal property of any person legitimately at the school. Private property will include, but not be limited to, vehicles, building structures, and grounds. Defacement of or damage to property of other schools will be treated in the same manner as if the damage were done to Chattahoochee County School's property.

**DISPOSITION: Referral to School Resource Officer (All Offenses)**

**1st Offense: 5 days ISS and Behavior Contract (minimum)**





**2nd Offense: 5 days OSS (minimum)**

**3rd Offense: 10 days OSS and possibly referred for tribunal**

#### **T. SEXUAL OFFENSES:**

The following are prohibited on school property, school buses, at school-sponsored events, activities or functions, or while using school technology resources.

##### **1. PDA:**

No student shall engage in Public Displays of Affection, such as kissing or inappropriate touching, while on school property or while attending school events.

##### **DISPOSITION:**

**1st Offense: Warning and Parent Notification**

**2nd Offense: 3 days ISS**

**3rd Offense: 5 days ISS and Behavior Contract**

##### **2. SEXUAL MISCONDUCT:**

***NOTE: All sexual related incidents will be referred to the School Resource Officer and system Social Worker***

#### **A. CONSENSUAL SEXUAL ACTIVITY**

- No student shall consent to and/or participate in any form of sexual activity.
- No student shall expose one's intimate body parts or "moon" in public.
- No student shall purposefully fondle another student or himself/herself in a sexual manner.

##### **DISPOSITION:**

**Referral to School Resource Officer (All Offenses)**

**1st Offense: 10 days OSS and Referral to Tribunal with a minimum recommendation of 90 days Alternative School**

**2nd Offense: 10 days OSS and Referral to Tribunal with a minimum recommendation of 180 days Alternative School**

**3rd Offense: 10 days OSS and Referral to Tribunal with a recommendation for Expulsion.**

#### **B. SEXUAL HARASSMENT:**

No student shall participate in physical, verbal, or visual conduct of a sexual nature (including, but not limited to, unwelcome sexual advances, requests for sexual favors, sexually offensive drawings or posters directed towards another person, including the use of an electronic device) where there is a pattern of harassing behavior or a single significant incident.

##### **DISPOSITION:**

**1st Offense: 5 days ISS up to 10 days OSS and possible Recommendation for Tribunal**

**2nd Offense: 5 days OSS up to 10 days OSS and possible Recommendation for Tribunal**

**3rd Offense: 10 days OSS and Recommendation for Tribunal**

#### **C. SEXUAL BATTERY:**

Sexual battery is defined as a student intentionally making physical contact with the intimate parts of the body of another student and/or adult without the consent of that person.

**ALL OFFENSES: Referred to School Resource Officer and system Social Worker**

#### **D. SEXUAL MOLESTATION:**



Sexual molestation is defined as a student doing any immoral or indecent act to or in the presence of another person, without that person's consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person. This includes a student forcing another student to make physical contact with the student's intimate body parts.

**T.2. B-C. DISPOSITION:**

**1st Offense: Referral to School Resource Officer. 10 days OSS and possible Recommendation for Tribunal**

**U. TECHNOLOGY OFFENSES:**

School technology cannot be used for purposes that are not school related. Misuse of school technology may result in computer privileges being revoked.

1. Students will not purposely look for security problems because such action may be considered an unauthorized attempt to gain access to school technology resources.
2. Students will not attempt to or disrupt the school technology resources by destroying, altering or otherwise modifying technology. Hacking is strictly prohibited.
3. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal school property while using school technology resources on or off school grounds. Students will not use school technology resources to distribute or display inappropriate material.
4. Students shall not attempt to search, visit, and/or view internet web sites that have not been approved.
5. Inappropriate uses of video/picture taking devices will not be tolerated.

**DISPOSITION:**

**Administrative Discretion (Minimum 3 days ISS)**

**V. THEFT:**

No student shall steal or possess stolen private property or school property.

**A. Theft (Item Value less than \$50)**

**DISPOSITION:**

**Referral to School Resource Officer, 3 days OSS up to 10 Days OSS and Possible Recommendation for Tribunal**

**B. Theft (Item Value \$50 or more)**

**DISPOSITION:**

**Referral to School Resource Officer, 10 days OSS and Possible Recommendation for Tribunal**

**W. TOBACCO:**

Possession and/or the use of tobacco in any form are prohibited on campus, on school buses, and at school activities or functions. Cigarettes, lighters, matches, dips and tobacco alternative products, including dipping, chewing, e-cigarettes, vapor devices and smokeless non-tobacco products, will be confiscated. "Spit cups" are evidence of tobacco and carry the same disposition.

**DISPOSITION: Referral to School Resource Officer**

**1st Offense: 3 days OSS**

**2nd Offense: 5 days OSS**

**X. WEAPONS:**

A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a weapon, either concealed or open to view, on school property or at a school-sponsored function, event or activity. Administrative discretion will be used in determining the legitimate threat level of any weapon. (O.C.G.A. 16-11-127.1)

**DISPOSITION:**

**1st Offense: Referral to School Resource Officer, 10 days OSS and**



## Possible Recommendation for Tribunal

### Y. BUS CONDUCT:

All students attending the Chattahoochee County Middle/High School and meeting the eligibility requirements for bus transportation prescribed by the district are entitled to use the transportation facilities of the district so long as their conduct is not detrimental to the safety and welfare of others or to the safe operation of the school bus. Rules will be posted in each bus. Students are expected to follow the rules. **All dispositions are administrative discretion** to include being removed from the bus when warranted.

***NOTE: Any misconduct that threatens the health, safety or well-being of others may result in the immediate removal of the student from the school and/or school function and suspension for up to ten (10) days pending disciplinary investigation of the allegations. The school may choose to involve the Chattahoochee County School Board, the School Resource Officer, and/or other law enforcement agencies as deemed appropriate.***

### SUSPENSION AND CAMERA POLICIES:

**IN-SCHOOL SUSPENSION (ISS):** In-School Suspension is assigned for behavioral infractions. Refusal to attend ISS will result in out-of-school suspension in addition to the assigned ISS. Removal from ISS for disciplinary reasons will result in out-of-school suspension. Students suspended for any part/fraction of a day will not receive credit for attending ISS that day and will be required to make that day up. Students will be required to complete all remaining ISS days and assignments once they have returned to school.

#### ***In-School Suspension Rules:***

1. In addition to all regular school rules students serving ISS will also adhere to posted ISS rules.
2. Students assigned to/serving ISS will not be allowed to leave ISS early for any reason.
3. The ISS teacher may recommend suspension for any student assigned to ISS for insubordination for the remainder of the day. The student will then be assigned an additional day of ISS. Parents will be notified by the ISS teacher to pick-up their child from the ISS office.

**OUT-OF-SCHOOL SUSPENSION (OSS):** Students may not attend any school related activities while suspended. Students under out-of-school suspension may not participate in conditioning, tryouts, practice, or games until they return to class (GHSA rule). Example: If suspension is through Friday, student cannot play on Saturday. Suspension is considered ended when student is readmitted to the classroom.

**SURVEILLANCE CAMERA PROCEDURE:** CCM/HS recognizes a need to strike a balance between the individual's right to be free from invasion of privacy and the school's duty to promote a safe environment for all students and faculty.

The purpose of video surveillance at CCM/HS is to:

1. Promote a safe environment by deterring acts of harassment or assault.
2. Deter theft and vandalism and assist in the identification of individuals.
3. Assist law enforcement agencies with regard to the investigation of any crime that may be depicted.
4. Assist in the daily monitoring of student conduct and behavior.

While surveillance cameras are posted in hallways, the school store, gymnasium, lunchroom, outdoor walkways and some classrooms/labs, they are not mounted inside any restrooms. Surveillance cameras are, however, mounted outside restroom doors so that if an incident does occur the person leaving the restroom will be easily identified.



Any person purposely touching, blocking, damaging, and/or causing a surveillance camera to malfunction will be charged with vandalism of school property.

Surveillance cameras operate 24 hours per day, seven days a week and record continually for several months. Cameras are monitored by designated school officials who may include, but are not limited to, administrators, teachers, and School Resource Officers (SRO).

Surveillance DVDs will not be viewed by or provided to students or parents. However, this does not preclude an administrator or deputy sheriff (SRO) from obtaining the aid of students, faculty and staff in identifying persons of interest who may be implicated in a surveillance recording. Request to view surveillance evidence will require Chattahoochee County School Board approval.

Surveillance evidence may be used to corroborate or verify an act has taken place, identify a specific person(s) involved in an act/incident, and/or to witness the extent of which an act has been committed.

**MIDDLE/HIGH SCHOOL**  
**RELATIONS WAIVER FORM**

**(photos • video • artwork • profiles • stories)**

Chattahoochee County Middle/High School has my permission to use my photograph, likeness, artwork, profile and/or story in this and future publications, web pages and other promotional materials produced, used by and representing Chattahoochee County Middle/High School. I understand the circulation of the materials could be worldwide and that there will be no compensation to me for this use.

\_\_\_\_\_

Date

\_\_\_\_\_

Print Students Name

\_\_\_\_\_

Date

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent Signature (If student under 18)

**CCMS & CCHS Club/Extracurricular Activity Participation**

I have read the club/extracurricular activity section of the student handbook and I have listed below the organizations that I **DO NOT** wish for my son/daughter to be a participant during the 2018-19 school year. (list activities below)

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

**CCMS & CCHS Declaration/Acknowledgement:**

I have read the entire 2018-2019 school handbook and understand that my son/daughter will be governed by the rules and regulations within. I also understand that it is my responsibility as the parent to ensure that my child obeys the rules, policies, and procedures outlined within this handbook. Failure to abide by the rules, policies, and procedures may result in disciplinary actions including, but not limited to:

Parent Contact, Student Conferences, Parent Conferences  
ISS, OSS, Recommendation to the Alternative Education Program  
Tribunal  
Referral to Chattahoochee County Board of Education for Expulsion





\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Please remove this page, sign it and return to your child's 1<sup>st</sup> period/Homeroom teacher**

**STUDENT PHOTOGRAPHS, VIDEOS, AND/OR SOUND RECORDINGS**  
**OPT-OUT**

*Instructions: Please complete all sections of this Opt-Out Form and return the signed form to your child's principal by [Date] of the current school year, or within 30 days of your child's enrollment in school.*

**Student Name:** \_\_\_\_\_

A parent may withhold permission to have a student photographed, videotaped, and/ or audiotaped during school-sponsored activities, learning experiences, and/or media events. As the parent or guardian of the student identified above, I understand that if I opt-out, my child will not be included in pictures taken by school staff, students, or anyone outside the school, including commercial photographers and the media, nor will my child's picture be part of a school yearbook, memory book, memory video, sports team, club, or any other medium. Note: This does not include videotaping by security cameras in school or on school buses. If you do not want your child to be photographed, videotaped and/or audiotaped, check the box below and sign:

DO NOT allow my child to be photographed, videotaped and/or audio taped during school-sponsored activities and/or learning experiences.

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



**Chattahoochee County MS/HS Parent Right-to-Know Letter**

Guidance C-6 is for Advising Parents of the Right to Know Information about a Teacher's Qualifications as Required by NCLB [Section 1111(6) (A) ESEA.]

Dear ChattCo Families,

At **Chattahoochee County Middle/High School**, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we are required to meet federal regulations under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (NCLB) related to teacher qualifications. In compliance with the requirements of the ESEA/NCLB, you have the right to request information about your child's teachers' training and credentials. The following information may be requested:

- Whether the teacher met the Georgia Professional Standards Commission requirements for certification for the grade level and subject area in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration; and
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.

Please rest assured that our staff is committed to helping your child reach his or her maximum academic potential throughout their school career. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled and delivering quality instruction to your child.

If you wish to request information concerning a teacher's qualifications, please contact the school by phone at (706) 989-3678.

Thank you for your interest and involvement in your child's education.

Sincerely,

Sandi Veliz

Principal

*Chattahoochee County Middle/High School*



**NOTES:**





