

CHATTAHOOCHEE COUNTY EDUCATION CENTER

140 Merrell Street
Cusseta, Georgia 31805
Phone: (706) 989-3648
Fax: (706) 989-3103
www.chattco.org

2023– 2024 STUDENT HANDBOOK



PANTHER PRIDE

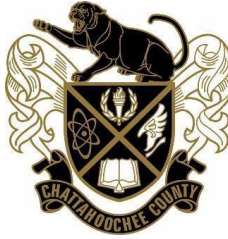
Ms. Kenyada Heard
Principal
Principal

Ms. Ashley Beaver
Assistant

Dr. Kristie Brooks
Superintendent

TABLE OF CONTENT

District Information	3
Faculty & Staff	4
School Calendar	6
General Information	
Arrival/Dismissal	7
Transportation	7
Book Bags	10
Cafeteria Information	10
Communication Devices	10
Field Trips	11
Lost/Damaged Textbooks	11
Parent Involvement Policy	11
Parent Teacher Conferences	11
Parent Teacher Organization (PTO)	11
School Telephone	12
Visitors	12
Academics	
Curriculum and Instruction	13
Homework Policy	13
Report Cards and Progress Reports	13
Promotion and Retention Policy	14
PowerSchool Parent Portal	15
Testing	16
Section 504 Procedural Safeguards	16
Student Recognition	20
CCRPI and Student Growth Percentiles	20
Educational Acronyms	21
Health	23
Attendance Protocol	28
Extra-Curricular Activities	36
Code of Conduct & Student Discipline	39
Board of Education Policy Statements	51
Equal Education Opportunities	51
Family Educational Rights and Privacy Act (FERPA)	51
Gender Equity	51
Homeless Students	52
Legal Guardianship	52
Non-Resident Students	52
School Supply Lists	55



CHATTAHOOCHEE COUNTY EDUCATION CENTER

140 Merrell Street
Cusseta, Georgia 31805
Phone: (706) 989-3648
Fax: (706) 989-3103
www.chattco.org

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.

Vision: Instilling pride. Igniting passion. Infinite possibilities.

Belief Statements:

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.*

Members of the Chattahoochee County Board of Education

Dr. Kristie Brooks, Superintendent
Lora McAdams (Chairman)
Aaron Shillig (Vice Chairman)
Shirley Jones
Teresa Smith
Kenyana White

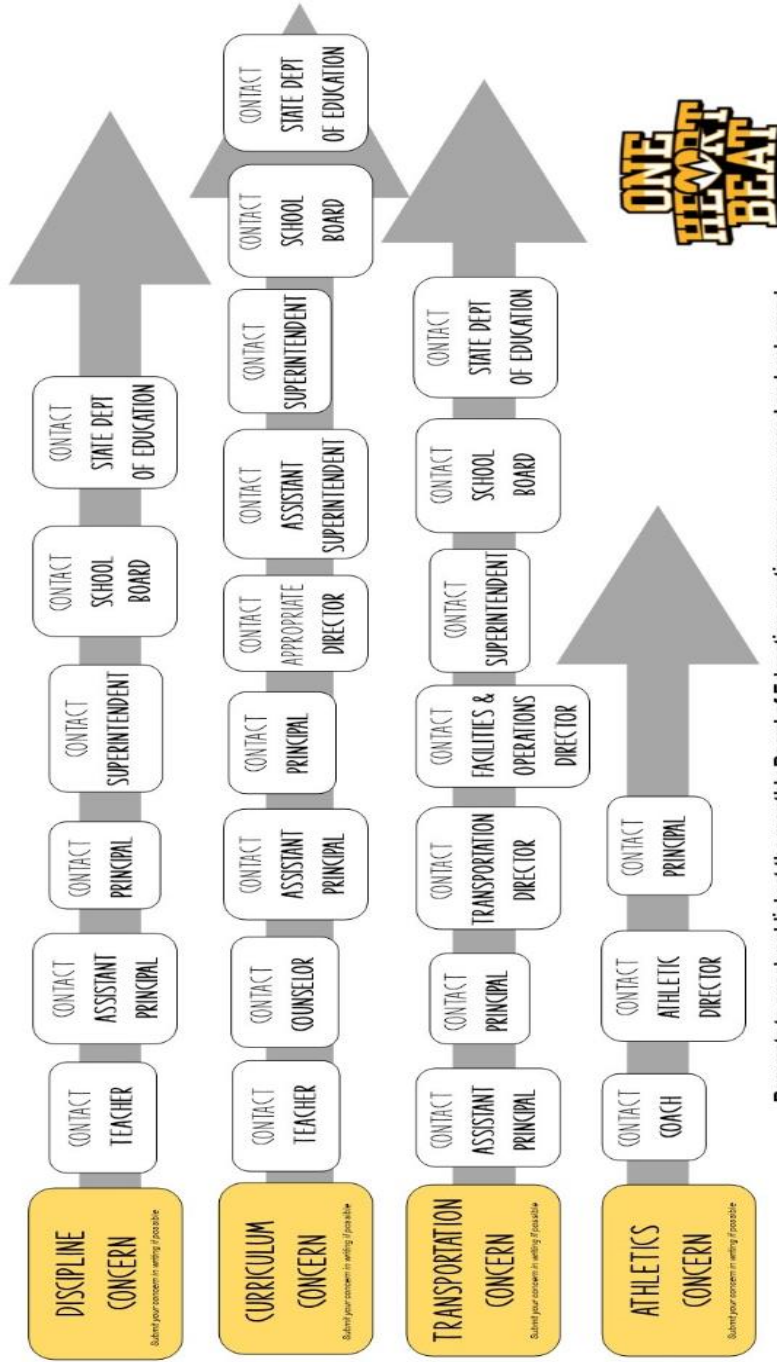


STEPS TO RESOLVE CONCERNS AND COMPLAINTS

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 Chatahoochee 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. Whenever a complaint is made directly to the Board 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:



Requests to speak publicly at the monthly Board of Education meetings are encouraged and welcomed.

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.

The superintendent and Board of Education 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

CCEC STAFF

<u>Pre-K</u> Ashleigh Marion Charlotte Richards	<u>Custodial Staff</u> Mary Brown Wykesha Robinson
<u>Kindergarten</u> Tina Dellasandro Alyssa Withrow	<u>EIP Teacher</u> Kayla Johnson Renee Roberts
<u>1st Grade</u> Anna Curry Michele Williams	<u>Instructional Coach</u> Tara Harris
<u>2nd Grade</u> Amy Arellano Tessa Davis	<u>Media Specialist</u> Amanda Holloman
<u>3rd Grade</u> Martika Hendricks Melanie Ybarra	<u>Music</u> Eva Frye
<u>4th Grade</u> Amanda Edwards Jamie Secretan	<u>Paraprofessionals</u> Oscar Daise Emily Driggers Lisa Hernandez Theresa Kester Temekia Oliver Avery Taylor Polly Taylor Penny Whitwell Sarah Wells Chekedria Walton
<u>5th Grade</u> Joel Brazier Dr. Jennifer Kranepuhl-Ivory	<u>Physical Education</u> Phillipe LeZontier
<u>Administrative Assistants</u> Nancy Harden Amanda Williamson	<u>School Nurse</u> Alison Wigand
<u>Counselor</u> April Hughes	<u>Special Education</u> Allison Coates Samantha De Costa Kimberly Goree Sara McLaughlin



Board approved: Feb 14, 2023

CHATTAHOOCHEE COUNTY 2023-24 SCHOOL CALENDAR

DATE	EVENT
JUL 31	New Employee Orientation
AUG 1	Welcome Back: Convocation for all Employees
AUG 3	CCMS Open House 4:30-6:30 pm
AUG 4	CCEC Open House 5:00-7:00 pm
AUG 7	CCHS Open House 5:00-7:00 pm
AUG 8	First Day of School for Students 1st Quarter/Semester 1 Begins
SEPT 4	Labor Day: No School
SEPT 7	1st Quarter/Semester 1 Progress Reports
SEPT 20	Early Dismissal CCMHS 1:45pm CCEC 2:45pm
OCT 6	VIRTUAL Learning Day
OCT 9	Teacher Work/Planning Day: No School for students
OCT 11	1st Quarter/Semester 1 Ends
OCT 12	2nd Quarter/Semester 1 Begins
OCT 13	1st Quarter/Semester 1 Report Cards Go Home
OCT 18	Early Dismissal CCMHS 1:45pm CCEC 2:45pm
NOV 9	2nd Quarter/Semester 1 Progress Reports
NOV 10	Veterans' Day - No School
NOV 15	Early Dismissal CCMHS 1:45pm CCEC 2:45pm
NOV 20- NOV 24	Thanksgiving Holiday: No School
DEC 19	2nd Quarter/Semester 1 Ends
DEC 20- JAN 2	Winter Break: No School

DATE	EVENT
JAN 3	Teacher Work/Planning Day: No School for students
JAN 4	Student Return 3rd Quarter/Semester 2 begins
JAN 9	2nd Quarter/Semester 1 Reports Cards Go Home
JAN 15	MLK Jr. Day: No School
JAN 24	Early Dismissal CCMHS 1:45pm CCEC 2:45pm
FEB 8	3rd Quarter/Semester 2 Progress Reports
FEB 16	Teacher Work/Planning Day: No School for students
FEB 19	Presidents Day: No School
FEB 28	Early Dismissal CCMHS 1:45pm CCEC 2:45pm
MAR 15	VIRTUAL Learning Day 3rd Quarter/Semester 2 Ends
MAR 18	4th Quarter/Semester 2 begins
MAR 19	3rd Quarter/Semester 2 Report Cards Go Home
MAR 20	Early Dismissal CCMHS 1:45pm CCEC 2:45pm
APR 1—5	Spring Break- No School
APR 22	4th Quarter/Semester 2 Progress Reports
APR 24	Early Dismissal CCMHS 1:45pm CCEC 2:45pm
MAY 22	Last Day of School for Students 4th Quarter/Semester 2 Ends
MAY 23	Teacher Work/Planning Day
MAY 24	Teacher Work/Planning Day
MAY 24	Graduation
JUNE 19	Juneteenth—Offices Closed
JULY 4	Independence Day—Offices Closed

GENERAL INFORMATION

ARRIVAL/DISMISSAL

School Hours

Pre-K through fifth grade school hours are from 8:30 AM until 3:30 PM each day. Students are not to arrive on campus prior to 7:45 AM for any reason. Please call the school's daycare facility to arrange before-school care for your child, if you must leave your child unattended prior to 7:45 AM. Students may enter the cafeteria at 7:45 AM for breakfast and wait until they are released to their classrooms.

Students who are late to school must report to the attendance office accompanied by their parents. First period starts at 8:30 AM. Classes begin immediately after attendance is checked. Students should be in school by first period so as not to miss any instructional time.

After-School

Students not riding the bus must be picked up no later than 3:45 PM unless they are involved in after school activities (in which case they must report to that area immediately). All students are expected to go directly home after dismissal in the afternoon. Please call the school's daycare facility to arrange for after-school care for your child, if scheduling is an issue. If students are staying for a school related activity, the student must inform his/her parents in advance of the activity and establish appropriate means for getting home after this activity. Students cannot make arrangements at school to visit a friend when parents do not know of this in advance.

TRANSPORTATION

Bus

We look forward to transporting your child to and from school this year. To ensure that your child will have a safe riding experience, we ask that you review the safe riding instructions that follow, 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 our 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 12 feet, 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 stop. Also, head/earphone and sunglasses need to be put away while loading/unloading the bus. 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.

While on the Bus

Once students board the bus, the driver is in full charge of the safety of your child. Students must always follow the driver's directions and instructions. The bus is 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.

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.

School bus transportation is a very important part of the education system of Chattahoochee 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.

Bus passes for a change in a student's drop-off and/or pick-up point must be received in the office no later than 12:00 p.m. They may be sent in by letter, fax, or e-mail by the student's parent or guardian. In order to ensure the identity of the parent and safety of the student, no bus passes will be accepted by telephone. Students transported to school are expected to behave in a manner which is conducive to the safety and welfare of all riders. Students who violate bus conduct regulations will be suspended from the privilege of bus transportation.

Procedures for Car Riders

Drop Off

1. Morning drop-off occurs at the end of the parking lot directly in front of our daycare building. **NO students should be dropped off before 7:45 AM.** Students drop off begins at 7:45 AM when teachers begin morning duty and there is an adult present to monitor students.
2. Please pull close to the curb in the drop-off/pick-up area to let your child out on the curb side of the car. **Please do not leave your car unattended along the curb or take too much time at the curb.**
3. If you need more time, please park in a designated parking spot and escort your child across the parking lot and into school. **ALL PARENTS/VISITORS MUST ENTER THE SCHOOL THROUGH THE MAIN ENTRANCE AND OBTAIN A VISITOR'S BADGE.**
4. Please do not use the lower level parking lot for drop-off and/or pick-up. This parking lot is designated for faculty & staff only. Please drop-off and/or pick-up in the

designated areas.

5. **DO NOT** use your cell phone while driving.
6. **DO NOT** pass other vehicles to pull in front of them to drop off your child.
7. After 8:30, please park in a designated area and escort your child into the main entrance of the building to obtain a tardy slip in the front office.
8. Please proceed slowly and cautiously when exiting the drop-off/pick-up lane and the campus.

Pick-Up

1. **EARLY CHECKOUTS ARE DISCOURAGED AFTER 3:00 PM.**

During this time, students The Chattahoochee County Education Center encourages the consistent and regular attendance of our students. Early checkouts prior to 3:00 PM are discouraged due to ongoing instructional practices that include remedial and acceleration opportunities for students. In addition, students are also transitioning to various areas to prepare for dismissal.

Although early checkouts are discouraged, we do realize that extenuating circumstances such as doctor's appointments and family emergencies will occur. In the event that an early checkout is necessary, every effort will be made to accommodate our students and their families.

2. **ALL CAR RIDERS ARE DISMISSED AT 3:30 PM.**

3. Afternoon pick-up will take place each day on Playground Lane, located behind the school near the playground. Students will be in line on the sidewalk near the drop-off/pick-up area and grouped by grade. The lines will be clearly marked for students and they will sit/stand in the same area each day. Siblings in different grades may sit/stand together, if necessary. The older sibling(s) will need to sit/stand with their younger sibling's grade.
4. Students will be dismissed to the staff member standing by the car line. A staff member will monitor students being loaded into the cars. **Please do not leave your car unattended.** This will allow the car line to move quickly and smoothly as students are dismissed.
5. **DO NOT WALK UP AND GET YOUR CHILD TO TAKE TO THE CAR.** This is for the safety of all students. If you plan to exit your vehicle to pick up your child, please arrive before 3:00 PM and report to the front office. Your child will be called to the front office and you will be required to sign your child out of school. This will be considered an early check-out. **DO NOT GO DIRECTLY TO THE CLASSROOM OR WAIT ALONG THE WALKWAY.**
6. Please notify the front office if you will be walking onto campus and not utilizing a vehicle to pick up your child. A monitor will walk with your child to the front entrance of

the school to meet you.

7. **DO NOT** use your cell phone while driving.
8. **DO NOT** pass other vehicles to pull in front of them to pick up your child.
9. Please proceed slowly and cautiously when exiting the drop-off/pick-up lane and exiting the campus.
10. **Car riders should be picked up no later than 3:45 PM.** Any students remaining on campus due to a parent's failure to comply with the school's dismissal policy will be sent to the CCEC Daycare Center. An hourly charge of \$8.50 will be enforced.

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.

CAFETERIA INFORMATION

Breakfast

The breakfast line will open at 7:45 AM. There is no charge for breakfast for the students. They are to remain in the cafeteria until they are released to class by the teachers on duty.

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. Only **WATER** in plastic bottles will be acceptable to be in your possession, in the classroom or at any time other than at lunch. There is no charge for lunch for the students. It is very important that the cafeteria is kept clean and orderly. Appropriate discipline 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.

COMMUNICATION DEVICES

Students are not allowed to use cell phones in the common areas, lunchrooms or hallways during the regular instructional day. All cell phones must be turned off during the instructional day. Students are not allowed to have cell phone ringers on silent alert or send text messages during the instructional day. Cell phones may not be used on the school bus. Photographing, audio recording or videotaping on school property is not allowed at any time without the expressed, written consent of the students, staff members or other persons being photographed or recorded. The parent or legal guardian must complete the Parent Permission Form for a Cellular Telephone/Personal Electronic Device each school year and deliver it to the school principal or designee before the student is allowed to possess a device on school property. If the policy is violated, the cell phone may be confiscated and returned to the student's parent or guardian after the student has complied with any other disciplinary action that is imposed.

FIELD TRIPS

Students on a school sponsored field trip are subject to all school rules. As an ambassador of the school, you will be held to a higher account of school rules. Excessive absences and substantial discipline referrals may result in loss of field trip privileges. Also, keep in mind the CCEC Dress Code will be in effect on any school sponsored field trip, unless permission is granted by the principal or his designee.

LOST AND DAMAGED BOOKS

A student who loses or damages a textbook will not be denied the use of a textbook in classes; however, he/she will NOT be issued another textbook until the lost/damaged textbook has been paid in full. At the end of the school year, report cards may be held until lost/damaged textbooks or library books are paid in full.

PARENT INVOLVEMENT POLICY

Chattahoochee County Education Center is identified as a Title I school as part of the Elementary and Secondary Education Act of 1965 (ESEA). Title I is designed to support State and local school reform efforts tied to challenging State academic standards in order to reinforce and enhance efforts to improve teaching and learning for students. Title I programs must be based on effective means of improving student achievement and include strategies to support parental involvement. All Title I schools must jointly develop with all parents a written parental involvement policy.

This is a plan that describes how Chattahoochee County Education Center will provide opportunities to improve parent engagement to support student learning. CCEC. values the contributions and involvement of parents in order to establish an equal partnership for the common goal of improving student achievement. This plan describes the different ways that we will support parent engagement and how parents can help plan and participate in activities and events to promote student learning at school and at home.

The Chattahoochee County Education Center welcomes parent input and comments at any time regarding the plan. All parent feedback will be used to revise the plan for next year. We invite parent to come out to the revision meetings throughout the year for this policy. The Parent Coordinator Ms. Hughes is also always open to one on one parent revision meetings. All students participating in the Title I, Part A program, and their families, are encouraged and invited to fully participate in the opportunities described in this plan. The Chattahoochee County Education Center is **SCHOOLWIDE**, which means that all students at CCEC. are served under the Title I, Part A Program. Parents can obtain more information about Title I at our Annual Title I Parent Meeting at the beginning of the school year. Parents can also retrieve a copy of the plan in the Parent Resource Center or by requesting a copy to be sent via email. Just send your request to ahughes@chattco.org. The plan will also be available on the school website.

PARENT/TEACHER CONFERENCES

We share a common interest in the most precious commodity in the world - your child. We look forward to sharing communication frequently regarding every aspect of your child's education. We do ask, however, that you schedule conferences with the teachers through the office with our secretary. ***Interruptions during classroom instruction are to be kept to emergencies only.***

PARENT TEACHER ORGANIZATION

Chattahoochee County Education Center is proud of our **PARENT TEACHER ORGANIZATION (PTO)**. We encourage each parent to become a member of our organization and participate in its

activities. Regularly scheduled meetings are held in the school cafeteria in conjunction with school programs. You will be notified in advance of each meeting.

SCHOOL TELEPHONE

- The school telephone is a business phone and may be used by students only in case of illness or an emergency. The following suggestions are made for parents:
 - Have an understanding with your child about how he/she will get home each day and if arrangements will be different.
 - Write a note to submit to the front office at ccectransportation@gmail.com if arrangements for getting home are different than usual for your child.
 - Plan how your child will be picked up if staying for activities before he/she leaves home in the morning.
- Parents may call the front office to leave emergency messages for their children.

VISITORS

The Chattahoochee County School District has deemed safety as a top priority for our students and staff. As a result, we have implemented a visitor identification system at each school within the district. The goal of the new system is to create a consistent and safe visitor procedure that improves and increases safety for students, staff, and volunteers. This visitor management software will electronically log and maintain records of all visitors and print visitor badges to be worn while in the building.

Visitors must remember to always use the main entrance to our school and have ID ready. You should expect the following when you visit all school buildings within our district during regular school hours:

- All visitors who enter the building will need to report to the front office where they will be asked to show ID and check in using our computerized visitor identification system.
- After checking in, an identification badge will be issued that contains the visitor's full name, the date, and their destination within the building.
- All visitors will need to return to the front office to check out of the visitor identification system prior to leaving the building.

ACADEMICS

CURRICULUM AND INSTRUCTION

Instruction is the most important aspect of each day at school. Comprehensive instruction coupled with effective classroom management provides your child with an optimum learning environment. Georgia's Performance Standards and Standards of Excellence serves as the basis for all instructional planning.

HOMEWORK POLICY

Homework provides students with the opportunity to apply the information they have learned and develop independence. Meaningful and quality homework is limited to 30 minutes per night. However, students are encouraged to pursue non-assigned, independent leisure reading.

REPORT CARDS AND PROGRESS REPORTS

Mid-term progress reports are sent home every 4-1/2 weeks and report cards are sent home after each 9 week grading period. Students receive an evaluation of their achievement and general conduct. The 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 being withheld until all debts are settled.

The following criteria are used in determining grades:

Kindergarten

- Not Yet Demonstrating
- Beginning
- Emerging
- Developing
- Demonstrating
- Exceeding

1st – 5th Grades

- A = 90-100
- B = 80-89
- C = 70-79
- F = Below 70

The final grades are measured on the following weight scale:

Homework - 10%

Classwork - 40%

Quiz - 20%

Tests - 30%

We encourage you to contact your child's teacher if you have questions regarding your child's progress.

PROMOTION/RETENTION POLICY

The following local promotion criteria will be used for the 2023 - 2024 school year. Students in each grade must pass the following requirements in addition to any state requirements:

While there are five subject areas - Reading, English Language Arts, Math, Science, and Social Studies - only three of these subjects will be considered as Core Subject Areas. Those three Core Subject Areas will be Reading, English Language Arts, and Math. There is a Promotion & Retention (P&R) Committee led by the Principal and/or designee to make decisions about the retention and placement status of named students.

Kindergarten

In order to be **promoted** to the next grade level, kindergarten students must demonstrate mastery in Math and Language Arts of the Georgia Kindergarten Inventory Developing Skills (GKIDS), the MAP Growth assessment and any other kindergarten assessments. In addition, student must meet all attendance requirements as specified by the Chattahoochee County School District.

Grades 1st - 5th

In order to be **promoted** to the next grade level, students in grades 1st - 5th must pass at least two of the three Core Subject Areas, as well as Science and Social Studies with a cumulative grade of 70% or better. This would result in the student passing at least four of the five subject areas for the year. In addition, students must meet all attendance requirements as specified by the Chattahoochee County School District

If a student is **retained** in the current grade level, he/she will have failed at least two of the three Core Subject Areas. This decision will be reviewed and agreed upon by the P&R Committee.

If a student is **placed** into the next grade level, he/she will have failed more than two subject areas (includes all five subject areas), but there are factors that would exclude the student from being retained. This decision will be reviewed and agreed upon by the P&R Committee.

Students may be promoted upon recommendation of their teacher(s) after careful consideration of all the available records and available test scores. Retention is considered the last alternative after all other avenues have been attempted. Students who are in jeopardy of being retained will be immediately referred to the Student Support Team. Per State Board of Education Rule 160-4-2-.11, school level promotion and retention decisions shall be final and not subject to further appeal.

Georgia law requires students in grades 3, 5, and 8 to receive a reading determination of Grade Level or Above on the Georgia Milestones End-of-Grade Assessment in the area of reading and to attain an achievement level of "Developing Learner", "Proficient Learner", or "Distinguished Learner" on the mathematics section of the Georgia Milestones End-of Grade Assessment in mathematics for grades 5 and 8 in order to be promoted to the next grade level.

No third grade students shall be promoted to the fourth grade if the student does not achieve a status of grade level on the state-adopted assessment in reading and meet the promotion standards and criteria established by the local board of education for the school that the student attends, in compliance with the Georgia Promotion, Placement, and Retention law (O.C.G.A. §§ 20-2-282 through 20-2-285) and State Board of Education Rule (160-4-2-.11).

No fifth-grade student shall be promoted to the sixth grade if the student does not achieve a status of grade level on the state-adopted assessments in reading and mathematics and meet promotion standards and criteria established by the local board of education for the school that the student attends.

REMEDATION

Remediation will be available to students that have been determined to need remedial help in reading and/or mathematics. Students qualify based on test scores and daily academic performance. A schedule for remediation will be provided during the the 2nd 9-Week grading period.

POWERSCHOOL PARENT PORTAL USER GUIDE

PowerSchool's Parent Portal is a web-based student information system used by Chattahoochee County to maintain student data including attendance, grades, and course information.

Please visit www.chattco.org and under the PowerSchool heading, click "Parent". The Parent Sign-in page appears and you may enter the username and password given by the school. Click "Sign in".

Navigation Menu: (on the left of the screen)

The navigation menu serves as the central point from which to navigate the pages of the PowerSchool Parent Portal. The navigation menu will appear on each screen making it very easy to navigate from one area to another.

The following links in the navigation menu are available to parents at this time:

- 1. Grades and Attendance**

Click to view student grades and attendance for the current term. Grades will appear in the columns for the appropriate term (Q1, Q2, etc.). In order to see assignments attached to that grade, click the grade (it is in blue). The system will navigate you to the assignments, showing the grade the grade for each assignment. Absences and tardies will appear for each course.

- 2. Grade History**

Click to view student grades for the previous term.

- 3. Teacher Comments**

Click to view any teacher comments.

- 4. School Information**

Click to see the school's address and phone number.

Navigational Toolbar: (on the right of the screen)

- 1. Notification Icon**

Login security feature; displays date and time of your last system login.

- 2. Printer Icon**

- 3.** Click to print a printer-friendly version of the page you are viewing. Additionally, the page includes the name of the student and the school and school district for that student.

Frequently Asked Questions

1. **What will PowerSchool's Parent Portal allow me to see from home?**
PowerSchool's Parent Portal provides real-time access to parents for their child's grades, attendance, assignments, and more.
2. **How do I request a login for PowerSchool's Parent Portal?**
The log-in information will be sent home after enrollment in school. It will also be printed on the student's report card.
3. **What if I lose or forget my password?**
If your password is lost or forgotten, you may submit a new request to the school.
4. **I don't understand the grades that have been entered and I have questions. Who do I contact?**
Contact your child's teacher.

TESTING

The State Department of Education requires standardized testing at certain grades. Students here also receive additional testing. You will be notified well in advance of test dates so that you can prepare for testing.

- The **Georgia Kindergarten Inventory of Developing Skills (GKIDS)** provides diagnostic information about kindergarten students' developing skills in language arts, math, science, social studies, social/emotional development, and approaches to learning.
- **The Georgia Milestones** is a comprehensive summative assessment which measures how well students have learned the knowledge and skills outlined in the state-adopted content standards in language arts, mathematics, science, and social studies. It is administered to 3rd, 4th and 5th graders.
- The **Benchmark Assessment System** is designed to measure student progress in Pre-K through fifth grade and will be administered as pre-assessments at the beginning of the school year, at mid-year, and post-assessments at the end.
- **Map Growth Assessment** is the most trusted and innovative assessment for measuring achievement and growth in K–12 math, reading, language usage, and science. It provides teachers with accurate, and actionable evidence to help target instruction for each student or groups of students regardless of how far above or below they are from their grade level. It will be administered as pre-assessments at the beginning of the school year, at mid-year, and post-assessments at the end.

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 grievant's 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:

- The name of the student.
- The address of the residence of the student.
- The name of the school the student is attending.
- The decision that is the subject of the hearing.
- The requested reasons for review.
- The proposed remedy sought by the grievant.
- 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:**

**Georgia Department of Education
Richard Woods State School Superintendent**

- 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 grievant's 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.
- L. Georgia Department of Education, Richard Woods, State School Superintendent

Notice of Rights of Students and 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 non-disabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact our school's Section 504 Coordinator at the following address:

Chattahoochee County Education Center
April Hughes, 504 Coordinator
140 Merrell Street
Cusseta, GA 31805
706-989-3648
ahughes@chattco.org

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 non-disabled 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 system's 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.

STUDENT RECOGNITION

Perfect Attendance (Kindergarten – 5th Grade)

This award is given to students without any absences, tardies or unexcused early check-outs per 9-week period. If any tardies or early check-outs occur during the nine weeks, they must be accompanied by a written excuse from the doctor in order for the student to be eligible for the award. It is given at the end of each nine weeks, as well as the end of the year.

Principal's List (1st – 5th Grade)

This award is in recognition of those students who earned all A's in the core content areas only (excluding PE and specials). It is given at the end of each nine weeks as well as the end of the year. For end of the year recognition, students must receive the Principal's List recognition for each 9-Week grading period.

Honor Roll (1st - 5th Grade)

This award is in recognition of those students who earned A's and/or B's in the core content areas only (excluding PE and specials). It is given at the end of each nine weeks, as well as the end of the year. For end of the year recognition, students must receive the A/B Honor Roll recognition for each 9-Week period.

Lil' Panther (Kindergarten – 5th Grade)

This award is given to students who have shown considerable improvement in academics during the 9-Week grading period. It is given at the end of each nine weeks as well as the end of the year.

End of the Year Awards (1st – 5th Grade)

These awards are given to the student with the highest average for each content area per homeroom.

COLLEGE AND CAREER READINESS PERFORMANCE INDEX (CCRPI)

The College and Career Ready Performance Index – CCRPI – is Georgia's annual tool for measuring how well its schools, districts, and the state itself are preparing students for the next educational level. It provides a comprehensive roadmap to help educators, parents, and community members promote and improve college and career readiness for all students.

The CCRPI includes five main components each scored on a scale of 0 to 100: Achievement, Progress, Closing Gaps, Readiness, and Graduation Rate (high school only). These components,

encompassing multiple indicators, are combined for a total CCRPI score on a scale of 0 to 100. The CCRPI also reports other information, such as the performance of student subgroups, school climate, and financial efficiency status.

In 2021, the U.S. Department of Education (US ED) approved Georgia's waiver of several accountability, school identification, and report card requirements. Thus, there are no CCRPI summary scores for the state, school districts, or schools.

EDUCATIONAL ACRONYMS

These are common acronyms and abbreviations that are used in the educational environment.

ADD

Attention deficit disorder

BD

Behavior disorder

BOE

Board of Education

CCGPS

Common Core Georgia Performance Standards

CCRPI

College and Career Readiness Performance Index

DFACS

Department of Family and Children Services

DOE

Department of Education

EIP

Early Intervention Program

ELL

English Language Learner

GaDOE

Georgia Department of Education

GPA

Grade point average

GPS

Georgia Performance Standards

GSE

Georgia Standards of Excellence

IDEA

Individuals with Disabilities Act

IEP

Individualized Education Plan

ISS

In school suspension

LD

Learning disability

LRE

Least restrictive environment

O.C.G.A.

Official Code of Georgia

OSS

Out of school suspension

Pre-K

Pre-Kindergarten

PTO

Parent-Teacher Organization

RTI

Response to Intervention

SST

Student Support Team

GKIDS

Georgia Kindergarten Inventory of Developing Skills

HEALTH

CLINIC/MEDICATIONS

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.

ESE Telehealth

The Chattahoochee County Education Center School Clinic run by ESE is open to all students and families. The clinic is open daily from 8:00 a.m. - 3:00 p.m. This clinic will provide general health care services to students. To schedule an appointment, call 706-989-3648 ext. 110. Students may be referred to the School Clinic by the school nurse or a parental appointment.

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** before medication can be administered. A **Self-Administration of Asthma Medication at School** form must be signed by parent/guardian & physician before students are allowed to carry & self-administer asthma medication at school.

Allergy

Students diagnosed with asthma and requiring 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.

Diabetes

A student diagnosed with diabetes must have the following form 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 a parent/guardian & physician complete a Seizure Action Plan & Questionnaire for the Parent of a Student for Self Care form.

Gastronomy 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.

Immunizations

The Georgia Immunization Law states that any student entering any grade must present a

current/non-expired Georgia Certificate of Immunization. Military, physician, or out-of-state certification is not acceptable. Check with the local health department or your child's primary care physician for Form 3231. Georgia immunization requirements for your child to attend school may be accessed at the following link <https://dph.georgia.gov/immunization-section> .

Medical Forms

All medical forms required by our school can be accessed through our website: 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 10:00 am on the last day of the school year.

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.

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
- Vomiting more than once
- Diarrhea
- 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

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 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 that 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 are 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 procedure 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 school 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 NOT** 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 because it will be considered a continuation of the original head lice condition.
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.

GENERAL TREATMENT INFORMATION

- Repetitive and frequent use of pediculicide treatments is not recommended because of the associated hazards and potential resistance. Treatment labels should always be followed.
- There are several alternative treatment methods available; please consult your local pharmacist or school nurse for more information. (Examples: mayonnaise, olive oil, tea tree oil and Vaseline)
- If live lice remain after treatment, a second treatment is recommended around 7-10 days after the first treatment.
- Children should be referred to a physician for repeat (more than 3, in most cases) lice infestations.
- The key to eliminating head lice is diligence. The following measures will also assist in ridding the household environment of any infestation:
 - o Check all household members (including adults) of children with live lice. Close friends of the infested child should be examined and treated if necessary.
 - o Launder linens, pajamas, and towels of the infested person; wash hairbrushes/combs in hot water
 - o Vacuum mattresses, pillows, stuffed animals, furniture, carpeting and car seats. Discard the contents of the vacuum in a plastic trash bag after each use.

Nurse Forms

Before any Over-The-Counter medication can be given at school, a parent/guardian must complete a Nurse Form giving 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 under Student Health



CHATTAHOOCHEE COUNTY SCHOOLS ATTENDANCE PROTOCOL

STUDENT ABSENCES

PROCEDURES SUMMARY

Initial Attendance Letter



Attendance letter sent to parent/
guardian reviewing **Georgia law**
O.C.G.A. 20-2-690.1 enclosed in
student information packet

All Absences



System notifies parent/guardian
via text/telephone call

10th Unexcused Absence



System notifies parent/guardian
via email and text when student
has minimum **10 unexcused**
absences and is eligible
for Saturday School.

15th Unexcused Absence



System notifies parent
via text and email when
student is **truant per Georgia law**.

More than 15 Unexcused
Absences



Contact attempts are made via calls
and home visits. **Truancy Meeting**
is held, certified letter is mailed,
court or other intervention is sought.

MARCH 2023

PURPOSE

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 Protocol 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 Protocol 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.

ABSENCES

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.

A. School Day Absences

A school day absence is defined as non-attendance for **more** than fifty (50%) percent of the regularly scheduled school day. To be counted present, a student **MUST** be present **more** than (50%) percent of the scheduled school day.

B. Class Absences

A class absence is defined as non-attendance for more than fifty (50%) percent of a

regularly scheduled class. To be counted present, a student **MUST** be present **more than fifty (50%) percent** of the scheduled class time.

C. Excused Absences

All student absences shall be designated as either **EXCUSED** or **UNEXCUSED** by the principal or designee.

In accordance with Georgia law, an absence shall be **EXCUSED** for the following reasons:

- Personal illness (Excessive or extended absences of 3 days or more will require an excuse from a medical doctor.)
- Circumstances where attendance in school endangers a student's health or the health of others. Serious illness or death in a student's immediate family (father, mother, sister, brother, grandmother, grandfather) Exceptions must be cleared through the Superintendent's office.
- A court order or an order by a governmental agency, including pre-induction physical examinations in the armed forces, mandating absences from school.
- Observing religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- Students who turn 18 in the course of the school year and are eligible to vote are allowed a period of 1 day for registering to vote in public elections.
- Students in foster care shall be counted present when attending court proceedings related to their foster care.
- Students when serving as pages for the Georgia General Assembly or any other State Capitol function are excused from school
- Students of military personnel will be allowed ample excused block leave days with parents or guardians who are deployed or returning from deployment.

D. Exception for Suspensions

School days missed as a result of school suspension shall not count as unexcused days for the purpose of determining student truancy.

E. Excuses

In accordance with State Law, a parent or guardian **MUST** explain the cause of every absence, check-in/check-out, or tardy, of students under his/her control or charge. On the day that the student returns to school, the student **MUST** bring either a written excuse, signed by his/her parent/guardian, or a doctor's excuse. If a student fails to bring a written excuse, the absence is marked **UNEXCUSED**. The student must clear the **UNEXCUSED** status with a written note, **within two (2) days after returning to school**, or the absence

will be **UNEXCUSED** and subject to the penalties for **UNEXCUSED Absences**. The written excuse must contain a phone number for verification and the date(s) of the absences. Excuses **WILL NOT** be accepted once the 9 - week term ends.

F. Grades and Absences

Final student course grades shall not be penalized because of absences if the following conditions are met:

- Absences are justified and validated for excusable reasons.
- Make up work for excused absences were completed satisfactorily. Make up work will be provided for excused absences only.

G. Make-up Work - Excused Absences

If a student is absent for any **EXCUSED** reason as previously defined, the student will be allowed to make up assignments missed during said absence or absences at a time agreeable to the teacher(s). Teachers shall not be required to re-teach lessons, but students shall be given a reasonable opportunity to learn the lessons missed due to excused absences. The student shall be responsible for contacting the teacher or teachers to arrange to make up the work. Arrangements for make-up work must be made **within two (2) days** after returning to school from an **excused absence**. 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.

H. School Participation Absences/School Related

- Students, who are away from school because of participation in official school-sponsored activities, shall be marked "S" and allowed to make up missed work.
- A student will be excused for official religious holidays when the student's parent/guardian notifies the principal **in advance** for the student to be absent for this purpose.
- Students shall be allowed to make up work missed during such absences

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.).
4. ***According to Georgia School Law 20-2-150, truancy charges may be filed for students under seven years of age who have been enrolled for 20 days or more in the public schools of Georgia.***

- **First UNEXCUSED Absence/Truancy**

The parent/guardian of a student absent from school/class for **UNEXCUSED** reasons will receive a phone call from the attendance clerk or designee.

- **Second UNEXCUSED Absence/Truancy**

The parent/guardian of a student absent from school/class for **UNEXCUSED** reasons will receive a phone call from the attendance clerk or designee.

- **Third UNEXCUSED Absence/Truancy**

An **UNEXCUSED ABSENCE LETTER** will be sent to the parent/guardian which will include notification of the penalties and consequences of such absences.

- **Fifth UNEXCUSED Absence/Truancy**

A fifth **UNEXCUSED ABSEENCE LETTER** will be sent to the parent/guardian via mail. The letter of five unexcused absences will include notification of the penalties and consequences of such absences. Upon a student's accumulation of five (5) unexcused absences in the school semester the student will be referred to the Principal or designee and the Student Support Team for intervention. Prior to the first meeting, the Principal or designee will attempt contact with the student and parent(s), guardian(s), or other person(s) 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. Failure to attend this meeting will result in the filing of a petition/complaint for truancy against the student and parents/guardians.

- **Seventh UNEXCUSED Absence/Truancy**

Students who accumulate seven (7) or more unexcused absences during the 9-Week period will receive one or more of the following consequences:

1. Students may be brought before a tribunal unless they are enrolled in the elementary school.
2. Parents and students may 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**

1. Students who accumulate ten (10) or more unexcused absences will receive one or more consequences from the list of above to also include:
2. Case will be referred to district 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 increase 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.
3. The Court having jurisdiction shall notify the student and parent/guardian of their court date; the Court will notify the school social worker/attendance clerk, and any other school personnel identified as witness, by subpoena.

Students who accumulate 20 or more unexcused absences may face possible retention with an opportunity to appear before the attendance committee.

TARDINESS

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 8:30 am. 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.

A. Unexcused Tardy:

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. The following shall be the disposition for being tardy to class per 9-Week period:

B. 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 Principals designee. Documentation is required to excuse a tardy.

C. Checking In/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. 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 early checkout will be referred to the attendance clerk and/or district social worker.

D. 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 and individuals listed under their emergency contacts.
- A student may bring a written note, signed by the parent/guardian, containing the phone number where the parent can be called to verify the written note. All written parental requests shall remain on file in the principal's office for the remainder of the school year.
- 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 contact the student's parent by telephone to confirm the request.

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

STUDENT WITHDRAWAL

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

- The student has missed more than 10 consecutive days of unexcused absences
- The student 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).
- The student has been expelled due to a decision rendered in a tribunal hearing O.C.G.A. 20-2-750 through 759

Parental Notification of Student Withdrawal

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.

EXTRA-CURRICULAR ACTIVITIES

NATIONAL ELEMENTARY HONOR SOCIETY

Section 1

Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of Scholarship and Responsibility.

Section 2

Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members upon completion of their elementary school studies at this school. Graduate and honorary members have no voice or vote in chapter affairs.

Section 3

Eligibility:

- a. Candidates eligible for selection to this chapter must be enrolled in grades 4 or 5.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Chattahoochee County Education Center.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5 on a 4.0 scale.
- d. Candidates eligible for selection to this chapter shall demonstrate school attendance that is in good standing. The candidate must not demonstrate excessive absences or tardiness.
- e. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their demonstrated personal responsibility – including conduct.

Section 4

The selection of members to this chapter shall be by a majority vote of the Faculty Council which consists of faculty members appointed by the principal. The chapter adviser is a non-voting member of the Faculty Council who facilitates all meetings of the council.

Section 5

Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the Candidate's Form for further consideration.
- c. The Faculty Council shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
- d. The Faculty Council shall review the Candidates Forms, faculty evaluations and other

relevant information to determine those who fully meet the selection criteria for membership.

- e. The Faculty Council will discuss student conduct with teachers, counselor, and Assistant Principal. If a student is found to have violated the school's code of conduct resulting in one or more discipline referrals; that student does not display personal responsibility, therefore he/she will not become a member of the NEHS.

Section 6

The selection of active members shall be held once a year during the second nine weeks of the school year.

Section 7

Candidates become members when inducted at a special ceremony.

Section 8

Discipline of Members

- a. Any member who falls below the standards of scholarship and responsibility may be considered for disciplinary actions by the Chattahoochee County Education Center chapter of the National Elementary Honor Society. A member of the National Elementary Honor Society is expected to maintain his/her academic standing, be responsible in all aspects, and take an active role in service and leadership to his/her school and community.
- b. If a member's cumulative grade point average falls below the standard in effect when he/she was selected (3.5 or 90), he/she will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period, the student will be subject to further disciplinary action the Faculty Council that can include consideration of dismissal from the chapter.
- c. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member. These violations include, but are not limited to stealing, destruction of property, cheating, truancy, or other serious offenses defined in the school's student code of conduct.
- d. Offenders of the school conduct code (such as use of profanity, unexcused absences or excessive tardiness, etc.) will receive written warning. A conference may be requested by either party (Faculty Council or student/parent). If the member is involved in additional violations of the school conduct code, the member may be considered for dismissal.

SAFETY PATROL

The Safety Patrol is made up of fifth grade students who have been recommended by faculty for membership and who will meet the following qualifications:

- 1. Maintain a "C" average
- 2. Report for duty on time
- 3. Perform his/her duties faithfully
- 4. Strive to prevent accidents, always setting a good example

5. Report dangerous practices of other students
6. Have good attendance
7. Have good character and strive to earn the respect of fellow students

The Safety Patrol team will serve on a weekly rotation to perform the following duties:

1. They will wear safety vests and help faculty monitor specific areas of the car and bus lines.
2. Assist faculty and staff in monitoring younger students in special events, such as Walk to School Day, fire drills, pep rallies, etc.
3. Serve other leadership functions under the direction of school officials.

STUDENT COUNCIL

CCEC's student council consist of 10-12 students from 3rd – 5th grades. One child is chosen by the teacher, per homeroom, who has presented an act of leadership with respect to self and others within the classroom. These selected students participate in activities that are beneficial to the school and their community.

Meetings are held at 8:30 am on the first Wednesday of each month in the media center. All representatives should dress as school leaders on meeting days. These meetings days will be known as "Panther Pride Wednesdays" and representatives shall dress accordingly.

Qualifications: A student who wishes to be a candidate for the Student Council shall:

- Be responsible, a good team player, creative thinker, hard worker and good listener
- Display outstanding behavior and social skills at all times
- Maintain a "C" average or above throughout the school year
- Be a model student of character, respectful to adults and peers at all times
- Be able to attend all Student Council Meetings held in the computer lab starting promptly at 8:30 a.m. on Wednesdays. (notify an advisor if unable to attend)
- Be permitted by parents to be photographed or videotaped for educational purposes in newspapers and/or webpages as part of Student Council
- Have a permission slip signed by a parent and approved by a current teacher confirming the student meets the criteria must be submitted in order to be a candidate

CODE OF CONDUCT & STUDENT DISCIPLINE

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. Inappropriate behavior creates distractions that interfere with instruction and the learning environment.

EXPECTED STUDENT BEHAVIOR

Students enrolled in the Chattahoochee County Education Center will be expected to demonstrate the following:

- Prompt & Prepared
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, and remain in class until excused or dismissed.
- Accept Responsibility
Avoid behavior that impairs his or her own or other student's educational achievement. Students will take care of books and other instructional materials, cooperate with others and be an active participant in the learning process in an effort to ensure that they reach their maximum academic potential.
- Work Hard
Instruction is the most important aspect of each day at school. Comprehensive instruction coupled with effective classroom management provides your child with an optimum learning environment. Georgia's Performance Standards and Standards of Excellence serve as the basis for all instructional planning. Students should pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.
- Show Respect
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.

PAWS represents the behavior model that will be applied consistently school-wide. The purpose is to empower teachers and other adults with the skills needed to improve overall classroom and school climate in a positive way by teaching and modeling positive behavior, building quality relationships with students, and creating an effective and productive learning environment. School-wide application means that educators support appropriate behavior in classroom and non-classroom (bathrooms, cafeteria, hallways, bus) areas.

In an effort to fully implement school-wide positive behavior interventions and supports, along with

maximizing students' engagement and instructional time, CCEC teachers will utilize corrective strategies in **Level 1** (Classroom Managed) prior to referring a student to campus administration for an office discipline referral (**Levels 2**). These corrective strategies include but are not limited to:

- Remove distractions
- Proximity control
- Proactively prompt desired behavior
- Increase opportunities for active participation
- Increase use of specific praise statements
- Increase wait time for response
- Redirect student
- Review/Re-Teach expectations
- Provide opportunities for student to practice expected behaviors and provide descriptive feedback
- Loss of recess or other free choice time
- In-class privileges revoked
- Teacher/student conference

Class Dojo

Class Dojo is a digital classroom management tool designed to help teachers improve student behavior and communicate more effectively with parents.

CCEC teachers will use Class Dojo as a school wide support system to encourage positive behavior in line with our PAWS expectations. In addition, Class Dojo will provide teachers the opportunity to communicate with parents through their individual classroom account.

PAWS Incentives and Rewards

Our school wide incentive program focuses on giving out Dojo's to students who are following the PBIS policies. These are given out on a daily basis to students caught demonstrating Panther Pride. Any faculty member can give them out at any time. Students are given Dojos for following the PBIS policies in the hallway, on the bus, cafeteria, restroom, playground, dismissal, and specials.

- Students are rewarded with Dojos if they are following PAWS expectations in common areas.
- Teacher can use Dojo points to recognize individual students or as a whole class reward.
- At the end of each 9-Week period, a school wide Dojo celebration is held for students achieving 90% point average.

CHATTAHOOCHEE COUNTY EDUCATION CENTER BEHAVIOR MATRIX

	Classroom	Cafeteria	Hallways	Playground	Bus	Bathroom
I am <u>P</u>rompt and Prepared I will:	<ul style="list-style-type: none"> • Arrive on time • Bring necessary materials 	<ul style="list-style-type: none"> • Form a line and wait quietly 	<ul style="list-style-type: none"> • Use bathrooms at designated times • Keep my feet moving • Move with a purpose • Stay on the right side of the hallway 	<ul style="list-style-type: none"> • Dress appropriately • Line up when directed 	<ul style="list-style-type: none"> • Be at my bus stop on time • Exit the bus quickly when the bus has stopped at my stop 	<ul style="list-style-type: none"> • Line up in designated area • Return to class promptly
I <u>A</u>ccept Responsibility I will:	<ul style="list-style-type: none"> • Use my time appropriately • Do my best job and be proud of what I have done • Help others share • Use positive statements • Be tolerant 	<ul style="list-style-type: none"> • Clean up after myself • Raise my hand to ask questions • Take my lunch to my assigned area • Use kind words • Keep hands to myself 	<ul style="list-style-type: none"> • Go only where I need to go • Do what I need to do • Have only the supplies I need • Keep hands and feet to myself • Be helpful 	<ul style="list-style-type: none"> • Collect ALL my belongings • Follow class rules • Ask permission to leave the playground • Share equipment • Include others in activities 	<ul style="list-style-type: none"> • Keep my materials in my backpack • Sit in my assigned seat • Follow the bus rules • Wait my turn • Share my seat • Remind my friends to follow the rules 	<ul style="list-style-type: none"> • Use water and supplies wisely • Keep hands, feet, and other objects to myself
I <u>W</u>ork Hard I will:	<ul style="list-style-type: none"> • Be ready to learn • Be in my seat • Follow directions and routines • Have my materials ready 	<ul style="list-style-type: none"> • Sit quietly and wait for directions after eating my lunch 	<ul style="list-style-type: none"> • Be quiet • Face forward • Have my hands at my side 	<ul style="list-style-type: none"> • Line up when called • Follow directions • Stay in line • Enter the building quietly 	<ul style="list-style-type: none"> • Walk on and off the bus • Know my bus stop • Have my book bag and all materials to go home 	<ul style="list-style-type: none"> • Allow for privacy of others • Use a quiet voice
I <u>S</u>how Respect I will:	<ul style="list-style-type: none"> • Raise my hand • Wait my turn • Use kind words • Use an inside voice • Keep my hands and feet to myself walk 	<ul style="list-style-type: none"> • Use indoor voice • Talk only to people at my table • Use table manners • Use polite words • Sit appropriately • Keep my hands to myself • Walk to dump my tray 	<ul style="list-style-type: none"> • Listen • Be polite • Use good manners • Walk quietly • Watch where I'm going • Walk on the right side of the hallway 	<ul style="list-style-type: none"> • Use kind words • Show good sportsmanship • Take turns • Keep hands and feet to myself • Use equipment appropriately 	<ul style="list-style-type: none"> • Use a quiet voice • Listen the bus driver • Use kind words • Sit in my seat • Keep the aisle clear • Keep hands and feet to myself • Go directly to my destination 	<ul style="list-style-type: none"> • Clean up after myself • Return promptly to class • Maintain personal space

It is important that we are respectful of students in our disciplinary responses. Consequences should focus on teaching, remediation, or logical consequences as much as possible. In providing consequences we also want to be mindful of the instructional time students are missing with the goal of minimizing the amount of instructional time missed.

Level 1 Minor Offenses Classroom Managed Behavior	Level 2 Major Offenses Office Managed	Level 3 Illegal Offenses Office Managed
<ul style="list-style-type: none"> • Running in the hallway • Loud voices/yelling • Off-task behavior • Noise making • Class Disruption • Failure to complete assignments and/or bring materials to class • Out of Seat • Horseplay • Breaking cafeteria rules • Breaking playground rules • Inappropriate behavior in the bathrooms • Distracting paraphernalia (games, phones, tablets, etc.) • Chewing gum or eating candy except by teacher permission • Violation of Dress Code • Any other acts or violations which the Principal or Designee deem reasonable to fall in this category 	<ul style="list-style-type: none"> • Major verbal altercation/major disruption • Fighting/physical aggression • Harassment/bullying • Persistent/Willful Disobedience • Insubordination • Leaving class/campus without permission • Property destruction/misuse • Theft • Forgery • Unauthorized use of electronic devices/Internet misuse/cyberbullying • Trespassing • Offensive Touching • Disorderly conduct • Cheating • Any other acts or violations which the Principal or Designee deem reasonable to fall in this category 	<ul style="list-style-type: none"> • Assault/Battery • Use or possession of alcohol' under the influence of while on campus or a school sponsored event • Weapons (possess, use or transmit) • Threatening staff • Bullying students • Use or possession of drugs; under the influence of while on campus or a school sponsored event • Terroristic Threats (staff/students) • Arson • Threatening to destroy school property (bomb, fire, shootings) • Extreme property damage/vandalism • Any other acts or violations which the Principal or Designee deem reasonable to fall in this category

Pre-K	Kindergarten	1st Grade	2nd Grade	3rd – 5th Grades
-12 points per week or -6 points per day	-10 points per week or -5 points per day	-10 points per week or -5 points per day	-8 points per week or -4 points per day	-6 points per week or -4 points per day

CONSEQUENCES		
Level 1 Minor Offenses Classroom Managed Behavior	Level 2 Major Offenses Office Managed	Level 3 Illegal Offenses Office Managed
<ul style="list-style-type: none"> ● 1st Offense <ul style="list-style-type: none"> ➤ Teacher warning ➤ Parental contact ● 2nd Offense <ul style="list-style-type: none"> ➤ Counselor referral ➤ Parent conference ● 3rd Offense <ul style="list-style-type: none"> ➤ Administrative referral ➤ Counseling ➤ Invitation for parent/guardian to accompany student to school or classes ● Successive offenses may result in suspension (ISS or OSS) as assigned by administration 	<ul style="list-style-type: none"> ➤ 1st Offense <ul style="list-style-type: none"> ➤ Administrative Discretion ➤ Parental contact ➤ Counselor Referral ➤ 2nd Offense <ul style="list-style-type: none"> ➤ ISS (1 Day) ➤ Parent conference ➤ Counseling ➤ 3rd Offense <ul style="list-style-type: none"> ➤ ISS (3 Days) ➤ Invitation for parent/guardian to accompany student to school or classes ➤ Counseling ➤ Successive offenses may result in suspension (ISS or OSS) as assigned by administration 	<ul style="list-style-type: none"> ● 1st Offense <ul style="list-style-type: none"> ➤ OSS (3 - 5 days) ➤ Parent conference ➤ Counseling referral ➤ Student behavior plan ● 2nd Offense <ul style="list-style-type: none"> ➤ OSS (5 days) ➤ Parent conference ➤ Counseling ➤ Follow-up of behavior plan ● 3rd Offense <ul style="list-style-type: none"> ➤ OSS (7days) ➤ Parent conference ● All Level 3 violations will be referred to the School Resource Officer (SRO) ● All Level 3 violations are zero tolerance offenses. Successive offenses may also result in expulsion
<ul style="list-style-type: none"> ● As with any incident of student behavior, school administrators must exercise informed judgment as to whether a student's actions constitute a violation of the Board policy and/or the Code of Student Conduct. The levels shown on the previous page assist in guiding administrators to use progressive interventions to change student behaviors. The administrator always has the option to use an intervention from a lower level as long as one from the prescribed level is also employed. ● Three or more discipline referrals per 9-week period will result in the revocation of privileges (field trips, special events/programs, etc.) 		

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

The Chattahoochee County Education Center strictly prohibits bullying. In accordance with Georgia law, The Chattahoochee County Education Center will investigate all claims of bullying

and administer consequences to guilty students. Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct.

CODE OF STUDENT CONDUCT

The rules listed in this policy apply to Chattahoochee County Education Center. 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):

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

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 Principal.

CCEC PARENT CONCERNS PROCEDURES

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. School 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.

DRESS CODE

Proper attire and grooming are deemed important to scholastic achievement and orderliness. Responsibility for the appearance of students begins with the parents and the students themselves. Students' clothing and hair styles should reflect neatness, cleanliness, and self-respect so that school is a desirable place in which to promote learning and character development. The following dress code has been established to help create an atmosphere that is conducive to learning.

Tops

- Tops must cover the shoulders, chest, midriff and the back.
- Tops must be long enough to reach below the waistband and cover the midriff/stomach.
- May not be longer than the bottoms (shorts/skirts must be visible).
- Tops made of sheer/see-through material are not permitted.
- Crop, halter, racer-back, tube, camisole, spaghetti straps, excessive armhole, or muscle tops are not permitted.
- Undershirts are an undergarment, therefore, they cannot be worn as a top and are not permitted.

Bottoms

- All bottoms must be made of solid material and must reach the mid-thigh (or longer) covering the upper thigh at all times.
- Excessively tight pants such as yoga pants and leggings/jeggings are only permitted with a top that reaches the inseam or mid-thigh.
- Distressed bottoms are allowed; However, holes or rips above mid-thigh are not permitted.
- Bottoms should be worn at the natural waistline; therefore, sagging is not permitted.
- Volleyball and cycling shorts are not permitted.

Shoes

- Appropriate shoes must be worn at all times for safety reasons. Shoes must be appropriately fastened at all times.
- House shoes/slippers are not permitted.

Other

- Proper undergarments should be worn at all times and must not be visible.
- Nothing can be worn to conceal identity. Sunglasses are not permitted inside the building. Shirts, sweatshirts, jackets, etc. with hoods are permitted; However, hoods are not permitted to be worn over your head inside the building.
- Fishnet clothing/stockings or pajamas are not permitted.
- Clothing may not suggest, advertise, state, display, or promote words, signs, symbols, or gestures related to but not limited to racial slurs, profanity, sexually suggestive language or representation.

It is of the utmost importance that students and parents use good judgment based on the mission of the school. Students are not to abuse the way certain styles of clothes are to be worn. Parents of students who violate this Dress Code will be notified. Continuous violations of the dress code are subject to punishment according to the discipline code. Staff and administrators are

authorized to enforce the Dress Code.

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.

HARRASSMENT (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.

IN-SCHOOL SUSPENSION PROGRAM (ISS)

The purpose of the ISS Program at CCEC 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.

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

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 in ISS will also adhere to the posted ISS rules.
2. Students assigned to ISS will not be allowed to leave ISS early for any reason.
3. The ISS instructor 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 an administrator.

OUT OF SCHOOL SUSPENSION (OSS)

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 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.

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.

SOCIAL MEDIA

The purpose of social media is to present matters of stakeholder interest. Moderation of comments is permitted for items that create substantial disruption from the safe operation of school or those that are clearly off topic such as conversations between users. Posts are expected to be courteous and professional. Criticism may be offered but posts that include specific personnel or individuals will be removed. Abusive language, threats, derogatory comments, profanity, harassment, or advertising is strictly prohibited. Confidential student or personnel matters are not allowable comments. Please refer to Board Policy BCBI for additional guidance on expectations for public participation.

SURVEILLANCE CAMERA PROCEDURE

CCSD 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. For security purposes, CCSD records all activities on school campus sites

The purpose of video surveillance at CCEC 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, 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.

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.

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****

BOARD OF EDUCATION POLICY

STATEMENTS

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.

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 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.

Limitation of Liability

Chattahoochee County School District will not be responsible for damage or harm to persons, files, data, or hardware. While Chattahoochee County School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Chattahoochee County School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

LEGAL GUARDIANSHIP

There are occasions when forms are sent home requiring the signature of a parent or guardian. These documents are valid only if the custodial parent or legal guardian signs them. Consequently, if someone other than the custodial parent enrolls a student in school, proof of legal guardianship will be required within 30 days of enrollment.

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	18 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:

1. No more than three (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 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.

2. Nonresident students may have the privilege of attending the Chattahoochee County School District revoked without convening a disciplinary tribunal for any of the following reasons:
 - a) Unacceptable behavior;
 - b) Unacceptable attendance;
 - c) Lack of effort and/or poor academic performance;
 - d) Falsification and/or misrepresentation of information during application process; and
 - e) Other good and sufficient cause.
3. 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.
4. Nonresident, in state students will not be charged annual tuition.
5. 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. **With the exception of second semester seniors**, 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
6. When a student's parents or legal guardian(s) relocate from a Chattahoochee County address to an out-of- district residency, that student must comply with Policy JBCB once nonresidency has been established.
7. Tuition rates shall be set annually by the Board.
- 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.



2023-2024

SUPPLY LIST



PRE-K

1 - Bottle of hand sanitizer
3 - Glue Sticks
1 - Box of jumbo crayons (8 ct)
1 - Box of gallon size Ziploc bags
2 - Sets of extra clothes (Summer & Winter Set)
1 - Water bottle (Please label)
1 - Book bag
1 - Family photo

KINDERGARTEN

1 - Box of Kleenex
1 - Plastic folders w/prongs (Blue)
1 - Plastic folders w/prongs (Purple)
1 - Plastic folders w/prongs (Red)
1 - Pair of scissors
1 - Bottle of hand sanitizer
3 - Packs of large glue sticks
1 - Pack of BLACK dry erase markers
1 - Pack of sanitizing wipes
1 - Pack of plain yellow pencils
1 - Box of crayons (24-count)
1 - Set of Extra Clothes (Placed in a Ziploc bag)
1 - Water bottle (Please label)
1 - Book bag

FIRST GRADE

2 - Boxes of Kleenex
2 - Packs of 24 count crayons
1 - Composition notebook
2 - Packs of wide-ruled paper
1 - Pack of plain yellow pencils
1 - Pair of scissors
3 - Packs of glue sticks
2 - Packs of bar erasers
1 - Black plastic folder w/ prongs
1 - Yellow plastic folders w/ prongs
1 - Bottle of hand sanitizer
1 - Bottle of hand soap
Boys: 1 - Box quart sized bags Girls: 1 - Box of gallon sized bags
1 - Water bottle (Please label)
1 - Book bag

SECOND GRADE

1 - Box of Kleenex
1 - Composition Notebook
1 - Bottle of Hand Sanitizer
3 - Packs of glue Sticks
1 - Pair of scissors
1 - Pack of dry erase markers
1 - Pack of pencils
1 - Pack of notebook paper
1 - Pack of crayons
1 - Pack of cap erasers
2 - Plastic folders with pockets
1 - Box of plastic bags (any size)
1 - Pack of sanitizing wipes
1 - Water bottle (Please label)
1 - Book bag

THIRD GRADE

1 - Box of Kleenex
1 - Box of crayons
1 - Pack of highlighters
2 - Packs of wide-ruled paper
2 - Packs of #2 pencils
2 - Packs of dry erase markers
1 - Pair of scissors
1 - Handheld pencil sharpener
3 - Packs of glue sticks
1 - Yellow 3-prong folder
1 - Green 3-prong folder
1 - Red 3-prong folder
1 - Bottle of hand sanitizer
3 - Composition notebooks
1 - Pack of cap erasers
1 - Pack of bar erasers
1 - Water bottle (Please label)
1 - Pencil Box
1 - Book Bag

FOURTH GRADE

2 - Packs of wide-ruled paper
1 - Pack of crayons or colored pencils
2 - Pack of #2 pencils
1 - Pair of scissors
1 - Handheld pencil sharpener
2 - Packs of dry erase markers
2 - Packs of glue sticks
4 - Plastic folders w/prongs
1 - Box of Kleenex tissue
1 - Bottle of hand sanitizer
3 - Composition notebooks
1 - Pack of cap erasers
1 - Pack of bar erasers
1 - Water bottle (Please label)
1 - Pencil Box
1 - Book Bag

FIFTH GRADE

2 - Packs of wide-ruled paper
1 - Pack of crayons
1 - Pack of highlighters
1 - Pair of scissors
1 - Handheld pencil sharpener
2 - Pack of #2 pencils
2 - Packs of glue sticks
5 - Plastic folders w/pockets & prongs
1 - Boxes of Kleenex tissue
1 - Bottle of hand sanitizer
3 - Composition notebooks
1 - Pack of erasers
1 - Water bottle (Please label)
1 - Pencil Box
1 - Book Bag

