

The Chattooga County
Student/Parent
Handbook
And
Discipline Code
2008-2009



DR. DWIGHT PULLEN
SUPERINTENDENT OF SCHOOLS

DATE: _____

**CHATTOOGA COUNTY SCHOOLS
STUDENT INFORMATION**

CHS LES LMES MES SES SMS

Student Full Name _____
Homeroom Teacher _____ Grade _____
Nickname _____ Gender _____ Race _____ SS# _____
Physical Address _____ PO Box _____
City _____ State _____ Zip _____ Home Phone _____
Date of Birth _____ City/State of Birth _____

Guardian 1 _____ Relationship _____
CHECK ONE: Lives w/ Student: YES _____ or NO _____ Receives Mail: YES _____ or NO _____
Physical Address _____ PO Box _____
City _____ State _____ Zip _____ Home Phone _____
Employer _____ Work Phone _____
Cell Phone _____ email address _____

Guardian 2 _____ Relationship _____
CHECK ONE: Lives w/ Student: YES _____ or NO _____ Receives Mail: YES _____ or NO _____
Physical Address _____ PO Box _____
City _____ State _____ Zip _____ Home Phone _____
Employer _____ Work Phone _____
Cell Phone _____ email address _____

Emergency Contact _____ Relationship _____
Lives w/ Student: YES _____ or NO _____ Home Phone _____ Cell Phone _____

As Parent/Guardian of _____, I authorize the use of corporal punishment to discipline my child.

Yes _____ No _____

Comments: _____

This form is valid for the duration of your child's enrollment at any Chattooga County School. If you would like to change this authorization at any time you may do so at your school office.

Signature of Parent or Legal Guardian

Date

Corporal punishment is a disciplinary response option for the administrator's discretionary use. Only administrators will use corporal punishment for discipline.

A faculty member will witness the use of corporal punishment by the administrator. After corporal punishment is administered, the administrator will notify the parent or guardian of its use.

Student Name _____ Homeroom _____ Grade _____

****LIST BELOW ANYONE THAT HAS YOUR PERMISSION TO CONTACT OR CHECK OUT YOUR CHILD OTHER THAN THE GUARDIANS.**** You may list additional contacts on reverse side.

Name _____ Relationship _____
 CHECK ONE: Lives w/ Student: YES _____ or NO _____
 Home Phone _____ Cell Phone _____ Work Phone _____

Name _____ Relationship _____
 CHECK ONE: Lives w/ Student: YES _____ or NO _____
 Home Phone _____ Cell Phone _____ Work Phone _____

Name _____ Relationship _____
 CHECK ONE: Lives w/ Student: YES _____ or NO _____
 Home Phone _____ Cell Phone _____ Work Phone _____

Name _____ Relationship _____
 CHECK ONE: Lives w/ Student: YES _____ or NO _____
 Home Phone _____ Cell Phone _____ Work Phone _____

Name _____ Relationship _____
 CHECK ONE: Lives w/ Student: YES _____ or NO _____
 Home Phone _____ Cell Phone _____ Work Phone _____

****LIST ALL SIBLINGS LIVING IN THE SAME HOUSEHOLD REGARDLESS OF AGE.**

NAME	MALE/FEMALE	AGE	SCHOOL/GRADE (IF APPLICABLE)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MY CHILD AND I HAVE READ, UNDERSTAND AND AGREE TO COMPLY WITH ALL RULES AND PROCEDURES SET FORTH IN THE STUDENT HANDBOOK.

PARENT OR GUARDIAN SIGNATURE _____

PARENT OR GUARDIAN SIGNATURE _____

STUDENT SIGNATURE _____

Transportation Information:

My child gets to school by: _____ car _____ walking _____ bus. Bus # _____

My child gets home from school by: _____ car _____ walking _____ bus. Bus # _____

In case of an unexpected early release day, my child is to go home
 _____ the same way as listed above.
 _____ a different way. Please specify: _____

****Remember, NO transportation changes will be made over the phone. Please notify the school in writing immediately of any transportation changes. If you cannot submit changes in writing, you may contact someone who is on your sign-out list to take care of that for you.**

In order to comply with state guidelines, we are required to have a Home Language Survey on file for each student.

1. What was the language(s) the student first learned to speak? _____
2. What language(s) does the student speak at home? _____
3. What language(s) does the student speak most often? _____

CHATTOOGA COUNTY SCHOOLS

33 MIDDLE SCHOOL ROAD SUMMERVILLE, GA 30747

PHONE: 706-857-3447

FAX: 706-857-3440

Dr. Dwight Pullen, Superintendent
Superintendent

Emily Bolton, Asst.

Student Change of Address Form

Student Name _____ **Date** _____ **Grade** __

New School _____

New Home Address _____

New City/State/Zip _____

New Phone Number: _____

Previous School _____

Previous Address/City/State/Zip _____

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ADMINISTRATION OF MEDICATION(S)

Child's Name: _____ HR Teacher: _____

Address: _____ Contact #: _____

Name of Medication(s) _____

Physician's requirements of dosage and method of administration: _____

What to do in case of side effects: _____

Termination date for administering the medication(s): _____

Parent's Signature

Date

Approved By:

Principal Signature

Date

****ANY CHANGE IN MEDICATION ADMINISTRATION SUCH AS TYPE, DOSAGE, OR TIME TO BE GIVEN MUST BE DOCUMENTED WITH A NEW MEDICATION ADMINISTRATION FORM.****

****ANY MEDICATION NOT PICKED UP AT THE END OF THE SCHOOL YEAR ***WILL BE DISCARDED.*******

Does your child have permission to be seen by the school nurse?

____ Yes ____ No

In the event of an emergency where a parent, guardian or person authorized to sign out my child cannot be reached, I grant any Chattooga County School permission to call Emergency Medical Services (911) for treatment/transportation of my child and/or contact my child's physician for further medical information.

____ Yes ____ No

Child's Physician: _____ Phone: _____

Health History _____

Seasonal allergies? ____ YES ____ NO *Other Allergies (medicine, food, stings or etc.) _____

What happens when allergic reaction occurs? _____

Does student have an Epi-Pen? ____ YES ____ NO *At school? ____ YES ____ NO

Does student have Asthma? ____ YES ____ NO *Type of Asthma: MILD MODERATE SEVERE (circle one)

Does student have Inhaler at school? ____ YES ____ NO *Date of last episode? _____

List all medications student is currently taking: _____

What type of medical coverage does your child have? ____ Medicaid ____ Private ____ Peachcare ____ None

Does your child have dental insurance? ____ YES ____ NO

Does your child wear eye glasses or contacts? ____ YES ____ NO

Please circle medications to be given by the SCHOOL NURSE if needed.

Acetaminophen (Tylenol) YES or NO Antacid YES or NO Antifungal Cream YES or NO

Ibuprofen (Advil) YES or NO (Maalox, Rolaids, Tums) Calamine YES or NO

Throat Spray YES or NO Antibiotic Ointment YES or NO Blistex/Carmex YES or NO

Throat Lozenge YES or NO Hydrocortisone Cream YES or NO

Child's Name _____ Parent Signature _____

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Student Residency Questionnaire

Name of Student: _____

Birthday: _____

The McKinney-Vento Act ensures educational rights and protections for children and youth experiencing homelessness. **The answers to this residency questionnaire will determine the services that a student may be eligible to receive.**

Where does this student live? Check any box that applies.

- ☐ in a home with one or both parents
- ☐ with grandparents or other family members who **are legal guardians**
- ☐ with friends or family members (**not with parent or legal guardian**)
- ☐ with more than one family in a house or apartment
- ☐ in a motel or transitional shelter
- ☐ in a car or campsite
- ☐ alone with no adults
- ☐ none of the above: _____

Answer yes or no.

Is your present home a temporary living arrangement? _____

Are you living here because you cannot afford your own home? _____

Please list any other children in the home with their names and ages.

Must be completed and signed by PARENT or GUARDIAN.

Signature: _____

Date: _____

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Chattooga County Schools

Compulsory School Attendance

Georgia's compulsory attendance law requires that every parent, guardian, or other person residing within the state having control or charge of any child or children between their sixth and sixteenth birthdays shall enroll and send such child or children to a state approved education program. (20-2-690.1).

Positive Benefits of School Attendance

- The student becomes a part of the educational and social learning process.
- The student will have the opportunity to develop his/her own areas of interest for life skills.
- The student will be provided opportunities to make career choices.

Consequences of Failure to Comply with the Compulsory Attendance Law

- The student becomes deficient in developing life-long learning skills.
- The parent/student will be referred to the School Social Worker to assist the family in developing a plan to comply with the compulsory attendance law.
- The student is subject to failure.

Penalties for Failure to comply with the Compulsory Attendance Law

- The student and parents/guardians will be referred to the Chattooga County Department of Family and Children Services on the grounds of educational neglect.
- The student and parents/guardians will be referred to the Chattooga County Magistrate/Juvenile Court for truancy.
- The parents/guardians will be subject to fines (\$25 to \$100), imprisonment (maximum of 30 days), and/or community service if found to be in violation.

The student and parent/guardian signatures below reflect their receipt and understanding of the compulsory school attendance law and the importance of regular school attendance.

Student Signature (if applicable)
(Students 10 years old and older)

Date

Parent/Guardian Signature

Date

Please return form to your child's homeroom teacher.



PROGRAMA DE EDUCACIÓN
PARA NIÑOS MIGRANTES

Nuestra escuela se interesa en ofrecerles toda la ayuda posible a los niños de familias que se mueven de escuela a escuela. Por favor, contesten las preguntas y manden las formas a la escuela

Nombre de la Escuela _____

Nombre de Estudiante/s _____

Nombre de los Padres _____

Nombre de la Escuela _____

¿Han vivido en otro lugar/condado en los últimos tres (3) años? ____ Si ____ No

¿Cual es la fecha cuando Uds. llegaron a vivir aquí? _____

¿Algún miembro de su familia ha trabajado o tiene la intención de trabajar en uno de lo siguientes trabajos por algún tiempo o temporalmente o durante los últimos tres años? (Marque todo lo que le aplique)

____ Agricultura; plantando/cosechando: tomates, chiles, cebollas, etc.

____ Plantando o cortando árboles

____ Procesando / empacando productos de agricultura

____ Lechería o ganadería

____ Empacadoras de carnes / pollo / mariscos

____ Pescando o criaderos de pescado

____ Ninguna de estas actividades

Nombre de su patrón _____

Dirección donde vive _____ ciudad _____

Teléfono de su casa o lugar donde le puedan llamar: _____

Direcciones de la escuela a su casa: _____

¡Gracias!

Georgia Department of Education
Kathy Cox, State Superintendent of Schools



MIGRANT EDUCATION PROGRAM



Our school is interested in providing as much help as possible to children whose families have had to move from one school system to another. Please answer these questions and return to the school.

Student(s) _____

Names of Parents or Legal Guardian(s) _____

Our school is interested in providing as much help as possible to children whose families have had to move from one school system to another.

Has your family lived in another county in the last three (3) years? _____ Yes _____ No

If so, what is the date your family arrived in this county? _____

Has anyone in your immediate family been involved in one of the following occupations, either full or part-time or temporarily during the last three (3) years? (Check all that apply)

- ____ Agriculture; planting / picking tomatoes, squash, peppers, etc
- ____ Planting, growing, or cutting trees (pulpwood)
- ____ Processing / packing agricultural products
- ____ Dairy, Poultry, or Livestock
- ____ Meatpacking / Poultry / Seafood
- ____ Fishing or fish farms
- ____ Other (Please specify occupation): _____

Name of current or most recent employer: _____

Current Address: Street _____ City _____

Home phone or phone where you can be reached: _____

Directions from School to the Home: _____

Thank You!

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CLUB AGREEMENT

There are several club opportunities for 5th – 8th grade students to participate in clubs. Currently, the following are available: 4-H, Beta Club, Student Council, Drama Team and Scholar Bowl.

4-H is a youth development club whose mission is to assist youth in acquiring knowledge, developing life skills, and forming attitudes that will enable them to become self-directing, productive, and contributing members of society.

Beta Club is an organization which requires high academic accomplishment for an invitation to join.

Student Council is a service organization with a classroom representative from grades 5-8.

Drama Team performs plays and skits throughout the year for students, parents and the community.

Scholar Bowl is an academic team that competes against other schools in our region.

FCA is a Christian sports organization in America. FCA focuses on serving local communities by equipping, empowering and encouraging people to make a difference for Christ.

This document is valid for the duration of your child's enrollment in the Chattooga County School System. You may modify your decision at any time by contacting your child's school.

_____ I give permission for my child to participate in **all clubs** listed above.

_____ I give permission for my child to participate in only in the following selected clubs:

_____ 4-H

_____ BETA

_____ FCA

_____ Student Council

_____ Drama Team

_____ Scholar Bowl

_____ My child may **NOT** participate in any club listed above.

Student Signature

Parent Signature

Date

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CHATTOOGA COUNTY SCHOOLS DRUG SCREENING COMPLIANCE FORM

In an effort to protect the district's students and maintain the integrity of its interscholastic athletic and privileged activities, the Chattooga County Board of Education has adopted a policy requiring participation in a drug screening process for all middle and high school students who participate in any interscholastic athletic activity and all privileged activities. All prospective participants in such activities must complete this form and return it with required signatures before the student will be permitted to try out for or participate in any interscholastic athletic activity or privileged activities sponsored by Chattooga County Schools.

I understand that as a participant in an interscholastic athletic activity, any interscholastic extra curricular activity or as a student who applies for a parking permit and intends to park a vehicle on school grounds at Chattooga County High School, I am subject to all provisions of the school district's drug screening procedures. I agree to participate in the process and to the release of all drug screening results to the school district.

Student Signature

Date

I am the parent/guardian of _____. I understand that in order for my child to participate in any middle or high school interscholastic athletic activity, any interscholastic extra curricular activity or if/when my child applies for a parking permit and intends to park a vehicle on school grounds, he/she will be subject to the drug screening process implemented by the Chattooga County Board of Education. I have read and understand the procedures and agree for my child to participate in the process and for the results to be released to the school district.

This document is valid for the duration of your child's enrollment in the Chattooga County School System. You may modify your decision at any time by contacting your child's school.

Parent Signature

Date

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Release of Student Directory Information (High School Students Only)

Under current Federal law, all schools **MUST**, if requested, provide **student directory information** (names, addresses and telephone numbers) of high school students to U.S. military recruiters. **Within that same requirement, parents/guardians may exclude their child's information from this annual distribution of student directory information to the various branches of the armed forces.** If a parent/guardian wishes to exclude their child's information, they **MUST** complete this "OPT OUT" form on this page and return it to the child's homeroom teacher.

.....
.....

DO NOT DISCLOSE MY HIGH SCHOOL-AGED CHILD'S DIRECTORY INFORMATION TO THE ARMED FORCES WITHOUT PRIOR PERMISSION.

Student Name

Parent/Guardian Name

Student ID Number

Parent/Guardian Signature

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Chattooga County School Board's Mission Statement

"We, the school board of Chattooga County, Georgia, commit ourselves to a philosophy of respect and high expectations for all students, parents, teachers, and other staff. Our mission is to enable all students to become contributing citizens who can communicate effectively, gather and use information, make responsible decisions, utilize technology effectively and adapt to the challenges of the future. This mission will be accomplished by providing a variety of learning opportunities and experiences for students, both in school and in the community"

Section II: Contact Information/School Year Calendar

CCSD BOARD OF EDUCATION

Chattooga County Board of Education Office is located at 33 Middle School Road, Summerville, GA 30747. Correspondence may be sent to the same address. The telephone number is **(706) 857-3447**. FAX: (706)857-3440. The policies and procedures of the Chattooga County School District and other pertinent information can be located on our web site at www.chattooga.k12.ga.us.

SCHOOL BOARD MEETINGS

The Board of Education meets for a work session on the first Monday of each month and on the second Monday of each month for regular session. Each session starts at 7:00 p.m. and is held at the Board of Education Office. All meetings of the Board of Education are open to the public.

SCHOOL BOARD MEMBERS

William "Fuzz" Anderson – Chairman of the Board
wanderson@chattooga.k12.ga.us

Dot Johnson – Vice Chairman of the Board
dotjohnson@chattooga.k12.ga.us

Eddie Elsberry – Member
eelesberry@chattooga.k12.ga.us

Eddie Massey - Member
emassey@chattooga.k12.ga.us

Terry Money-Member
tmoney@chattooga.k12.ga.us

The membership of the elected School Board may change during the school year due to elections held every two years.

SY2008-2009 CALENDAR

August 1, 4, 5	Preplanning
August 6	First Day of School
September 1	Labor Day
October 8	End of First Nine Weeks
October 14	Report Cards Go Out
October 17	Early Release Day
October 20-21	Professional Development Days
October 20-24	Fall Break
November 24-28	Thanksgiving Holiday
December 19	End of First Semester
December 22-January 2	Christmas Holiday
January 5-6	Professional Development Days
January 7	Students Return to School
January 19	Martin Luther King Day (Holiday)
February 16	President's Day (Holiday)
March 11	Early Release Day
March 12	Student Holiday (Professional Development Day)
March 13	End of Third Nine Weeks
March 18	Professional Development Day
March 18	Report Cards Go Out
April 6-10	Spring Break
May 25	Memorial Day
May 29	Graduation
June 1-2	Last Day of School
June 1-2	Post Planning

Chattooga County Schools

Chattooga High School

989 Highway 114, Summerville, GA 30747, Telephone number: (706) 857-2402, FAX number: (706) 857-7790
Mr. Morgan Nugent, Principal, Ms. Beth Morgan, Assistant, Mr. James “Jim” Lenderman, Assistant
Counselor: Mrs. Pat Clifton
Secretary: Ms. Sherry Brewster
Attendance: Mrs. Marina Lee

Summerville Middle School

200 Middle School Road, Summerville, GA 30747, Telephone number: (706) 857-2444, FAX number: (706) 857-7769
Mr. Kevin Muskett, Principal, Mr. Brian Beasley, Assistant
Counselor: Mrs. Elaine Thomas
Secretary: Ms. Jenny Martie & Ms. Carol Spain

Summerville Elementary School

206 Penn Street, Summerville, GA 30747, Telephone number: (706) 857-2454, FAX number: (706) 857-5767
Mrs. Ila King, Principal, Ms. Beth Hall, Assistant
Secretary: Ms. Karen McKinney & Mrs. Kelly Floyd

Summerville Pre-K

13234 Highway 27, Summerville, GA 30747, Telephone number: (706) 857-3490
Mrs. Judy Money, Parent Coordinator

Menlo Elementary School

2430 Highway 337, Menlo, GA 30731, Telephone number: (706) 862-2323, FAX number: (706) 862-2360
Mr. Mike Martin, Principal
Counselor: Mrs. Martha Durham
Secretary: Mrs. Cherri Elliott

Menlo Pre-K

185 and 187 Ralph Chamblee Drive, Menlo GA 30731, Telephone number: (706) 862-2803

Lyerly Elementary School

150 Oakhill Road, Lyerly, GA 30730, Telephone number: (706) 895-3323, FAX number: (706) 895-2848
Mr. Robbie Robison, Principal
Counselor: Ms. Beth Cleveland
Secretary: Ms. Wendy Cordle

Leroy Massey Elementary School

403 Dot Johnson Drive, Summerville, GA 30747, Telephone number: (706) 857-6660, FAX number: (706) 857-5898
Ms. Judy England, Principal
Counselor: Mrs. Cathy Denson
Secretary: Mrs. Regina Hamilton & Mrs. Amy Price

Chattooga County Crossroads Academy

13234 Highway 27, Summerville, GA 30747, Telephone number (706) 857-1112, FAX number: (706) 857-6644
Dr. Sarah Miller, Director

Section III: General Notices

School Start/End Times

Elementary Schools	Start Time	End Time	Middle Schools	Start Time	End Time
Summerville Elementary	8:00	2:30	Summerville Middle	7:45	3:00
Leroy Massey Elementary	8:00	2:55	High Schools	Start Time	End Time
Menlo Elementary	7:45	3:05	Chattooga High	7:45	3:05
Lyerly Elementary	8:00	3:00	Crossroads Academy	8:00	2:30

WEAPONS PROHIBITED

In keeping with Chattooga County School System's Major System Priority of providing a safe and secure environment for teaching and learning, the School District strictly forbids all employees, parents/legal guardians and visitors, **with the exception of law enforcement and other public safety officials acting in their official capacity**, to possess, carry or have within their control any weapon or explosive compound as defined by Georgia law O.C.G.A. 16-11-127.1 inside of or within 1,000 feet of any school building, administrative or support facility, on school grounds, at school functions or activities, on school buses or school vehicles, or within any privately owned vehicle parked on any school district property.

An employee, parent/legal guardian or visitor who possesses, carries or has within their control any weapon or explosive compound may be in violation of Georgia law and upon investigation may face criminal prosecution. Employees may also be subject to an administrative investigation and disciplinary action.

INCLEMENT WEATHER INFORMATION

If inclement weather is approaching our area and it becomes necessary to cancel school/close school early, the announcement will be made on all Metropolitan Atlanta and Chattanooga television stations (ABC, CBS, NBC and FOX), as well as the following radio stations: WTSH South 107 FM, 95.7 FM The Ridge. Additionally, school closings will be posted on the School District's Web site @ www.chattooga.k12.ga.us.

RULES FOR BUS TRANSPORTATION AND STUDENT DRIVERS DURING SEVERE WEATHER:

- **TORNADO WATCH:** Principal will make decision on when to release students.
- **TORNADO WARNING:** Principal will not release buses and student drivers until the warning is lifted or the Superintendent or his designee gives permission.
- **THUNDERSTORMS:** Principal will make decision on when to release students.

SCHOOL WEB SITES

Each school within the School District has an individual school Web site. Valuable information about academic progress, school news, contact information, upcoming school events, and a variety of timely, useful information can be accessed at each of these sites. These Web sites can be accessed through the School District's Web site at www.chattooga.k12.ga.us.

NEWS MEDIA COVERAGE, SCHOOL DISTRICT/SCHOOL PUBLICATIONS AND WEB SITES

Events and programs in public education are often considered newsworthy and of interest to local communities. Schools often solicit media coverage to publicize successful programs and special events concerning students and faculty. Your child may on occasion be interviewed or photographed by the news media for positive school news coverage. Additionally, your child's image or intellectual property may be included in School District publications or school Web pages. If a parent/guardian objects to his/her child being included in any or all of the above, he/she must annually notify the principal in writing by Sept. 1st, or within one week of admission/enrollment if enrollment occurs after Sept 1st.

VISITOR/SCHOOL GUEST SIGN-IN PROCEDURES

Georgia law requires that visitors, with the exception of students, School District employees, law enforcement officers or other public safety officials in the performance of an emergency call, sign-in at the designated location of any school building between the official starting and dismissal times and to provide a reason for their presence at the school. All visitors are required to wear proper identification and remain in the areas designated for the visit.

The school administrator or designee shall have the authority to ask any visitor to explain their presence in the school at any time when the school is in official session. Any person who does not have legitimate need or cause to be on the premises or on school property and/or who fails to sign-in at the designated location may be in violation of Georgia law and upon investigation may face criminal prosecution.

GUIDELINES FOR PARENTS VISITING SCHOOLS DURING LUNCH TIME

While the participation of parents at school is encouraged, it may become necessary, from time to time, for individual principals to limit the access of parents visiting with their child during lunch due to the time and space constraints.

GUIDELINES FOR CLASSROOM OBSERVATIONS BY PARENTS

On those occasional instances where parental observation in the classroom is deemed appropriate, the following guidelines shall be strictly adhered to in order that the visit not interfere with the instructional process, nor violate privacy rights of other students in the classroom.

- Observer must be a parent or a legal guardian of the child in the class to be observed. A request for observation shall be approved in advance by the principal.
- Scheduling shall take place at least twenty-four hours prior to the visit and must be done with the consent of both principal and teacher. The principal or designee will notify the parent.
- If two-way mirrors or closed circuit television is available, observation must be done via that method.
- Maximum observation time shall be one period or 45 minutes, whichever is more appropriate to the school's schedule.
- Observations will be limited to one per semester per child.
- Under no circumstances is there to be any interaction between the observer and anyone in the classroom.
- Exception to this policy must be granted by the Superintendent of Schools or a designee in response to the specific request.

PRIVACY ISSUES, CAMERA PHONES/CAMERAS/RECORDERS AND OTHER ELECTRONIC DEVICES

The possession or use of cell phones and other electronic devices at school because of the interference these devices create to the educational process. The use of camera phones, cameras, recorders, or other electronic devices that might violate the privacy rights of students and/or school staff or used to commit academic fraud, will result in appropriate consequences. With the exception of those approved by the school administration or those kept in cars is prohibited.

Additionally, the Chattooga County School System will not be responsible for electronic devices owned by, and brought to school by, students (iPods, cell phones, MP3 players, etc.). Such items should not be brought to school!

ALCOHOL/DRUG ABUSE

The Chattooga County Board of Education recognizes that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful, and we can neither approve nor condone this practice.

TITLE COORDINATORS

Some services offered by the Chattooga County School System are funded through Federal Entitlements. These programs carry certain safeguards and guarantees against discrimination. For more information, contact the following administrators:

Section 504 prohibits discrimination based on disability. Coordinator: Director, Special Education

Section IV: School Enrollment/Student Records

STUDENT ENROLLMENT REQUIREMENTS

Students must reside in Chattooga County with their parent or legal guardian, and must register in the local school of residence.

Students must provide proof of residence.

Students must have a certified copy of their birth certificate.

Students must have a Certificate of Immunization, Form 3231, Department of Human Resources.

Students must have a Certificate of Eye, Ear, and Dental Examination, form 3300, Department of Human Resources.

Students are requested to present their Social Security card.

STUDENT ENROLLMENT AGE REQUIREMENTS

Students who are five years of age on or before September 1 are eligible for entrance to kindergarten.

Students who are six years of age on or before September 1 are eligible for entrance to first grade.

SCHOOL REASSIGNMENT AND STUDENT TRANSFER OPTIONS

Parents/guardians interested in school reassignment should review the current School Board Policy regarding School Assignment/Reassignment (JBCC). The school reassignment policy is posted on the following site: <http://www.chattooga.k12.ga.us>. The reassignment window for each coming year is approx. April 1st to the end of the current school year, and the deadline for second semester reassignment request is Dec. 1st.

Other student transfers are sometimes available under the terms of (a) Curriculum Transfers, (b) AYP-driven School Choice Options, and/or (c) Special Education Choice (to include scholarships to eligible institutions outside the School District). Interested parents should contact the Board of Education Office.

MEDICATION POLICY

When at all possible, we encourage you to schedule your child's medication so that it may be given at home under your direct supervision. However, we realize that this is not always possible. The Chattooga County School System Medication Authorization Form available at your school must be completed by the parent/guardian before a medication is given. A separate form is necessary for each medication request.

The school will not accept more than a one month supply of prescription or over-the-counter medication. Prescription medication must be in the original pharmacy container. The written instructions on the pharmacy label will be followed. Over-the-counter medications must be in the original container. Dosage will not exceed instructions on label regardless of parent instructions. A secondary prescription bottle must be provided for students receiving medication during the Before School/After School Program. Students should deliver any medications to the front office secretary immediately upon arrival at school.

Forms are available at the school office to provide for special situations such as injections, personal possession of inhalers, epipens, etc.

The disciplinary code prescribes severe consequences for use or possession of medications unless used in compliance with school guidelines.

RELEASE OF STUDENT "DIRECTORY INFORMATION"

Release of Student Directory Information: The School District has designated the following student-based information as "directory information" under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), and may disclose that information upon request by appropriate institutions/agencies: student's name, address and telephone number.

Release of Information to the Armed Forces: Relative to information about the release of student directory information (HS students only) to the Armed Forces.

NO CHILD LEFT BEHIND

In compliance with the requirements of *the No Child Left Behind* law, the Chattooga County School System provides this notification that you may request information regarding the professional qualifications of the teacher(s) serving your child.

The following information may be requested:

- Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject area(s) in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification have been waived;
- The college major and any graduate degree or certification held by the teacher;
- Whether the student is provided services by professionals, and if so, their qualifications.

If you wish to request information concerning the qualifications of your child's teacher, please contact your schools principal.

NOTIFICATION OF RIGHTS: THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) **The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.** Parents or eligible students should submit to the School principal [or appropriate school official] written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) **The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.** Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it is

inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:**

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

- (5) **Obtain a copy of the policy that the Board of Education has adopted regarding access to student records.** Copies of this policy may be obtained by contacting the central office of the Board of Education at 33 Middle School Road, Summerville, GA 30747, (706) 857-3447.

NOTES:

- (A) The Teen and Adult Driving Responsibility Act (§ 40-5-22) requires all Georgia school districts to report students, ages 15-17, found in violation of attendance and/or discipline standards established within that code, to the Georgia Department of Driver Safety (DDS).
- (B) School officials reserve the right to comply with court orders requesting student record information, or provide law enforcement agencies/officials with appropriate student records when the immediate safety/welfare of students or staff are jeopardized.

NOTIFICATION OF RIGHTS: THE PUPIL RIGHTS AMENDMENT

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 - Political affiliations or beliefs of the student or student's parent;
 - Mental or psychological problems of the student or student's family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or
 - Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –
Protected information surveys of students;
Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and Instructional material used as part of the educational curriculum.

These rights transfer from the parents of a student who is 18 years old or an emancipated minor under State law.

This notice shall serve as CCSD's policy relative to student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. CCSD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. CCSD will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. CCSD will make the notification to parents at the beginning of the school year if the District has identified the specific or approximate date of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

NOTICE OF RIGHTS: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

(A) THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The School District is required by the privacy regulations issued under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") to maintain the privacy of Protected Health Information and to provide our students, parents, and employees with notice of our legal duties and privacy practices concerning Protected Health Information. In the event applicable law, other than HIPAA, prohibits or materially limits our uses and disclosures of Protected Health Information, as set forth below, we will restrict our uses or disclosure of your Protected Health Information in accordance with the more stringent standard. We are required to abide by the terms of this Notice so long as it remains in effect. We reserve the right to change the terms of this Notice of Privacy Practices as necessary and to make the new Notice effective for all Protected Health Information maintained by the District. In the event the District changes any of its policies with respect to privacy or this Notice of Privacy Practices, such change shall be reflected in subsequent annual District publications.

Protected Health Information ("PHI") means individually identifiable health information, as defined by HIPAA, that is created or received by the School District and that relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual; and that identifies the individual or for which there is a reasonable basis to believe the information can be used to identify the individual. PHI includes information of persons living or deceased.

(B) USES AND DISCLOSURES OF YOUR PROTECTED HEALTH INFORMATION:

The following categories describe different ways that we use and disclose PHI.

Your Authorization – Except as outlined below, we will not use or disclose your PHI unless you have signed a form authorizing the use or disclosure. You have the right to revoke that authorization in writing except to the extent that we have taken action in reliance upon the authorization or that the authorization was obtained as a condition of obtaining insurance, and we have the right, under other law, to contest a claim under the policy or the policy itself.

Uses and Disclosures for Payment – We may make requests, uses, and disclosures of your PHI as necessary for payment purposes.

Uses and Disclosures for Health Care Operations – We may use and disclose your PHI as necessary for our health care operations.

Family and Friends Involved in Your Care – If you are available and do not object, we may disclose your PHI to your family, friends, and others who are involved in your care or payment of a claim. If you are unavailable or incapacitated and we determine that a limited disclosure is in your best interest, we may share limited PHI with such individuals.

Business Associates – Certain aspects and components of our services are performed through contracts with outside persons or organizations. At times it may be necessary for us to provide certain of your PHI to one or more of these outside persons or organizations.

Other Uses and Disclosures – We may make certain other uses and disclosures of your PHI without your authorization.

- We may use or disclose your PHI for any purpose required by law. For example, the School District may be required by law to use or disclose your PHI to respond to a court order.
- We may disclose your PHI for public health activities, such as reporting of disease, injury, birth and death, and for public health investigations.
- We may disclose your PHI to the proper authorities if we suspect child abuse or neglect; we may also disclose your PHI if we believe you to be a victim of abuse, neglect, or domestic violence.
- We may disclose your PHI if authorized by law to a government oversight agency (e.g., a state insurance department) conducting audits, investigations, or civil or criminal proceedings.
- We may disclose your PHI in the course of a judicial or administrative proceeding (e.g., to respond to a subpoena or discovery request).
- We may disclose your PHI to the proper authorities for law enforcement purposes.
- We may disclose your PHI to coroners, medical examiners, and/or funeral directors consistent with law.
- We may use or disclose your PHI for cadaver organ, eye or tissue donation.
- We may use or disclose your PHI for research purposes, but only as permitted by law.
- We may use or disclose PHI to avert a serious threat to health or safety.
- We may use or disclose your PHI if you are a member of the military as required by armed forces services, and we may also disclose your PHI for other specialized government functions such as national security or intelligence activities.
- We may disclose your PHI to workers' compensation agencies for your workers' compensation benefit determination.
- We will, if required by law, release your PHI to the Secretary of the Department of Health and Human Services for enforcement of HIPAA.

(C) RIGHTS THAT YOU HAVE

Access to Your PHI – You have the right to copy and/or inspect certain of your PHI that we maintain. Certain requests for access to your PHI must be in writing, must state that you want access to your PHI and must be signed by you or your representative (e.g., requests for medical records provided to us directly from your health care provider).

Amendments to Your PHI – You have the right to request that the PHI that we maintain about you be amended or corrected. We are not obligated to make all requested amendments but will give each request careful consideration. To be considered, your amendment request must be in writing, must be signed by you or your representative, and must state the reasons for the amendment/correction request.

Accounting for Disclosures of Your PHI – You have the right to receive an accounting of certain disclosures made by us of your PHI. To be considered, your accounting requests must be in writing and signed by you or your representative. The first accounting in any 12-month period is free; however, we may charge you a fee for each subsequent accounting you request within the same 12-month period.

Restrictions on Use and Disclosure of Your PHI – You have the right to request restrictions on certain of our uses and disclosures of your PHI for insurance payment of health care operations, disclosures made to persons involved in your care, and disclosures for disaster relief purposes. Your request must describe in detail the restriction you are requesting. HIPAA does not require us to agree to your request but we will accommodate reasonable requests when appropriate. We retain the right to terminate an agreed-to restriction if we believe such termination is appropriate. In the event of a termination by us, we will notify you of such termination. You also have the right to terminate, in writing or orally, any agreed-to restriction.

Request for Confidential Communications – You have the right to request that communications regarding your PHI be made by alternative means or at alternative locations. We are required to accommodate reasonable requests if you inform us that disclosure of all or part of your information could place you in danger. Requests for confidential communications must be in writing, signed by you or your representative, and sent to the school district at the address below. **Right to a Copy of the Notice** – You have the right to a paper copy of the Notice of Privacy Practices upon request by contacting the School District at the telephone number or address below.

Complaints – If you believe your privacy rights have been violated, you can file a complaint in writing to Chattooga County Board of

Education, 33 Middle School Road, Summerville, GA 30747. You may also file a complaint in writing with the Secretary of the U.S. Department of Health and Human Services in Washington, D.C., within 180 days of a violation of your rights. There will be no retaliation for filing a complaint.

Section V: Education Program Guidelines/Policies/Information

ABSENCES AND EXCUSES

A student shall not be absent from school or from any class or during other required school hours except for illness or other providential cause, unless with written permission of the teacher, principal, or other duly authorized school official. No student shall encourage, urge or counsel other students to violate this policy.

Excused Absences:

As permitted under state law and State Board of Education policies, students may be excused lawfully for the following reasons: personal illness, serious illness or death in the family, special and recognized religious holidays observed by one's faith, absence as mandated by order of governmental agencies, conditions rendering school attendance impossible or hazardous to one's health or safety and registering to vote or voting, for a period not to exceed one day. Additionally, any student whose parent or guardian is in the U.S. Armed Forces/National Guard, and said parent or guardian has been called to duty for, or is on leave from, an overseas deployment to a combat zone or combat support posting, shall be granted up to five excused absences per school year, for the day(s) missed from school to visit with the parent or legal guardian prior to such deployment or during such leave.

Requirements/Time Limits for Student Excuses:

Excuses for student absences will be furnished to the school in writing on the day the student returns to school, and will be evaluated by the principal or a designee to determine if the absence is excused or unexcused. Three parent notes are allowed a semester (one parent note will represent one day of absence); the parent notes should contain the student's name, reason for absence, date(s) of the absence, and the parent's/guardian's signature.

For purposes of accurate record-keeping and student accountability, all absences must be rectified within three schools days of the student's return to school—excuses received after that time limit will not be considered unless the Principal deems extenuating circumstances exist.

Truancy:

Students with five unexcused absences will be referred to the school social worker for a truancy meeting at the school to sign an attendance contract. If there are any unexcused absences after signing the contract the matter may be pursued in either Juvenile or Magistrate Court.

Any student 16, or older, who is absent unlawfully either 10 consecutive days or 40 total days may be dropped from the attendance records. The principal has the discretion of entering or reentering in the present grading period any student 16, or older, who has failed to attend for unlawful reasons.

Hospital/Homebound Services:

If major sickness or injury occurs and absenteeism is lengthy, the student may receive credit by instruction through application to the hospital/homebound program. Parents/guardians of students needing these services must contact the Principal.

Attendance Credits:

Students shall be counted present when they are in attendance at school for at least one half of the instructional day, attending a school- or School District-sponsored field trip, or serving as pages of the Georgia General Assembly.

TARDIES AND/OR EARLY CHECK-OUTS AS PART OF STUDENT ATTENDANCE PROCEDURES

Any unexcused tardy (arriving to school/class beyond the posted school start-time) or early check-out (leaving school/class before the posted school end-time) can negatively impact a student's attendance record and jeopardize his/her overall achievement due to lost instructional time.

Due to the impact of absences, tardies and early check-outs, our schools have developed interventions that would reduce the amount of lost instructional time due to unexcused reasons. Parents and students should know that excuses for school tardies and/or early check-outs are governed by the same State-established rules regarding school absences. These rules are listed in the previous section dealing with "Absences and Excuses."

Before a student can be checked-out early, the person must be on the check-out list and show proper identification.

ATTENDANCE POLICY (HIGH SCHOOL ONLY)

Any student having seven or more excused, approved or unexcused absences in a semester-length class or fourteen or more excused, approved or unexcused absences in a year-length class will receive no credit for that class unless a waiver is granted by the Attendance Committee. However, students shall not be denied credit for a course if they have seven or more excused absences in a semester-length class or fourteen or more excused absences in a year-length class when the following conditions are met: (1) the absences are validated as excused, (2) make up work is satisfactorily completed, and (3) a passing grade has been earned for course work during the semester. Eligibility for credit will be restored if recommended by the Attendance Committee. The principal has the final decision on this matter.

The Attendance Committee is a standing committee composed of five (5) members appointed by the principal and chaired by an administrator. The chair shall vote only in case of a tie. On the seventh absence, a waiver hearing will be scheduled by the school at the request of the student or parent.

For purposes of accurate record-keeping and student accountability, all absences must be rectified within three school days of the student's return to school—excuses received after that time limit will not be considered unless the Principal deems extenuating circumstances exist.

MAKE-UP WORK

It is the expectation of the Chattooga County Board of Education that all work missed due to any absence will be made-up. Some work by its very nature is impossible to make-up and may necessitate alternative assignments. The principal or designee will be the final authority in determining alternative assignments.

The responsibility for arranging to complete work missed is to be assumed by the student and parent/guardian in conjunction with the teacher. Make-up work is to be completed at the time specified by the teacher/principal. The time limit is not to exceed ten (10) school days. Exceptions will be decided by the parent/guardian, student, teacher and principal, with the principal having the final decision.

GRADING SYSTEM

Grades 3-12

A.... 90 – 100	B 80 – 89	C 71– 79
D....70	F Below 70	

GRADE POINT AVERAGE (GPA): The Grade Point Average summarizes each student's academic performance in high school. GPA is used in determining eligibility for numerous awards, activities and college applications. Extra points are awarded for completing advanced courses.

CHATTOOGA HIGH SCHOOL COURSE GRADING POLICY

Chattooga High School grading policy is 100 is the maximum grade a student may earn in all courses taught at CHS with the following exceptions:

To encourage students to attempt more rigorous coursework than the minimum requirements, students in Honors or AP classes will have the opportunity to earn an additional 10 points to their final grade for active class participation for a maximum grade of 110.

HONORS ROLL/PRINCIPAL'S HONOR ROLL

Three Honor Rolls will be recognized at Chattooga High School: An A-B Honor Roll, A Honor Roll, and the Principal's Honor Roll. These Honor Rolls will be announced after each nine-week grading period. The following grades are necessary to be named to the Honor Rolls: A-B Honor Roll (all grades in 80's and 90's), A Honor Roll (all grades 90 or above), and Principal's Honor Roll (all grades 95 or above.)

ACADEMIC LETTERS REGULAR DIPLOMA

Any Student working toward a regular diploma will be considered for this honor. Students who maintain an average of 90 with no grade below 88 for the spring and fall semesters for upper classmen or fall semester for freshmen will receive an honor letter or bar,

and those who make no grade below 95 for that time will receive a star letter or bar.

STAR STUDENT

Seniors who wish to be considered for nomination for the Student/Teacher Recognition (STAR) Program should begin preparations early. Selection is based primarily on SAT scores and grades through the end of the junior year. The deadline for receiving the final SAT scores must be prior to the December administration of the test in the senior year, and nominees are usually chosen by the end of January. Please check with the guidance counselors for exact dates and details that apply to this year.

HONOR GRADUATES

1. Honor graduates will be determined by grades beginning with the ninth grade and ending at the end of the first nine weeks in the spring semester of the 12th grade. The student having the highest average will deliver the valedictory address. To be considered as an honor graduate a student must have grades on record for at least 7 semesters.
2. Only those grades earned in grades 9, 10, 11, and 12 will be used in determining rank in class and honor graduates. If students transfer from other schools, all previous grades earned must be from a high school accredited by SACS or an equivalent regional accrediting agency.
3. Averages will be determined by adding all grades on record and dividing by total number of grades.
4. The student receiving the highest academic average will be declared first honor graduate and will deliver the valedictory address. The student receiving the second highest academic average will be declared the second honor graduate and will deliver the salutatory address at graduation. A student must be enrolled at Chattooga High for one full semester prior to the selection.
5. In case of a tie, no student will receive superior rank. They will be co-valedictorians or co-salutatorians. Divisions will be carried to the nearest one hundredth.
6. All students having an average of 90 or above will make up the honor group of the graduating class. It cannot be 89.99. It has to be 90.00 or above.
7. All senior averages will be figured by the counselors and checked by senior sponsors, and the principal.
8. The grade conversion from letter grades to number grades will be determined as follows for the transfer student: A-95, B-85, C-75, D-65, F-55, if no explanation was offered.

ACADEMIC TOP TEN CRITERIA

Each spring the Academic Top Ten will be announced in each grade level with the students' pictures posed on the Academic Top Ten Board in the front foyer. Any student who is working toward a regular diploma will be considered for this honor. For students in grades 9 through 11 the calculations are based on an average of all grades from the fall semester and the nine weeks grades from the spring semester of the current school year. The calculations for the 12th grade will reflect a cumulative average of all transcript grades from the 9th grade through fall semester of the 12th grade and the nine weeks grades from the spring semester of the current school year.

POST-SECONDARY OPTIONS AND JOINT ENROLLMENT

These two programs are open to high school students who are at least 16 years of age and who are classified as a junior or a senior in a Georgia Public High School. Under this program, students can receive credit toward high school graduation and college credit at the same time. There are pre-requisites to being admitted to this program. Questions should be directed to the Guidance Office.

PROMOTION, PLACEMENT AND RETENTION

The Board of Education of Chattooga County acknowledges that the awarding of grades and all decisions relative to promotion, placement and retention are serious responsibilities. Promotion, Placement and Retention Policy (IHE) outlines appropriate pupil progression and provides additional information based upon State Board of Education (SBOE) requirements. The policy, which is available on the Chattooga County School System web site defines promotion, placement and retention for all grade levels, K-12.

Local Board policy states that promotion of a student in grades 3, 5 or 8 to the next grade will be determined by the achievement level on the Georgia Criterion-Referenced Competency Test (GCRCT) or alternative assessment instruments in the absence of GCRCT in reading and/or mathematics and meeting local promotion standards and criteria.

EXTENDED PROGRAMS/ SUMMER SCHOOL (For ES/MS Students)

The purpose of summer school programs for elementary school/middle school students is to provide students who do not achieve grade level an opportunity to strengthen their academic skills. Credit is not awarded for summer school attendance.

END-OF-TERM/REPORT CARD DATES

End of Term	Day	Report Card Day	Day	Total Days in Term
October 8, 2008	WE	October 14, 2008	TU	45
December 19, 2008	FR	TBA		41
March 12, 2009	TH	March 13, 2009	FR	45
May 29, 2009	FR	TBA		49

- These dates are subject to change due to days missed as a result of school closings.
- ES Only: End-of-Year report cards will be sent home the last day of school.
- MS/HS Only: End-of-Year report cards will be mailed within one week of the last day of school.

ADVANCED ACADEMIC PROGRAMS

Students in the Chattooga County School System become eligible for gifted education program services based on the criteria provided in State Board of Education Rule 160-4-2-.38. A multiple-criteria assessment process is provided in the areas of mental ability (intelligence), achievement, motivation and creativity. The procedures for referral and assessment and the specific instruments used to determine eligibility are included in the Chattooga County School System *Advanced Academic Programs/Gifted Education Administrative Manual* or the School District's Web site.

Students who score at the base level of the State Board of Education (SBOE) eligibility criteria on district-wide norm-referenced mental ability and achievement tests are automatically referred for further assessment to determine eligibility for gifted education services. Teachers, counselors, administrators, parents, guardians, peers, the student or other individuals with knowledge of the student's abilities may also refer a student for consideration. Students who are eligible by state guidelines in another Georgia school district are automatically eligible for gifted education services upon transfer (with appropriate documentation) to Chattooga County Public Schools. Any student eligible for gifted education services in a school system outside of Georgia must be referred, assessed and placed using Georgia SBOE guidelines.

Eligible elementary school students are served through Cluster Grouping and Resource Class Models. Identified gifted students are served through Cluster Grouping at least two segments per day in an otherwise heterogeneous classroom, rather than dispersed among all of the rooms at that grade level. Differentiated instruction, student assessment and flexible grouping allow highly motivated and/or high achieving non-gifted eligible students to participate in these advanced curriculum opportunities.

Elementary school students meeting the gifted education eligibility criteria are served through the Resource Class Model approximately 2 to 5 segments per week. The content and pacing is differentiated to the degree that the activities are clearly not appropriate for more typical students at that grade level. The curriculum is built upon an academic content foundation, centered on interdisciplinary enrichment activities. The Resource Class focuses in the areas of advanced research skills and methods, in-depth learning of self-selected topics, creative thinking and problem-solving skills with a variety of complex topics, higher order and critical thinking skills, and advanced communication skills, encouraging the use of new techniques, materials and formats in the development of products that will be shared with real audiences.

Middle school students who meet gifted eligibility are served in Advanced Content Classes in the areas of Language Arts, Literature, Math, Science and Social Studies. High school students who meet gifted eligibility have Advanced Academic Program opportunities through the following identified classes/courses: Honors Classes, Advanced Placement (AP) Courses and Joint Enrollment Programs in the areas of Literature, Science, Social Studies, Math, Foreign Language and Fine Arts. The content, pacing, process skills emphasis and expectation of student outcomes in an advanced course differ from the course typical students at that grade level would take in the specific content area. Middle and high school students who are not identified as gifted-eligible but demonstrate exceptional ability, achievement, motivation or interest in a particular content area may be included in Advanced Content Classes, Honors Classes, AP Courses and Joint Enrollment Programs based upon school-level criteria and guidelines.

A student who is officially placed in the K-12 Gifted Education Program will continue to receive gifted programming services, provided the student meets the following continuation criteria: The student maintains satisfactory performance in the regular and/or gifted classrooms, indicated by a non-weighted grade of at least 70.

A student who demonstrates a high degree of intellectual and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities.

In the event that the student does not meet the continuation criteria, steps will be taken to review the student's gifted services, determine a probationary period of at least one semester and provide an Academic Improvement Plan (AIP). The student, parent(s), gifted program teacher and other teacher(s) involved will be invited to attend a final review before services are withdrawn.

HEALTH RESOURCE INSTRUCTION

Georgia law requires that sex education and AIDS prevention instruction be a part of the curriculum. Abstinence, or saying no to sexual involvement, will be stressed. Parents have the right provided in O.C.G.A. 20-2-143, which states, "Any parent or legal guardian of a child to whom the course of study set forth in this code section is to be taught shall have the right to elect, in writing, that such child not receive such course of study."

TEXTBOOKS

Once textbooks and instructional materials paid for by public funds are issued to a student, the responsibility for the return of these materials to the school for further use shall be the total responsibility of the student and his or her parents or guardians.

When textbooks, library books or other instructional resource materials are not returned to the school in a form suitable for continued use, it shall be the responsibility of the student and his/her parents/guardians to reimburse the Chattooga County School District for the full replacement cost of the textbook, library book or other instructional materials.

In cases involving damaged books or materials, such materials shall become the property of the student and his/her parents/guardians once replacement funds are received by the school. Students who do not pay for books issued to them which have been lost or damaged shall not be issued additional books or materials or receive grade reports or diplomas until their debts are accounted for. In no case shall a student be eligible to participate in graduation exercises and activities of the Chattooga County School District if debts related to lost or damaged books or materials remain unpaid.

Students who meet graduation requirements but are ineligible for graduation exercises because of unpaid debts related to textbooks, library books or other instructional materials shall receive their official high school diploma by mail along with an official transcript; however, no request for forwarding of transcripts to any source shall be honored.

Section VI: Student Support Services

BREAKFAST AND LUNCH PRICES

School	Meal	STUDENT Regular Price	STUDENT Reduced Price	ADULT STAFF	VISITORS (Adults/Child)	VISITORS HOLIDAY
Elementary	Breakfast	\$0.80	\$.30	\$1.55	\$1.55	
Elementary	Lunch	\$1.40	\$.40	\$2.60	\$3.10	\$3.50
Middle/High	Breakfast	\$0.80	\$.30	\$1.55	\$1.55	
Middle/High	Lunch	\$1.55	\$.40	\$2.60	\$3.10	\$3.50

CHARGING OF MEALS

All cafeterias have computerized cashiering with pre-payment ability. We encourage pre-payments for student and parent convenience. However, limited charges are allowed for emergencies when a student does not have meal money. Meal charges will be handled in the following way:

1. The School Nutrition Manager will print charge letters at the end of each week and send home with student to notify parent of charges.
2. If a student's charges exceed \$10, the principal will be notified and a letter will be sent to parent by mail.
3. When a student's charges reach \$20, another referral will be made to the principal who will contact the parent. If a successful resolution is not reached, the student will be given an alternate meal of the cafeteria's choosing at a reduced price. A referral may also be made to the School Social Worker.
4. Reimbursement may be sought through all legal means.
5. Students are not allowed to charge after May first.

FREE AND REDUCED LUNCH APPLICATION PROCEDURE

1. Every student receives a free and reduced lunch application on the first day of each school year or on the first day of his/her enrollment in this system.
2. After the application is completed, it should be submitted to the lunchroom manager. (Note: If a family has more than one child in the school system, only one application needs to be submitted.)
3. The manager will send the application to the Food Service Department at the Central Office.

4. The Food Service Department will compute the application for approval. A letter will be sent to the lunchroom manager indicating the child's free or reduced meal status. The manager will give this letter to the child to take home to his/her parent/guardian.
5. Students who are eligible for free or reduced price lunches are also eligible for free or reduced priced breakfasts.
6. Free and reduced lunch applications are valid for one school year only. Applications must be filled out each year the child is enrolled in our system. However, students who received free and reduced meals the previous year may continue eligibility for up to 30 days of the new school year while a current application is being processed.
7. The child is responsible for paying for any meals he/she eats until his/her application has been filled out, turned in, and approved.

STUDENT ACCIDENT INSURANCE

School Accident Insurance is offered through the School District to students. Several insurance plans are available to provide protection against medical expenses resulting from accidental injury to your child. Enrollment materials are sent home with students at the beginning of each school year.

SAFE USAGE OF SCHOOL FACILITIES/EQUIPMENT

It is imperative that any student, parent, or community member using school facilities and/or equipment, whether it be for recreational or educational purposes, do so in a responsible and safe manner and under appropriate supervision. School facilities and/or equipment are not to be used for any purpose other than for what they are designed. This applies to any and all playgrounds, gymnasiums, auditoriums, kitchens, stadiums, field houses, outdoor education classrooms, stairwells, or other areas, which may be accessible before, during, or after school hours.

STUDENT ACTIVITY CODE OF CONDUCT

Each school that offers the opportunity for extracurricular/interscholastic activities will implement a Student Activity Code of Conduct which will include an explanation of the Rules of Conduct, Methods of Enforcement and Dispositions of infractions. Each code will include as a minimum the following:

- A commitment to establishing and promoting a positive image of the program, the school and the school system.
- The expectation of sportsmanlike conduct from participants.
- The expectation that students will not be involved in criminal acts or acts of moral turpitude.
- The establishment of team/activity rules.

Extra curricular activities are a privilege not a right. Failure to comply will result in dismissal from club.

SCHOOL-SPONSORED CLUBS AND ORGANIZATIONS

Schools are responsible for annually notifying parents regarding all school-sponsored clubs and organizations. While this notification may be done through the school's Web sites, schools will determine the most appropriate vehicle for this notification. Additionally, parents must be given the opportunity to withhold participation of their students in all, or selected, clubs via written notification to the school—a clip out is included in this document for those purposes.

NO PASS/NO PARTICIPATE

- **(a) GRADES 6-8: COMPETITIVE INTERSCHOLASTIC ACTIVITIES** are defined as any school-sponsored programs involving competition between individuals or groups representing two or more schools. Cheerleading is included in this definition. Students participating in competitive interscholastic activities shall be enrolled fulltime during the grading period of participation and pass five (5) subjects in the semester immediately preceding participation. Board Policy IHE states that eligibility for competitive interscholastic activities in grades 6-8, as defined in the Georgia Board of Education Rule 160-5-1-10, cannot be met during summer school. Eighth grade students playing on ninth grade teams must also meet these requirements. Students in grades 6-8 who participate in competitive interscholastic athletics and cheerleading shall have an annual physical examination prior to participation in any tryout, practice, or conditioning, whichever comes first.
- **(b) GRADES 9-12: COMPETITIVE INTERSCHOLASTIC ACTIVITIES** are defined as any school sponsored program involving competition between two or more schools. Cheerleading is included in this definition. These activities must meet the requirements listed below. All academic requirements are based on a minimum passing grade of 70. Approved high school (SACS) summer school is an extension of the second semester. A maximum of two Carnegie units may be earned in summer school for eligibility purposes. **NOTE:** Georgia High School Association (GHSA) is the governing body for athletics and other inter-school competitions; some activities will require specific GHSA compliance.

REQUIREMENT	COMPETITIVE INTERSCHOLASTIC ACTIVITIES
All Students Grades 9-12	. Pass 5 classes the semester immediately preceding participation (except first semester 9th grade students) and be enrolled in a minimum of 5 classes during the semester of participation.
First Year Students (9th)	. First semester: No Requirements 2nd semester: Pass a minimum of 5 classes previous semester.
Second Year Students	. Pass a minimum of 5 classes previous semester Accrue 4 units leading toward graduation
Third Year Students	. Pass a minimum of 5 classes previous semester Accrue 10 units leading toward graduation
Fourth Year Students	. Pass a minimum of 5 classes previous semester Accrue 16 units leading toward graduation
Fifth Year Students	. Not eligible
Age	. Must NOT have attained the 19th birthday prior to May 1st preceding the year of participation
Enrollment	. Meet the Chattooga County School System Policy JBC: Admissions and Enrollment.
Residency	. Must reside within the school's designated attendance zone with a custodial parent/guardian and have not previously attended another high school (public or private) while living in this attendance zone as required for GHSA activities.
Medical	. Must satisfy medical clearance procedures including an annual physical exam/medical history, proof of insurance, consent form as required for certain GHSA activities.

RETENTION FOR ATHLETIC PURPOSES

A student will not be retained in any grade for athletic purposes.

SPORTS EQUITY

The Chattooga County School System does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is the Supervisor of Student Activities and Athletics. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

OBTAINING/MAINTAINING A VALID GEORGIA DRIVER'S LICENSE OR LEARNER'S PERMIT

Current State Law (§ 40-5-22) requires that a student attempting to secure a Georgia Driver's License or Learner's Permit must obtain a signed affidavit from their school regarding the student's (a) current enrollment status, (b) no withdrawal/drop-out from school for more than nine days, (c) no more than nine unexcused absences during the current and preceding year; and, (d) the absence of certain disciplinary infractions.

Students should also realize that their failure to maintain compliance in the areas listed above (a-d) will result in the school's reporting of that status and the subsequent loss of their Georgia Driver's License or Learner's Permit.

OBTAINING/MAINTAINING A VALID GEORGIA WORK PERMIT

Current State Law (§ 39-2-11) requires that a student younger than the age of 18 who is seeking employment must obtain a signed Work Permit (officially called an "*Employment Certificate for Minors Under Age 18*") from their school regarding the student's current enrollment status. While this permit does not require documentation of good attendance, it purposely imposes set limits on daily work hours and the amount of weekly work hours in an attempt to promote good school attendance and student achievement.

STUDENT ASSISTANCE PROGRAM

A Student Assistance Program is available for students who may be experiencing problems both academic and otherwise. See your counselor for information.

STUDENT SUPPORT TEAM (SST)

Each Chattooga County School has a Student Support Team (SST). The purpose of this team of professionals is to recommend alternative instructional strategies for students who are having behavioral or academic difficulty in school. Students can be referred to the Student Support Team (SST) by parents, teachers, or other staff. Upon referral all available information about the individual student will be reviewed and considered to explore a wide range of educational options including special placements.

COUNSELING

ELEMENTARY

Counselors provide students with a variety of services: * Counseling personal concerns * Information giving * Academic advisement * Classroom counseling * Group counseling

HIGH SCHOOL

Counselors provide students with a variety of services: * Counseling personal concerns * Information giving * Academic advisement * Interpretation of test results * Career or college guidance * Financial aid and scholarship information

Section VII: Student Transportation

SCHOOL BUS SAFETY

In order to guarantee all children the safe transportation they deserve, we are using the Bus Intervention Program.

CCSD Philosophy: We believe all students can behave appropriately and safely while riding a school bus. We will tolerate no student stopping a driver from doing his/her job preventing other students from having safe transportation.

REMEMBER: “IT IS A PRIVILEGE, NOT A RIGHT, TO RIDE A SCHOOL BUS”

SCHOOL BUS RULES

1. Students should be at the bus stop five (5) minutes before the bus arrives, waiting in a safe place, clear of traffic, and a safe distance from the road.
2. Quickly go to your assigned seat and remain properly seated: back against the back of seat, bottom against bottom of seat, hands to yourself, with feet, legs and belongings out of the aisle.
3. Students should be courteous and obey all the driver's instructions.
4. Items students should not bring or use on the bus include, but are not limited to, tobacco, alcohol, illegal drugs, animals, glass objects, balloons, matches, nuisance items, hazardous materials, weapons, items too large to hold, or any objects that might distract the driver.
5. Georgia Law 20-2-751.5 states that students shall be prohibited from using any electronic devices during the operation of a school bus, including, but not limited to cell phones, pagers, audible radios, tape or compact disc players without headphones, or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; and students shall be prohibited from using mirrors, lasers, flash cameras or any other lights or reflective device in a manner that might interfere with the school bus driver's operation of the school bus.
6. Students should not eat, drink, or chew gum on the bus.
7. Students will not extend body parts or any object out of the bus window.
8. Students shall be totally silent at Railroad Crossings until the bus is completely across the tracks.
9. No object is to be thrown into, out of, or inside the bus.
10. Fighting or physical play is prohibited-classroom conduct is expected at all times.
11. Do not damage or litter the bus. The student or his/her parents must pay for any deliberate damage to the bus. Failure to do this may result in suspension from riding the bus until restitution is made.
12. The emergency exits are to be used only at the direction of the bus driver, including roof hatch/vents. Nothing should ever be placed in the aisle to prevent easy exiting.
13. Students must provide a bus pass to the bus driver giving them permission to ride a different bus or to get off the bus at a different bus stop. This bus pass must be stamped with a school administrator's signature.
14. If a student drops something under or near the bus, ask the driver what he/she wants you to do. If the student has already crossed the street, he/she should wave their arms to get the driver's attention. A student should **NEVER** go back into the road without the driver giving them verbal permission to retrieve the item. No item is worth this risk!

STUDENT PARKING

Student parking on campus is a privilege not a “Right.” It is a reasonable expectation that students who receive the privilege to drive to school should demonstrate a high level of responsibility, self discipline, and maturity before, during and after school. At the beginning of the 2008-2009 school year the following criteria must be met to apply for parking:

1. No more than six (6) tardies during the last semester to any class.
2. No more than seven (7) days of unexcused absences per semester.
3. No out of school suspensions during the last semester.

Any violation of the above items will be grounds for loss of parking.

All students who drive to school are to park in the student parking lot in their assigned spaces. Students are to leave their cars and report to the building immediately upon arriving on campus. All cars and trucks are to be parked in assigned parking slots. Students are to observe all safe driving practices and laws on campus. Students are not to return to the parking lot during the school day without being accompanied by an administrator or the Resource Officer. Students are reminded that the speed limit on campus is 15 MPH. It is a violation of Georgia Law for students under 18 to ride in the bed of a pick-up truck. Speeders and reckless drivers will lose the right to operate a vehicle on campus. All student cars must have parking permits. To obtain a parking permit, students must show a valid driver's license and proof of insurance. The price of a parking permit is \$15.00 per year. Parking permits are numbered tags and should be hung on the rear view mirror in such a way that they can be seen from the outside. The parking permit number will match the parking slot number. The parking permit is to be used only by the student to whom it is issued. Parking spaces may not be sold, traded or shared with another student. Students found breaking this rule will lose their driving privileges. Driving a vehicle to school is a privilege and not a right. Students may lose driving privileges for rule infractions and attendance problems. The school reserves the right with reasonable suspicion to search student vehicles. Vehicles without a parking permit will be towed with the driver being responsible for the towing fee. Prior to 3:05 all traffic must exit in front of the school building. Students involved in extracurricular activities do not move your vehicle at the end of the day.

Section VIII: High School Information

SCHOLARSHIP INFORMATION

HOPE SCHOLARSHIP: To qualify for the Lottery-funded HOPE Scholarship, students must meet the following requirements: (1) Be a Georgia resident; (2) Be a 1993 or later high school graduate; and (3) Earn a "B" average (a 3.0 cumulative core course grade average on a 4.0 scale. Any other curriculum track, you must have a 3.2 average on a 4.0 scale, ~~or 85%~~). More information regarding HOPE may be found at www.gacollege411.org. **ROBERT C. BYRD HONORS SCHOLARSHIP:** One student may be nominated from each high school. Selections are made by SAT/ACT score, grade average, student activities and an essay score. **GEORGIA SCHOLARS:** Students named Georgia Scholars may also qualify for the Governor's Scholarship. Students must meet the following criteria for the Georgia Scholar Program: The student has a minimum score of 1360 on the Scholastic Assessment Test (SAT) at one test administration or a composite score of 31 at one test administration on the American College Test (ACT). The student will have earned 22 units of credit for graduation including:

- 3 units in science, including 1 unit in chemistry or physics.
- 4 units in mathematics, including 1 unit in Algebra II.
- 3 units in social studies, including economics and citizenship, world history and U.S. studies.
- 4 units in English language arts.
- 2 units in foreign language.
- 1 unit in fine arts (i.e. dance, dramatic arts, music, visual arts).
- The student has a non-weighted, cumulative GPA of at least 3.75 on a 4.0 scale in core courses.
- During grades 9-12, the student has participated in a minimum of three different interscholastic events.

Section IX: Student Infractions and Discipline Procedures

The Chattooga County Board of Education is dedicated to sound discipline practices. The purpose of this code of conduct is to provide students in the Chattooga County School District an effective and safe learning environment and to promote learning and encourage responsibility during the school day as well as during all school-related activities. Compliance with these requirements is mandatory.

Pursuant to SB413, all information regarding school clubs and organizations are to be made available for parents/guardians. This information includes the name, mission or purpose, name of faculty advisor, planned or past activities of the club or organization. As of the 2008-09 school year, that information will become part of the student handbooks.

Students and their parents need to know and understand the Code of Conduct in order to achieve a successful learning experience. This student code of conduct is not limited to Policy JCDA. Instead, it includes all student behavior policies in Section J of the Chattooga County Board of Education Policy Manual.

Questions regarding appropriate disciplinary action shall be referred to the Assistant Superintendent. In situations where out-of-school suspension is used as a disciplinary action, effort will be made to contact the parent of the student involved. Should personal or phone contact not be successful, sending the appropriate paperwork home with the student or to the student's residence shall be considered adequate parental notification of the action taken.

BEHAVIORS

In general, each student is expected to:

- Demonstrate courtesy with all individuals regardless of circumstances, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet Chattooga County School System and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students and of teachers and other Chattooga County School System staff.
- Respect the property of others, including Chattooga County School System property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Refrain from committing violations of the Code of Student Conduct.

The disciplinary procedures outlined in this behavior code are clearly stated to ensure that all students are aware of unacceptable behavior that is in violation of school system policies and the consequences of such policy violations. The behavior code is in effect at school or on school property at any time, off school grounds at any school sponsored activity, function or event and while traveling to and from such events, on vehicles provided for student transportation by the school system; at all designated bus stops; during the regular school day and while the student is going to and from school on Chattooga County School System transportation; on Chattooga County School System sponsored transportation (approved school trip on a private carrier); while the student is in attendance at any school-related activity, regardless of time or location; for any school-related misconduct, regardless of time or location; while attending a school-sponsored or school-related activity of another school system in Georgia; when retaliation or terrorist threats against a school employee or volunteer occurs or is threatened, regardless of time or locations; when a violent or dangerous incident may jeopardize the safety or well-being of staff and/or students, regardless of time or locations; and when a student commits an act that could be punished as a felony, as provided by O.C.G.A. 20-2-768.

AUTHORITY

School rules and the authority of the Chattooga County School System to administer discipline apply whenever the interest of the Chattooga County School System is involved. The code of conduct specifically applies to offenses that students commit while on school property or while using the school technology resources.

As used in this Code of Conduct, school property includes, but is not limited to:

1. The land and improvements which constitute the school;
2. Any other property or building, including school bus stops, wherever located, where any school function or activity is conducted;
3. Any bus or other vehicle used in connection with school functions and activities, including but not limited to, school buses, buses leased by the Chattooga County School District and privately-owned vehicles used for transportation to and from school activities; and
4. Personal belongings, automobiles or other vehicles which are located on school property.

School technology resources include, but are not limited to:

1. Electronic media systems such as computers, electronic networks, messaging, and web site publishing, and
2. The associated hardware and software programs used for purposes such as, but not limited to, developing, retrieving, storing, disseminating, and accessing instructional, educational, and administrative information.

SCHOOL OFFICIALS HAVE THE AUTHORITY TO USE PROFESSIONAL JUDGMENT IN DISCIPLINING STUDENTS WITHIN THE GUIDELINES OF THIS BEHAVIOR CODE.

The school system requires administrators to inform all teachers to whom the student is assigned when a student, including a "transfer student", has been convicted of certain felonies as defined in Georgia Code Annotated, (O.C.G.A.), Section 15511-63. The schools may refuse to re-admit or enroll students expelled/suspended for being convicted of, being adjudicated to have committed, or being indicted for or have information filed for the commission of any felony or delinquent act under Code Section 15-11-28 which would be a felony if committed by an adult. A school is authorized to refuse to enroll or subject a student to short-term suspension, long-term suspension, or expulsion for any time remaining in another school system's or school's disciplinary order upon receiving a certified copy of such order if the offense which led to such suspension or expulsion in the other school system or school was an offense for which suspension or expulsion could be imposed in the enrolling school. Students enrolling must provide an official copy of records from the previous school system, including discipline records, for admission. Schools may enroll students "conditionally" if parents sign a release authorizing the previous school system to forward records. Further, the release must indicate whether the student is currently serving a suspension/expulsion from another school system and/or if the student has ever been adjudicated guilty of a

designated felony acts as defined in O.C.G.A. Section 15-11-63. The act(s) must be written on the release form. Students 18 years of age or older may complete the release form as appropriate. The content of these records may be challenged by appealing to the Superintendent or designee.

The Student Behavior Code shall be provided annually to students through a handbook upon enrollment. The parent and student shall acknowledge their receipt of the code by completing the required form. Parents and students shall be notified of any changes in procedures by either voice mail, newsletters, parent conferences, or web pages.

Special education personnel shall be consulted in matters involving special education students. A special education student shall be afforded all rights under the Individuals with Disabilities Education Act (IDEA), 20 U.S.c. §1400, et al. seq., Section 504 of the Rehabilitation Act of 1973, 29 U.S.c., §706(8), 794, 794a, and the Americans with Disabilities Act (ADA), 42 U.S.c. 12101, et al. seq.

Any student who is receiving special education services or has been identified as a student with a disability under the Individuals with Disabilities Act (IDEA) and whose acts are determined by the Principal, or designee, Disciplinary Hearing Officer or Tribunal to have violated any of the rules, regulations or laws as alleged, shall be referred to an IEP committee if cumulative days of exclusion exceeds ten days, or the recommendation constitutes a change in placement. The IEP committee is responsible for determining if the student's conduct is a manifestation of his/her disability, whether such conduct warrants a change in placement, amendments to the individual educational plan (IEP) and/or disciplinary actions. If the IEP committee determines that the student's conduct is not a manifestation of the student's disability, the student may be disciplined as any other regular education student, but shall receive educational services during this discipline. The IEP committee shall also have the authority to consider, recommend and implement any changes in the student's IEP or educational placement. Nothing in this rule shall alter or adversely affect the rights of students with disabilities under applicable federal and state laws.

SUSPENSION/EXPULSION

A suspension is defined as any disciplinary action that removes a student from regular classes and other school activities. Chattooga County schools use both in-school and out-of-school suspensions in an effort to provide a safe and appropriate learning environment. Georgia law (O.C.G.A. 20-2-764-766) requires students who have been suspended to have a conference with their parents and a school official before returning to class. They will discuss the reason for the suspension and write a plan designed to support more appropriate behavior. Parents who are unable to attend a conference must contact the school for further information. A notation of the conference is placed in the student's permanent file.

1. In-School Suspension (ISS) - An educational environment for students whose behavior precludes attendance in the regular school program. This setting is in the local school and is staffed by a paraprofessional.
2. Short Term Out of School Suspension (OSS) - removal of the student from the school campus and exclusion from school sponsored activities for a specific period of time up to 10 days.
3. Long-Term Out of School Suspension-(OSS) removal of the student from the school campus and exclusion from school sponsored activities for a specific period of time ranging from eleven (11) days to the end of the current semester. Students assigned long-term Out of School Suspension may forfeit the opportunity to make-up missed class assignments.
4. Expulsion- removal of the student from the school campus and exclusion from school sponsored activities beyond the current school quarter or semester.
5. Permanent Expulsion- removal of a student from the school system with no opportunity to return.

CHATTOOGA CROSSROADS ACADMEY

(Grades 6-12) An alternative program for students who meet certain criteria regarding their school behavior, including poor attendance or academic deficiencies. Students must be interviewed and accepted for the program. Tribunal referrals will be given priority. Enrollment is for a minimum of 90 days. The program is ZERO TOLERANCE based, meaning any violation of the student disciplinary code will result in expulsion.

DETENTION

Assignment to a specified school location and to a designated teacher or school official. Detention may be assigned before or after school or on Saturdays. Parents must be given advanced notice of a detention assignment. Students shall not be allowed to "hitchhike" or walk home after a detention, unless that is their normal mode of transportation.

CORPORAL PUNISHMENT

Corporal punishment is a disciplinary response option for the administrator's discretionary use. Only administrators will use corporal punishment for discipline.

A faculty member will witness the use of corporal punishment by the administrator. After corporal punishment is administered, the administrator will notify the parent or guardian of its use.

DRESS CODE FOR ALL CHATTOOGA COUNTY SCHOOLS

PANTS AND SHORTS

- Length must be appropriate (5" from the top of kneecap as measured by a ruler or the width of a 3x5 index card);*
- Size appropriate-waist, seat and inseam; must be hemmed or cuffed;
- Cannot be altered from their original form.

SKIRTS AND DRESSES

- Skirts must be size appropriate and be worn at waistline;
- Shoulders must be covered and arm holes must be tight fitting; *
- Length must be appropriate (3" from the top of kneecap as measured by a ruler or the length of a 3x5 index card);
- Slits in skirts must be appropriate (no slit above the three inch rule);
- Cannot be altered from their original form.

SHIRTS AND BLOUSES

- Must be size appropriate;
- Long or short sleeved, dress shirt, polo type, sleeveless with appropriate, tight-fitting armholes (no tank tops*, no halter tops, no spaghetti straps);
- T-shirts or sweatshirts must have no writing, pictures, or graphics that unreasonably attract the attention of other students or cause disruption or interference with the operation of the school (e.g., vulgarity, sexual innuendo);
- Shirttails must be below the belt line even with arms raised above the head or when the student is seated;
- Cannot be altered from their original form.

SHOES

- All students must wear appropriate shoes (examples: dress, tennis, sandals, clogs).

UNDERGARMENTS

- Appropriate undergarments must be worn at all times.

ACCESSORIES

- Belts are optional and are to be proper length tucked into belt loops.

NOT APPROVED FOR SCHOOL WEAR

- Pants that touch the ground or floor;
- Wide-legged pants, skin-tight pants; form-fitting clothing;
- Holes or patches above the knee;
- Pants, dresses, skirts, and shirts that have frayed ends;
- See-through clothing;
- Sleeveless shirts, blouses, without appropriate (tight-fitting) armholes;*
- Deep-scooped necklines;
- Clothing that shows the bare midriff, bare back or the bare shoulders;
- Pajamas, bedroom shoes, or other sleep wear;
- Articles of clothing which advertise or display the symbols of drugs, tobacco products or alcoholic beverages;
- Clothing which displays or implies profane or obscene language or symbols;
- Emblems, insignias, badges, tattoos or other symbols where the effect thereof is to unreasonably attract the attention of other students or cause disruption or interference with the operation of the school;
- Hats, sunglasses and caps are not to be worn in the school building unless approved for special occasions (All hats and caps shall be properly stored during the school day).
- Chains hanging from wallets or clothing;
- Exposure of undergarments of any type;
- Visible piercing type jewelry or paraphernalia (other than the ears) including tongue piercing is not allowed;
- Display or wearing of any gang articles, paraphernalia or clothing that can be construed as being gang related (e.g., bandanas, sweat bands, head rags, etc.);
- Jewelry that is offensive distracts or is studded or pointed is unacceptable. Heavy chains are not allowed.

Notes:

Uniforms for school related activities are acceptable as approved by the school administration. Female cheerleaders must wear warm-ups under cheerleading uniforms except during games and pep rallies.

The school administration reserves the right to alter the dress code for special occasions or extracurricular activities. Parents who

require an exemption from the dress code for religious, cultural, or short-term medical reasons may make application to the principal.

TEACHER AUTHORITY

The Teacher Authority Provision in Georgia Code 20-2-737 and 738 provides for disciplinary action for a student being identified as a student who substantially interferes with a teacher's ability to teach, including:

1. Dismissal from class.
2. Review by the Principal.
3. Possible review by a Placement Review Committee.

The Superintendent shall, and does, fully support the authority of principals and teachers to remove a student from the classroom pursuant to Georgia law.

In cases where the student is a chronic disciplinary problem, the principal shall notify the parent(s) and invite them to observe the student in a classroom situation. At least one parent shall be invited to a conference to devise a disciplinary and behavioral correction plan.

Parents shall be invited to a conference to devise a behavioral plan before students who have been suspended or expelled return to school. Failure of the parent to attend such conference does not preclude the student from being readmitted; however, school officials shall meet with the student to devise a behavior plan.

A student support process shall be in place. It may include, but is not limited to, character education: a parent conference, a behavior plan, mentoring, mediation, tutoring, advisement, anger management, violence prevention, Student Support Team (SST), Behavior Action Team (BAT), appropriate community agencies involvement, and exemplary intervention programs.

PLACEMENT REVIEW PROCEDURES FOR REMOVING STUDENTS FROM CLASS

Based on O.C.G.A. 20-2-737 and 738, a teacher may remove from class a student who repeatedly or substantially interferes with the teacher's ability to conduct instructional activities provided the student has previously been reported or the teacher determines that the behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher. In the case of immediate removal from the classroom, the teacher will submit a written referral by the end of the school day or at the beginning of the next school day to the principal or other school administrator. The administrator will, within one school day after the student's removal from class, send to the student's parents, and the special education case manager, if applicable, a written notice that the student was removed from class, a copy of the teacher's referral, and information regarding how the parent may contact a school administrator. When a teacher removes a student from class, as prescribed above, the administrator will discuss the matter with the teacher by the end of the school day or at the beginning of the next school day. The administrator will give the student oral or written notice as the basis (evidence) for the removal from class. If the teacher withholds his or her consent to the student's return to the same class, or the student's misbehavior precludes returning to school (such as committing a major violation of the Code of Student Conduct) the administrator determines the consequences for the student by the end of the first day, which may include in-school suspension or out-of-school suspension or an appropriate temporary placement. Any in-school or out school suspension must be determined by the principal, or designee. Such suspensions may not exceed ten school days. Suspensions or expulsions of longer than ten days may be imposed only by the Disciplinary Tribunal Hearing Panel.

If the teacher withholds his or her consent to the student's return to the same class and the administrator does not impose other disciplinary action, the administrator will convene the Local Placement Review Committee by the second day of the removal from the classroom, and the committee will render a decision whether the student should or should not return to the teacher's classroom. The committee's decision will be made no later than three days after the removal from class. In the interim, the administrator will make a temporary placement for the student (other than in the classroom from which the student was removed, unless the teacher gives permission for the student to return to class).

APPOINTMENT AND FUNCTION OF LOCAL PLACEMENT REVIEW COMMITTEE

Each school principal shall establish the Local Placement Review Committee. The school faculty will select two teachers and one alternate and the principal will select one staff member to serve on the committee (schools may have more than one Local Placement Review Committee, at the discretion of the principal, but each committee must have three members selected as stated above). The selection of the committee should proceed as follows: (1) principal asks for volunteers and nominations; (2) a secret ballot is taken at a faculty meeting; (3) results are tabulated by a teacher; (4) results of the ballot are shared with the faculty. The Local Placement Review Committee (by simple majority vote) determines the placement of a student when a teacher withholds his or her consent to the return of the student to the teacher's class when an administrator has not imposed disciplinary action (provided the teacher has met the reporting requirements enumerated above or if the student poses a threat). The committee is authorized to (1) return the student to the teacher's class upon determining that such placement is the best or only alternative; or (2) refer the student to the administrator for other appropriate action. The decision of the committee shall be in writing and will be made within three school days after the teacher withholds consent to the return of the student. If the Local Placement Review Committee decides not to return the student to the class from which he or she was removed, the administrator may place the student into another appropriate classroom, in-school suspension, or out-of-school suspension. In-school suspension or out-of-school suspensions may be for up to ten (10) days. Any and all

disciplinary action will be sent to the parents in writing, by either letter or copy of the Student Discipline Referral form, with a note to the parent to confirm receipt of the notice.

Members of the Local Placement Review Committee may resign from the committee, with the replacement selected by the same process. If a student is later referred for a local formal hearing and for an evidentiary hearing, the members of the Local Placement Review Committee shall not be required to testify as to any committee decision or action.

STUDENT INFRACTIONS

Excessive Tardies (32 Board Violation)

Being late to school, class, or to a school activity on a repeated basis, as well as unexcused school check-ins/check-outs.

Consequence: SECONDARY 6-12

- Discretion of the Principal, depending on the circumstances. The student is warned and parents are contacted. A parent conference is required after the fifth tardy. Circumstances will determine which one or more of the following alternatives will be used: Detention; Parent Conference and Counseling; Referral to School Social Worker; Suspension for one to ten (10) school days; Revocation of Parking Privileges.

Consequence: ELEMENTARY PK-5

- Discretion of the Principal, depending on the circumstances. The student is warned and parents are contacted. A parent conference is required after the fifth tardy. Circumstances will determine which one or more of the following alternatives will be used: Detention; Parent Conference and Counseling; Referral to School Social Worker; Suspension for one to ten (10) school days.

Disrupting Class (33 Board Violation)

Any behavior that disrupts the instructional process, distracts students and/or teachers from classroom activities and studies, creates a dangerous or fearful situation for students and/or staff.

Consequence: SECONDARY 6-12

- Discretion of the Principal. Penalty may include corporal punishment, short term suspension, long term suspension, expulsion and/or a recommendation to Crossroads Academy.

Consequence: ELEMENTARY PK-5

- Discretion of the Principal. Penalty may include corporal punishment, detention, short term suspension, long term suspension, and/or expulsion.

Skiping Detention (37 Board Violation)

Skiping detention and leaving campus.

Consequence: SECONDARY 6-12

- Discretion of the principal.
- 1st offense- In-school suspension of up to 3 days.
- 2nd offense- In-school suspension of up to 5 days
- 3rd and subsequent offense – Corporal punishment, in-school suspension of up to 10 days, short term suspension, long term suspension, corporal punishment and/or possible recommendation to Crossroads Academy.

Consequence: ELEMENTARY PK-5

- Discretion of the Principal.

Skiping School (38 Board Violation)

Skiping school and leaving campus.

Consequence: SECONDARY 6-12

- Discretion of the Principal.
- 1st offense- In-school suspension of up to 3 days.
- 2nd offense- In-school suspension of up to 5 days
- 3rd and subsequent offense - Corporal punishment, in-school suspension of up to 10 days, short term suspension, long term suspension, corporal punishment and/or possible recommendation to Crossroads Academy.

Consequence: ELEMENTARY PK-5

- Discretion of the Principal.

Inappropriate Behavior (39 Board Violation)

Discourteous or inappropriate language and/or behavior or gestures toward school employees, other students, or persons attending school-related functions is prohibited.

Consequence: SECONDARY 6-12

- Discretion of the Principal. Penalty may include corporal punishment, detention, short term suspension, long term suspension, expulsion, and/or recommendation for assignment to Crossroads Academy.

Consequence: ELEMENTARY PK-5

- Discretion of the Principal. Penalty may include corporal punishment, detention, short term suspension, long term suspension, and/or expulsion.

Excessive Unexcused Absences (42 Board Violation)

Regular attendance in school is necessary for a student to make adequate academic progress. When a child is absent, parents, guardians, or other persons who have control of a child enrolled in the school district should follow the local school rules to report reasons for absences. Georgia law requires that after any student accrues five (5) days of unexcused absences in a given school year, the parent/guardian, or other person who has control or charge of said child shall be guilty of a misdemeanor and subject to fines, imprisonment, community service, or any combination of these penalties. OCGA § 20-2-690.1 (b).

Consequence: PK-12

Parents/Guardians:

- Must attend Truancy Treatment Team meeting if summoned for such a meeting.
- Charges may be filed against parents if their child misses over five (5) unexcused day of school.
- Judges may invoke the following consequences for this misdemeanor offense:
- \$25 - \$100 fine for each offense after five (5) unexcused absences
- Imprisonment for up to 30 days for each offense
- Community Service
- Any combination of the above
- If juvenile charges are filed, then the parent, and/or student, may be placed under a court order and must abide by the rules set forth by the Judge.

Students:

- A truant student may be subject to a disposition for an unruly child in accordance with O.C.G.A. § 15-11-67.
- Students who have attained the age of fourteen may find their eligibility for a Georgia instruction permit or driver's license impacted.
- Juvenile charges may be filed against any student having five (5) or more days of unexcused absences.

The teacher should call the parents of any student who has three (3) days of unexcused absences. After five (5) unexcused absences, the teacher will notify the principal or designee. When a student accumulates five (5) unexcused absences, the school will notify the parent/guardian of the consequences and penalties of such absences and that each subsequent absence shall constitute a separate offense in the court proceeding. After two (2) reasonable attempts to notify the parent/guardian or person having charge or control of a student of five (5) unexcused absences without response, the school will send written notice via certified mail with return receipt requested.

Principals, assistant principals, and counselors may refer a student to the social worker anytime when, in their judgment, the intent of the Compulsory Attendance Act is not being adhered to by a student. Referrals are required on students when they accumulate eight (8) unexcused absences. This referral to the social worker should include the attendance sheet and the Absent Again form.

Misbehavior (43 Board Violation)

Acts which cause or may cause disruption of the school environment and/or threaten the safety or well-being of other students, which may include, but is not limited to, terroristic threats, gang-related activities, rioting, trespassing, inciting disturbances, threats to the school, and pranks.

Consequence: SECONDARY 6-12

- Discretion of the Principal. Violations may result in corporal punishment, short term suspension, long term suspension, expulsion and/or assignment to Crossroads Academy.

- Depending on severity, may be reported to the superintendent, the police, the district attorney, and parent/guardian.

Consequence: ELEMENTARY PK-5

- Discretion of the Principal. Penalty may result in corporal punishment, detention, short term or long term suspension, and or expulsion.
- Depending on severity, may be reported to the superintendent, the police, the district attorney, and parent/guardian.

Cheating/Plagiarism (46 Board Violation)

Cheating and/or plagiarism on school assigned work.

Consequence: SECONDARY 6-12

- The student will receive a reduction in credit, or no credit, for any test, project or other school assignment for which the student was found to have cheated or plagiarized. The amount of credit received by the student in this situation will be determined by the teacher, with approval from the principal. Additionally, at the discretion of the Principal, and upon notification of the parent(s), the following consequences may be added to the disposition regarding any student found to have cheated or plagiarized a test, project or other school assignment: Detention, and in-school suspension. This disposition may also include requiring the student to properly complete the previous assignment where there was cheating/plagiarism.

Consequence: ELEMENTARY PK-5

- The student will receive a reduction in credit, or no credit, for any test, project or other school assignment for which the student was found to have cheated or plagiarized. The amount of credit received by the student in this situation will be determined by the teacher, with approval from the principal. Additionally, at the discretion of the Principal, and upon notification of the parent(s), the following consequences may be added to the disposition regarding any student found to have cheated or plagiarized a test, project or other school assignment: Detention, and in-school suspension. This disposition may also include requiring the student to properly complete the previous assignment where there was cheating/plagiarism.

Leaving Class Without Permission (48 Board Violation)

Skipping class or required school activities including detention, and being in unauthorized areas as defined by school officials.

Consequence: SECONDARY 6-12

- Discretion of the Principal.
- 1st offense - In-school suspension of up to 3 days.
- 2nd offense - In-school suspension of up to 5 days
- 3rd and subsequent offense - Corporal punishment, in-school suspension of up to 10 days, short term suspension, long term suspension, and/or possible recommendation to Crossroads Academy.

• Consequence: ELEMENTARY PK-5

- Discretion of the Principal.

Leaving School Without Permission (49 Board Violation)

Skipping class or required school activities including detention including being in unauthorized areas as defined by school officials.

Consequence: SECONDARY 6-12

- Discretion of the Principal.
- 1st offense- In-school suspension of up to 3 days.
- 2nd offense- In-school suspension of up to 5 days
- 3rd and subsequent offense – Corporal punishment, in-school suspension of up to 10 days, short term suspension, long term suspension, and/or possible recommendation to Crossroads Academy.

Consequence: ELEMENTARY PK-5

- Discretion of the Principal.

Dress Code Violation (50 Board Violation)

Failure to comply with the Chattooga County School District Dress Code (as outlined on pages 21 and 22)

Consequence: SECONDARY 6-12

- Discretion of the Principal. Circumstances will determine which one or more of the following alternatives will be considered: Parent notification, counseling with student and/or parents to include opportunity to correct dress, refusal to comply with the dress code, repeated offenses, or violations of a severe nature may result in a higher degree of discipline as outlined in the disciplinary code under such offenses as “Disrupting Class”, “Inappropriate Behavior”, “Misbehavior”, and “Not Following

Directions”.

Consequence: ELEMENTARY PK-5

- Discretion of the Principal.

Not Following Directions (52 Board Violation)
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Refusal to follow the instructions of school employees (e.g., refusing to leave an area, refusing to stop aggressive behavior, refusing to stop disruptive behavior, etc.).

Consequence: SECONDARY 6-12

- Discretion of the Principal. Penalty may result in corporal punishment, detention, short term suspension, long term suspension, expulsion, and/or recommendation for assignment to Crossroads Academy.

Consequence: ELEMENTARY PK-5

- Discretion of the Principal. Penalty may result in corporal punishment, detention, short term suspension and long term suspension.

Disrespect to Teachers (54 Board Violation)
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Discourteous or inappropriate language and/or behavior or gestures directed to school employees

Consequence: SECONDARY 6-12

- Discretion of the Principal. Penalty may result in corporal punishment, short term suspension, long term suspension, expulsion, and/or recommendation for assignment to Crossroads Academy.

Consequence: ELEMENTARY PK-5

- Discretion of the Principal. Penalty may result in corporal punishment, detention, short term suspension and long term suspension. .

Pagers and Cell Phones (58 Board Violation)
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Possession of cellular phones, pagers, walkie-talkies, electronic devices, etc. during regular school hours except those approved by the school administration or those kept in cars is prohibited.

Consequence: SECONDARY 6-12

- Discretion of the Principal.
- First offense: Device is confiscated and returned to parent/guardian after 5 school days.
- Second offense: Device is confiscated and returned to parent/guardian at end of semester. In school suspension of up to 3 days may be imposed.
- Third offense: Device is confiscated and returned to parent/guardian at end of school year in school suspension of up to 5 days may be imposed.
- Subsequent violations: Student will be disciplined according to “Not Following Directions”.

Consequence: ELEMENTARY PK-5

- Discretion of the Principal.

Profanity/Obscene Gestures (60 Board Violation)
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This offense includes, but is not limited to, profane, vulgar, obscene words or gestures; racial/ethnic slurs; and/or spitting on another student.

Consequence: SECONDARY 6-12

- Disposition at the discretion of the Principal. Violations may result in corporal punishment, short term suspension, long term suspension, expulsion and/or assignment to Crossroads Academy.
- Depending on severity, may be reported to the superintendent, the police, the district attorney, and parent/guardian.

Consequence: ELEMENTARY PK-5

- Discretion of the Principal. Penalty may result in corporal punishment, detention, and short term or long term suspension.
- Depending on severity, may be reported to the superintendent, the police, the district attorney, and parent/guardian.

No Parking Permit (62 Board Violation)

Parking on school property without a permit, or reckless or careless operation of a vehicle on or near school property or near a school bus, etc, is prohibited.

Consequence: SECONDARY 6-12

- Penalty may include revocation of parking permit, towing vehicle off campus at student's expense, detention, or short-term suspension. For reckless driving on school property or in a school zone and/or for repeated parking or driving incidents, the student may be subject to short term suspension, long term suspension, expulsion, and/or be referred to the Disciplinary Tribunal, and/or be referred to Crossroads Academy.

Threatening Student/Staff (63 Board Violation)

Verbal threatening, bullying, stalking, and/or intimidating school employees, other students, or persons attending school-related functions without actual physical contact is prohibited. Threatening is specifically defined as any willful attempt or threat to inflict injury on another person when accompanied by an apparent ability to do so; or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

Consequence: SECONDARY 6-12

- Discretion of the Principal. Violations may result in corporal punishment, short term suspension, long term suspension, expulsion and/or assignment to Crossroads Academy.
- Depending on severity, may be reported to the superintendent, the police, the district attorney, and parent/guardian.

Consequence: ELEMENTARY PK-5

- Discretion of the Principal. Penalty may result in corporal punishment, detention, and short term or long term suspension.
- Depending on severity, may be reported to the superintendent, the police, the district attorney, and parent/guardian.

Misconduct on Bus (68 Board Violation)

Repeated bus violations resulting in cumulative referrals.

Consequence: SECONDARY 6-12

- 1st Referral – Discuss or assign appropriate discipline.
- 2nd Referral – Five (5) days bus suspension and parents must attend bus intervention program before the student can ride the bus again.
- 3rd Referral – Fifteen (15) day bus suspension.
- 4th Referral – Removal from the bus for the remainder of the year.
- Punishment at the discretion of the Principal depending on circumstances of the violation.

Consequence: ELEMENTARY PK-5

- 1st Referral – Discuss or assign appropriate discipline.
- 2nd Referral – Five (5) days bus suspension and parents must attend bus intervention program before the student can ride the bus again.
- 3rd Referral – Fifteen (15) days bus suspension.
- 4th Referral – Removal from the bus for the remainder of the year.
- Punishment at the discretion of the Principal depending on circumstances of the violation.

Harassment/Bullying (69 Board Violation)

Any will attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or any intentional display of force such as that which would give the victim reason to fear or expect immediate bodily harm.

A student shall not harass another person through unwelcome conduct or communication of a sexual nature. This applies to:

- a) on the school grounds at any time;
- b) off the school grounds at a school activity, function, or event; or
- c) en route to and from school or school-sponsored activity.

Prohibited acts of sexual harassment include verbal harassment such as sexual jokes or comments about an individual or his/her physical characteristics; physical harassment such as unwanted touching; visual harassment such as the display of sexually suggestive objects or pictures; or requests or demands for sexual involvement, accompanied by implied or explicit threats.

No employee or student shall harass any person through racially disparaging conduct or communication based upon the person's race

or ethnic origin. Racial harassment includes:

- Oral statements, written statements, gestures, use of slurs, or any other form of communication or conduct that stands for or implies any sort of intimidating, derogatory, demeaning, or prejudicial message towards an individual or group based upon their race or ethnic origin.
- Any type of conduct or activity exhibited by an individual or a group that is rooted in racial prejudice that conveys an intimidating, derogatory, demeaning, or prejudicial message towards an individual or a group based upon their race or ethnic origin.
- Wearing or possessing items depicting or implying any type of intimidating, derogatory, demeaning or prejudicial message towards another group or individual based upon their race or ethnic origin.

Consequence: SECONDARY 6-12

- Bullying violations shall result in short term suspension, long term suspension, assignment to Crossroads Academy and/or expulsion. A student who has committed the offense of bullying for the third time in a school year shall be assigned to Crossroads Academy.
- Threatening or bullying Tribunal witnesses may result in expulsion. Otherwise, discipline is at the discretion of the Principal. Punishment may range from a reprimand to long-term suspension.

Consequence: ELEMENTARY PK-5

- Bullying violations shall result in short term suspension or long term suspension.
- Threatening or bullying Tribunal witnesses may result in expulsion. Otherwise, discipline is at the discretion of the Principal. Punishment may range from a reprimand to long-term suspension.

Physical Aggression (71 Board Violation)

The intentional, physical contact of an insulting or provoking nature with another person.

Consequence: SECONDARY 6-12

- At the discretion of the Principal, students may be subject to short term suspension, long term suspension, expulsion and/or assignment to Crossroads Academy.

Consequence: ELEMENTARY PK-5

- At the discretion of the principal, the penalty may range from detention to long term suspension. Referral to the Disciplinary Hearing Officer for the purpose of a determination of the facts and intent.

Other Non-Serious (73 Board Violation)

Other offences not heretofore covered in this rule.

Consequence: SECONDARY 6-12

- Disposition at the discretion of the principal. Penalty may range from detention to short term or long term suspension. If suspension is considered, the Superintendent or designee shall be consulted to determine and recommend disposition.
- Depending on the nature of offense and/or severity, may be reported to the Superintendent, the police, the district attorney, and parent/guardian.

Consequence: ELEMENTARY PK-5

- Discretion of the Principal. Penalty may range from detention to short term or long term suspension. If suspension is considered, the Superintendent or designee shall be consulted to determine and recommend disposition.
- Depending on the nature of the offense and/or severity, may be reported to the Superintendent, the police, the district attorney, and parent/guardian, and/or may be referred to a Disciplinary Tribunal.

Falsifying Information (74 Board Violation)
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Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of all alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.

Violations Reported to Georgia Department of Education

In conjunction with the Federal No Child Left Behind (NCLB) legislation, the Georgia Department of Education has identified the following criminal offenses as ones that are to be reported annually to the State by local school districts upon determination the offense occurred during the violation of a school rule: (a) aggravated battery to employee; (b) aggravated battery to student; (c) aggravated child molestation; (d) aggravated sexual battery; (e) aggravated sodomy; (f) armed robbery; (g) first degree arson; (h) kidnapping; (i) murder; (j) rape; or, (k) voluntary manslaughter.

In conjunction with the school's Principal and the Office of School Operations, students individually victimized by any such documented incident may seek a school transfer under USCO provisions.

(01 State Code)

ALCOHOL/DRUG/TOBACCO INFRACTIONS

- Any use of alcohol and illicit drugs is illegal and harmful.
- Medications at school must be handled in compliance with school guidelines. Forms acknowledging possession of asthma inhalers, epipens, insulin, etc. are available from your school.

A POSSESSION OR TRANSFER OF DRUG-RELATED OR TOBACCO-RELATED ITEMS

Possession of drug or smoking paraphernalia.

Consequence: Punishment will be at the discretion of the principal, depending upon the nature and circumstances of the violation. The principal may recommend suspension of one to nine school days or may recommend long-term assignment to alternative school and/or expulsion. If the offense occurs on a bus or at a bus stop, in addition to the school disposition, the student may be suspended from bus transportation.

(02 State Code)

ARSON

- Damage or destruction of public property by means of fire or explosion.

Consequence: Immediate suspension for 1-9 school days Tribunal may be scheduled, with recommendation for long-term assignment to alternative school or expulsion. Restitution to be determined by school district or court having jurisdiction (when applicable). If the offense occurs on a bus or at a bus stop, in addition to the school disposition, student will be suspended from bus transportation.

(03 State Code)

BATTERY

- Any disturbance or act that endangers the well-being of any person.

Consequence: Immediate suspension for 9 school days A tribunal will be scheduled. A recommendation for a permanent expulsion will be made to the disciplinary tribunal. The disciplinary tribunal will conduct a due process hearing, and if the student is found to have committed this infraction, then the disciplinary panel will recommend the following:

Possible Dispositions for ALL Students:

Permanent expulsion.

Permanent expulsion, with an opportunity to attend an alternate educational site for the period of the expulsion.

Additional Possible Dispositions for Students K-8:

Expulsion, with the opportunity to attend an alternate educational site until completing grade 8, followed by an opportunity to re-enroll in the regular public schools for grades 9-12.

Expulsion, with no opportunity to attend an alternative educational site, followed by the opportunity to re-enroll in the regular public schools for grades 9-12.

Additional Possible Dispositions for Students K-6:

Allow the student to re-enroll in the public school system if no alternative educational site is available.

The student will be afforded an automatic review by the School Board. The School Board shall review such cases, and while accounting for the disciplinary panel's recommendation, make a determination relative to the student. This disposition shall be in accordance with the provisions of GA Code § 20-2-751.6, which are contained in the aforementioned menu of possible dispositions to also be considered by the disciplinary panel. If the offense occurs on a bus or at a bus stop, in addition to the school disposition, the student will be suspended or expelled from bus transportation.

(04 State Code)**BURGLARY**

- Unlawfully taking property belonging to another person, the school, or the School District during/after school hours. For the purposes of distinction, this code should be used when the value of this item or items stolen exceeds \$25.00 (with the value of item determined by Principal).

Consequence: The punishment will be at the discretion of the principal depending on the circumstances of the violation. The principal may suspend a total of nine school days or may recommend long-term assignment to alternative school or expulsion. Restitution may be required.

(05 State Code)**COMPUTER TRESPASS**

- Attempts or threats to tamper with technological hardware, software, cabling, and associated equipment.

Consequence: Punishment at the discretion of the principal depending on circumstances of the violation. Suspension for 1-9 school days, expulsion or long-term assignment to alternative school. Restitution may be required.

(06 State Code)**DISORDERLY CONDUCT**

- Disturbances that include any act on school property or at a school activity that causes disruption and/or threatens the safety of any other student.

Consequence: Punishment will be at the discretion of the principal. Circumstances will determine which one or more of the following alternatives will be considered: (a) Counseling with student, parents, and teachers, (b) In-school suspension, (c) After school detention, and (d) Removal from class for a period of time, (e) alternative school or suspension from school for one to nine school days.

Recommendation for expulsion/long-term assignment to alternative school if disturbances continue. If offense occurs on a bus or at a bus stop, in addition to the school disposition, the student may be suspended from bus transportation.

(07 State Code)**DRUGS, EXCEPT ALCOHOL**

- Any use of alcohol and illicit drugs is illegal and harmful.
- Medications at school must be handled in compliance with school guidelines. Forms acknowledging possession of asthma inhalers, epipens, insulin, etc. are available from your school.
- Possession of drug or smoking paraphernalia.

Consequence: Offenses: First Offense: 9 days suspension. Recommendation for long-term assignment to alternative school and/or expulsion will be at the discretion of the principal. Second Offense: Immediate external suspension for 9 school days; recommendation of long-term assignment to alternative school or expulsion.

If the offense occurs on a bus or at a bus stop, in addition to the school disposition, the student will be suspended from bus transportation.

(08 State Code)

FIGHTING

- The intentional, physical contact of an insulting or provoking nature with another person.

Consequence: Punishment at the discretion of the principal depending on circumstances. Circumstances will determine which one or more of the following alternatives will be used: Counseling/Peer mediation, In-school suspension, External suspension or alternative school of 1 to 9 school days, Recommendations for long-term assignment to alternative school or expulsion at the discretion of the principal for repeated violation or if the safety of others is seriously affected

If the offense occurs on a bus, in addition to the school disposition, the student will be suspended from bus transportation. The principal or designee shall also convene a parent/guardian conference in which a behavior contract is entered into by and between the school district, the student and the parents or guardian. Such behavior contract may specifically specify, among other things, prohibited behavior, seating assignment, or such other limitations or prohibitions as the principal or designee deems appropriate.

(09 State Code)

HOMICIDE

- (1) A person commits the offense of murder when he unlawfully and with malice aforethought, either express or implied, causes the death of another human being.
 - (2) Express malice is that deliberate intention unlawfully to take the life of another human being which is manifested by external circumstances capable of proof.
 - (3) Malice shall be implied where no considerable provocation appears and where all the circumstances of the killing show an abandoned and malignant heart.
- A person also commits the offense of murder when, in the commission of a felony, he causes the death of another human being irrespective of malice.

Consequence: Expulsion, Reported to proper authorities.

(10 State Code)

Kidnapping

- A person commits the offense of kidnapping when he abducts or steals away any person without lawful authority or warrant and holds such person against his will.
- (Georgia Code Section 16-5-1)

Consequence: Immediate suspension for 1-9 school days
Tribunal will be scheduled (Tribunal Waiver may replace tribunal)
Reported to proper authorities.

(11 State Code)

Larceny/theft

- Unlawfully taking property belonging to another person, the school, or the School District during/after school hours. For the purposes of distinction, this code should be used when the value of this item or items stolen exceeds \$25.00 (with the value of item determined by Principal).

Consequence: The punishment will be at the discretion of the principal depending on the circumstances of the violation. The principal may suspend a total of nine school days or may recommend long-term assignment to alternative school or expulsion. Restitution may be required.
If the offense occurs on a bus, in addition to the school disposition, the student will be suspended from bus transportation

(12 State Code)

Motor vehicle theft

- Theft or attempted theft of a motor vehicle. Code includes theft of car, truck, motorcycle, dune buggy, RV, or anything that is self-propelled.

Consequence: Immediate suspension for 1-9 school days
Tribunal will be scheduled (Tribunal Waiver may replace tribunal)
Reported to proper authorities.

(13 State Code)

Robbery

- A person commits the offense of robbery when, with intent to commit theft, he or she takes property of another from the person the immediate presence of another by use of an offensive weapon, or any replica, article, or device having the appearance of such weapon. The offense of robbery by intimidation shall be a lesser included offense in the offense of armed robbery.

Consequence: Immediate suspension for 1-9 school days
Tribunal will be scheduled (Tribunal Waiver may replace tribunal)
If the offense occurs on a bus, in addition to the school disposition, student will be suspended or expelled from bus transportation
Reported to proper authorities.

(14 State Code)

Sexual Battery

- The intentional, inappropriate exposure of/to another or inappropriate bodily contact of a sexual nature.

Consequence: Suspension of 1 to 9 school days will be at the discretion of the principal. A recommendation for expulsion/long-term assignment to alternative school at the discretion of the principal.

If the offense occurs on a bus, in addition to the school disposition, the student may be suspended from bus transportation.

(15 State Code)

Sexual Harassment

- Sexual harassment is generally defined as unwelcome sexual advance, request for favors or other verbal and/or visual contact of a sexually-directed nature including, but not limited to reference to body parts, reputations, gestures, or acts, sexually oriented jokes, innuendoes, or obscenities, displaying of sexually suggestive objects, pictures, cartoons or posters, sexually suggestive letters, notes or invitation. Any student alleging a complaint of sexual harassment should take immediate steps to inform an employee of the Cherokee County School District responsible for student supervision.
- Upon receiving the complaint, the responsible employee will provide/assist the student with an "Allegation of Student Sexual Harassment" form and immediately notify the principal/work location administrator. This form will be completed by the student, and an appropriate inquiry on the local level by the principal or his/her designee will occur.
- If in the initial inquiry by the principal or designee, supporting information is found that would merit a more thorough investigation, all information will then be transmitted to the Chief of School Police.

Consequence: Punishment at the discretion of the principal, depending on the circumstances. Circumstances will determine which one or more of the following alternatives will be used: Counseling; In-school suspension; suspension of one to nine school days; or Recommendations for long-term assignment to alternative school or expulsion at the discretion of the principal for repeated violation or if the safety of others is seriously affected.
If the offense occurs on a bus, in addition to the school disposition, the student may be suspended from bus transportation

(16 State Code)

Sex offenses

- Sexual intercourse, sexual contact, or other unlawful behavior or content intended to result in sexual gratification without force or threat of force, and where the victim is capable of giving consent. This offense can include inappropriate exposure and obscenity, and entering or downloading pornographic content on to school computers.

Consequence: Punishment will be at the discretion of the principal. Circumstances will determine which one or more of the following alternatives will be considered: Counseling with student; Notification of parents; Suspension from school for one to nine school days; Recommendation for expulsion/long-term assignment to alternative school at the discretion of the principal. If the offense occurs on a bus, in addition to the school disposition, the student may be suspended from bus transportation

(17 State Code)

Threat/Intimidation

- Unlawfully placing another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack.

Consequence: Immediate suspension for 1-9 school days. Tribunal will be scheduled (Tribunal Waiver may replace tribunal) If the offense occurs on a bus, in addition to the school disposition, the student will be suspended from bus transportation.

(18 State Code)

Tobacco

- Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to or from school.

Consequence:

Offenses: First offense: 3 days of suspension or other appropriate punishment at the discretion of the principal.

Second Offense: 5 school days of suspension or other appropriate punishment at the discretion of the principal.

Third Offense: 9 school days of suspension or other appropriate punishment at the discretion of the principal.

If the offense occurs on a bus, in addition to the school disposition, the student may be suspended from bus transportation

(19 State Code)

Trespassing

- Entering or remaining on a public school campus or School Board facility without authorization or invitation and with no lawful purpose for entry. Includes students under suspension or expulsion, and unauthorized persons who enter or remain on a campus after being directed to leave by the chief administrator or designee.

Consequence: Punishment at the discretion of the principal depending on circumstances of the violation. Suspension for 1-9 school days, expulsion or long-term assignment to alternative school. Restitution may be required.

(20 State Code)

Vandalism

- Acts of vandalism of public or private property during/after school hours to include but not limited to damage or destruction of property, defacing or writing on property, littering, or disordering property, any deliberate alterations without permission.

Consequence: The punishment will be at the discretion of the principal depending on the circumstances of the violation. Circumstances will determine which one or more of the following alternatives will be considered to include, but not limited to: Restitution; Community Service; Loss of privilege (i.e., prom; athletics; student government; parking; graduation ceremony; Detention; Counseling; in-school, out-of- school suspension; Alternative School; Recommendation for expulsion/long-term assignment to alternative school.

If the offense occurs on a bus, in addition to the school disposition, the student may be suspended from bus

(22 State Code)

Weapons – Knife

• Possession of a knife on school property, the bus, the bus stop, or at any school event (e.g., Bowie, Dirk, lock blade, hunting, pen, pocket, switchblade, utility—knives of any size; straight edge razor, double-edge razor, or retractable razor).

Consequence: Immediate suspension for 1-9 school days

Tribunal will be scheduled (Tribunal Waiver may replace tribunal)

If the offense occurs on a bus, in addition to the school disposition, student will be suspended or expelled from

(23 State Code)

Weapons – Other

Possession of a “other” weapon on school property, the school bus, the bus stop or at any school function. A description of “other” weapons includes:

- Any defensive device (e.g., gas repellent, mace, stun-gun, chemical or pepper sprays, slingshot, etc.);
- Any “martial arts” device; or
- Any tool or instrument which school staff could reasonably conclude as being a violation of the intent of this offense section, which, by way of illustration, shall include, but is not limited to, blackjacks, chains, clubs, bats, or other bludgeon-type weapons; metal/brass or any artificial knuckles; night stick/spring stick; rings; pipes, studded/pointed bracelets; ax handles; or, anything designed for and/or capable of inflicting bodily injury. This would also include possession of any medical device or equipment (such as a lancet or hypodermic needle) by a student when there are no Policy provisions allowing students to carry such items with prior approval and/or authorization.

Consequence: Immediate external suspension for nine days.

Tribunal will be scheduled, with recommendation for expulsion for a minimum of one year.

(24 State Code)

Other Discipline Incident

• Any other discipline incident for which a student is administered corporal punishment, in-school or out-of-school suspension, expelled, suspended from riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher’s request

Consequence: Punishment at the discretion of the principal depending on circumstances of the violation. Suspension for 1-9 school days, expulsion or long-term assignment to alternative school.

Restitution may be required.

(25 State Code)

Weapons – Handgun

• Possession of a firearm on school property, the bus, the bus stop or at any school function (a firearm shall include, but is not limited to, a rifle, pistol, or shotgun without regard to whether the weapon is loaded or unloaded or is presently capable of firing).

Consequence: Immediate external suspension for nine days.

Tribunal will be scheduled, with recommendation for expulsion for a minimum of one year.

(26 State code)

Weapons – Rifle

•Possession of a firearm on school property, the bus, the bus stop or at any school function (a firearm shall include, but is not limited to, a rifle, pistol, or shotgun without regard to whether the weapon is loaded or unloaded or is presently capable of firing).

Consequence: Immediate external suspension for nine days.

Tribunal will be scheduled, with recommendation for expulsion for a minimum of one year.

(27 State Code)

Serious Bodily Injury

•Committing a violent injury to a school district employee\student.

Consequence: Immediate external suspension for nine days.

Tribunal will be scheduled, with recommendation for expulsion for a minimum of one year.