

The Chattooga County  
Student/Parent  
Handbook  
And  
Discipline Code  
2017-2018



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## Chattooga County Schools 2017-2018 School Calendar

- July 31-August 2, 2017: Pre-Planning
- August 3, 2017: First Day for Students
- September 25, 2017: Teacher Workday
- October 2-6, 2017: Fall Break
- November 20-24, 2017: Thanksgiving Holidays
- December 11, 2017: Teacher Work Day
- December 18- January 1, 2018: Christmas Holidays
- January 2, 2018: Students Return
- February 12-16, 2018: Holiday/Bad Weather Make-up Days
- March 12, 2018: Teacher Work Day
- April 2-6, 2018: Spring Break
- June 1, 2018: Last Day for Students
- June 4-5, 2018: Post Planning

### Mid-Term Reports/Report Card Dates

- September 1, 2017: Mid-Term Reports
- August 3, 2017-September 29, 2017: 1<sup>st</sup> Nine Weeks (34 days)
- October 13, 2017: Report Cards
- November 10, 2017: Mid-Term Reports
- October 10-December 15, 2017: 2<sup>ND</sup> Nine Weeks (36 days)
- January 5, 2018: Report Cards
- February 2, 2018: Mid-Term Reports
- January 2-March 16, 2018: 3<sup>rd</sup> Nine Weeks (40 days)
- March 23, 2018: Report Cards
- April 27, 2018: Mid-Term Reports
- March 20-June 1, 2018: 4<sup>th</sup> Nine Weeks (40 days)
- June 1, 2018: Report Cards



## Chattooga County Schools 2017-2018 Test Calendar

- August 7-25, 2017: EOC Mid-Month
- September 5, 2017- March 23, 2018: 2017 GAA (Main)
- September 11-22, 2017: EOC Mid-Month
- October 10-20, 2017: EOC Mid-Month
- October 11, 2017: PSAT Administration
- November 6-17, 2017: EOC Mid-month online
- January 16-26, 2018: EOC Mid-month online
- January 16-March 2, 2018: ACCESS/ELLs
- February 12-23, 2018: EOC Mid-month online
- March 12-23, 2018: EOC Mid-month online
- May 8-18, 2018: GA Milestones **EOG Main Admin**
- May 10, 2018: AP Testing: Environmental Science
- May 11, 2018: GKIDS Due
- June 4-5, 2018: GA Milestone **EOG Summer Re-test**
- TBD: GA Milestone **EOG Summer Re-test**

### SAT

- Saturday, August 26, 2017
- Saturday, October 7, 2017
- Saturday, November 4, 2017
- Saturday, December 2, 2017
- Saturday, March 10, 2018
- Saturday, May 5, 2018
- Saturday, June 2, 2018

### ACT

- Saturday, September 9, 2017
- Saturday, October 28, 2017
- Saturday, December 9, 2017
- Saturday, February 10, 2018
- Saturday, April 14, 2018
- Saturday, June 9, 2018
- Saturday, July 14, 2018

## Chattooga County Board of Education

The 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 number is (706) 857-3440. The policies and procedures of the Chattooga County District and other important information may be found on our web site, [www.chattooga.k12.ga.us](http://www.chattooga.k12.ga.us).

### School Board Meetings

The Board of Education will meet on the 3<sup>rd</sup> Thursday of each month. The work session will be held at 6:00 p.m. and the regular board meeting will be held at 7:00 p.m. The meeting will be held at the Chattooga County Education Center, located at 206 Penn St., Summerville, GA 30747. All meetings of the Board of Education are open to the public.

### School Board Members

Mr. Eddie Massey—Chairman of the Board  
[emassey@chattooga.k12.ga.us](mailto:emassey@chattooga.k12.ga.us)

Mr. John Turner—Member  
[jturner@chattooga.k12.ga.us](mailto:jturner@chattooga.k12.ga.us)

Mr. John Agnew—Member  
[jagnew@chattooga.k12.ga.us](mailto:jagnew@chattooga.k12.ga.us)

Ms. Alma Lewis—Member  
[alewis@chattooga.k12.ga.us](mailto:alewis@chattooga.k12.ga.us)

Mr. Larry Weesner—Vice Chairman of the Board  
[lweesner@chattooga.k12.ga.us](mailto:lweesner@chattooga.k12.ga.us)



## Chattooga County Schools—Contact Information

**Chattooga Academy**—989 Highway 114, Summerville, GA 30747, Telephone: (706) 857-2402, FAX: (706) 857-7790  
Principal: Barry Peppers

**Chattooga High School**—989 Highway 114, Summerville, GA 30747, Telephone: (706) 857-2402, FAX: (706) 857-7790  
Principal: Jeff Martin  
Assistant Principal: Billy Martin  
Assistant Principal/Curriculum Specialist: Nancy Edwards    Assistant Principal/CTAE Director: Emily Mobbs  
Counselor: Barbara Wallace  
Attendance: Nancy Wright  
Secretary: Amanda Larkins  
Bookkeeper: Wendy Cordle

**Leroy Massey Elem. School**—403 Dot Johnson Dr, Summerville, GA 30747, Phone: (706) 857-6660, FAX: (706) 857-5898  
Principal: Brian Beasley,  
Assistant Principal: Anna Nichols  
Secretary: Melissa Hughes & Penny Lambert  
Assistant Principal: Peggy Hicks  
Counselor: Beth Dunn  
Bookkeeper: Misty Burdick

**Lyerly Elementary School**—150 Oakhill Road, Lyerly, GA 30730, Telephone: (706) 895-3323, FAX: (706) 895-2848  
Principal: Charles Cooper  
Secretary: Jane Hawkins  
Counselor: Courtney Driskell  
Bookkeeper: Samantha Stephens

**Menlo Elementary School**—2430 Highway 337, Menlo, GA 30731, Telephone: (706) 862-2323, FAX: (706) 862-2360  
Principal: Mark Pickle  
Secretary: Aleshia Crowe  
Counselor: Courtney Driskell  
Bookkeeper: Cherri Elliott

**Special Ed Department**—206 Penn Street, Summerville, Georgia 30747, Telephone: (706) 822-9902, FAX: (706) 822-9906  
Director: Beth Hall  
School Psychologist: Debbie Garrett  
Secretary: Susan Henshaw  
Secretary: Amy Price

**Summerville Middle School**—200 Middle School Rd, Summerville, GA 30747, Phone: (706) 857-2444, FAX: (706) 857-7769  
Principal: Kevin Muskett,  
Counselor: Katherine Harris  
Bookkeeper: Lisa Pledger  
Assistant Principal: Leann Lowry  
Secretary: Brittney Sanford

**Summerville Pre-K**—206 Penn Street, Summerville, GA 30747, Telephone: (706) 857-3490, FAX: (706) 857-5873  
Pre-K Director: Judy Money

**Transportation Department**—203 Penn Street, Summerville, GA 30747, Telephone: (706) 857-3258  
Transportation Director: Mike Jarrett

**Technology Department**—286 Maple Drive, Summerville, Georgia 30747, Telephone: (706) 857-5323  
Director: Patrick Clifton  
Tech: Mike Brown  
Enrollment/Student Record Facilitator: Beverly Bishop & Jannie Burrage  
Network Administrator: Jimmy Benefield



## **Chattooga County Schools: Mission Statement**

Enable all students to become productive, contributing citizens who can communicate effectively, gather and use information, make responsible decision, utilize technology, and adapt to the challenges of the future.

## **Chattooga County Schools: Vision Statement**

Prepare students for success through a rigorous education with high academic standards in schools where students want to learn, parents want their children to attend, and teachers want to teach.

## **Chattooga County Schools: Motto**

**Expect Success**

## **Chattooga County Schools: Beliefs**

1. Our students, personnel, and parents deserve a safe, inviting, non-threatening learning environment where they are treated with dignity and respect within an environment that promotes student learning.
2. Teachers, administrators, parents, the community, and students share the responsibility for academic success.
3. Students learn best when they are actively engaged in the learning process.
4. The commitment to continuous improvement is imperative if our schools are going to enable students to become confident, self-directed, life-long learners.
5. Student achievement should be the primary focus of all decisions impacting the work of the school.

## School Hours

<i>School Name</i>	<i>Start Time</i>	<i>End Time</i>
Leroy Massey Elem.	7:40 a.m.	3:45 p.m.
Menlo Elem.	7:40 a.m.	3:45 p.m.
Lyerly Elem.	7:40 a.m.	3:45 p.m.
Summerville Middle	7:40 a.m.	3:45 p.m.
Chattooga High	7:40 a.m.	3:45 p.m.
Chattooga Academy	7:40 a.m.	3:45 p.m.

## Weapons Prohibited

In keeping with Chattooga County School System’s 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 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.

### ***Georgia Law O.C.G.A. 16-11-127.1***

***“Weapon” means and include any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made of metal, thermoplastic, wood, or other similar material; blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser.***

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 TV stations (ABC, CBS, NBC, and FOX) as well as the following radio stations: 1180 AM Radio, South 107 FM, and 95.7 FM. Additionally, school closings will be posted on the school district’s web site, at [www.chattooga.k12.ga.us](http://www.chattooga.k12.ga.us). Chattooga County School District also has an automated calling system that the district uses to notify parents/guardians of student attendance, announcement of school events,

inclement weather, school closing, and emergency notifications. Parents/guardians can sign up for this service to be notified by this system at your student's school. Parents are responsible for making sure the school has correct contact information.

**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 a decision on when to release students.

## **School Websites**

Each school within the Chattooga County School District has an individual school website. 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 websites can be accessed through the district's website at [www.chattooga.k12.ga.us](http://www.chattooga.k12.ga.us).

See the Chattooga County Internet Acceptable Use Policy on pages 14-15.

### **PLAN TO INFORM**

#### **Notification**

#### **Constant on School and System Web Sites**

The School District must provide notification and information about the AMP-Asbestos Management Plan and any asbestos-related activities. Under 40 CFR § 763.93(g)(4), at least once each school year, the LEA must notify in writing parent, teacher, and employee organizations of the availability of the AMP and must include in the AMP, a description of the steps taken to notify such organizations, and a dated copy of the notification. In the absence of any such organizations for parents, teachers, or employees, the LEA must provide written notice to that relevant group of the availability of the AMP and must include in the AMP a description of the steps taken to notify such groups, and a dated copy of the notification.

Under 40 CFR §763.93(e)(10), the AMP must include a description of the steps taken to inform workers and building occupants, or their legal guardians, about inspections, re-inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress. Under 40 CFR §763.84(c), the LEA must inform them about these activities at least once each school year. The Digital Tech World has changed considerably; therefore, a constant Notification appears on the School System and Local School Web Site.

A statement should be placed in Student Handbooks indicating that the Management Plan covering Asbestos Information is available in the School or Central Office-Board of Education of the School System. Also, a notice should be placed on a bulletin board or such in the Staff Work Room area of the Local School and System Site.

**Chattooga County School District**  
**AHERA “Annual Notification”**  
**Available on School System and School Web Sites**

On October 22, 1986, Congress promulgated the Asbestos Hazard Emergency Response Act (AHERA), Public Law 99-519. AHERA mandated that EPA develop regulations to respond to asbestos in schools.

On October 30, 1987, EPA promulgated the Asbestos-Containing Materials in Schools Rule (hereinafter referred to as the AHERA Rule), 40 CFR Part 763, Subpart E. This rule requires that all of the nation’s nonprofit elementary and secondary schools, both public and private, identify and inspect their school buildings for both friable and non-friable asbestos-containing building materials (ACBM) and develop a plan to properly and safely manage any discovered asbestos material for each building.

This Document and Notice offers “Annual Notification” that the Chattooga County School System seeks to update the (AHERA) Asbestos Management Plan in a timely manner as required by the Environmental Protection Agency under Federal Law, 40 CFR 763, Subpart E, and in doing so will meet this notification requirement plus other aspects of the AHERA Program.

The Management Plan for each school site and buildings are available for review in the main office of each school as well as the Chattooga County Board of Education and School System Central Office.

The Management Plan includes at least the following for each building: building diagrams, re-inspection and assessment documents, individual building room schedules, asbestos location drawings, periodic surveillance updates, maintenance plan guidelines, awareness training, testing results; plus response and removal activities.

The Chattooga County Schools Local AHERA Designated Contact person is Mr. John Worsham, Director and Supervisor of Facilities and Maintenance. He may be contacted for further information if needed at the Chattooga County Board of Education Central Office at the Following numbers: Office: 706-857-3447 or Mobile: 706-346-6949.

## **Chattooga County Schools: Internet Acceptable Use, Board Policy**

It is the belief of the Chattooga County Board of Education that the use of telecommunications, including the Internet, in instructional programs is an educational strategy that facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system. Thus, it is the intention of the Chattooga County Board of Education that all technology resources will be used in accordance with any and all school system policies and procedures, as well as local, state and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of the Chattooga County Board of Education will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies. Internet access and electronic mail is a privilege, not a right. All users are expected to act in a responsible manner. All contents and usage of electronic mail shall be the property of the Chattooga County Board of Education. To maintain system integrity and to insure that the system is being used responsibly, the System-wide Technology Staff reserves the right to review files and network communications.

### **Internet - Terms and Conditions**

**Acceptable Use** - The purpose of providing Internet access to employees and students of the Chattooga County School System is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of Internet Access must be in support of education and research and consistent with the educational objectives of our System. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening, pornographic, obscene material or material protected by trade secret.

**Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

**Network Etiquette** - Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

Be polite. Do not be abusive in your messages to others.

Use appropriate language.

Do not reveal your personal home address, e-mail or password or the phone numbers and addresses of students or colleagues.

Note that electronic mail (e-mail) is not guaranteed to be private. Electronic mail should not be used for business, profit or excessive personal correspondence.

Do not use the network in such a way that would disrupt the use of the network by other users.

**Security** - Security on any computer system is a high priority, especially when the system involves many users. Protect your password and personal information.

Vandalism - Vandalism will result in cancellation of privileges, as well as the possibility of other disciplinary or legal action.

Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, our access provider or other networks that are or may be used by our provider. This includes, but is not limited to, the uploading or creation of computer viruses.

»All Internet access users, including students and employees, must sign an Internet Use Agreement. Student user's Internet Use Agreements must also be signed by a parent or guardian.

The smooth operation of the network relies upon the proper conduct of the end users. Failure to abide by Board policy and administrative regulations governing use of the district's system may result in the suspension and/or revocation of system access. Additionally, student violations may result in discipline up to and including suspension or expulsion. Staff violations may also result in discipline up to and including dismissal.

## **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 Times**

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 close circuit TV 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, Phones/Cameras/Recorders & other electronic devices**

Possession of cellular phones, walkie-talkies, electronic devices, etc., during regular school hours **except those approved by the school administration** or those kept in cars, is prohibited. In addition, the principal may authorize the use of phones, MP3 players, and other electrical devices on the school campus when they deem it to be beneficial to the school learning environment. (Example: lunchroom, classroom, stadium, etc.)

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.)

## **Social Media**

Inappropriate use of communication technologies, including, but not limited to email, cell phones, texting, still photograph, or video messages, instant messaging, offensive personal websites, social networking sites, to support deliberate and hostile behavior intended to frighten, harm, or embarrass students and/or staff on campus or off campus, (ex: Facebook, Vine, Twitter, Instagram, etc.) is prohibited.

If such actions are disruptive to the school, the following actions will be taken:

Consequence: SECONDARY (6-12) Grades

- Discretion of the principal
- First offense: device is confiscated and returned to parent/guardian
- Second offense: device is confiscated and returned to parent/guardian, plus in school suspension of up to 3 days may be imposed.
- Third offense: device is confiscated and returned to parent/guardian, plus 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) Grades

- Discretion of the principal

## **Alcohol/Drug Abuse**

The Chattooga County Board of Education recognizes 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.



## Child Abuse or Neglect

The Chattooga County Board of Education, in recognition of the fact that abused and neglected children are less able to attend school regularly and to perform to their maximum potential, and in recognition of the legal mandate which requires Georgia educators to report suspected child abuse and neglect to the appropriate authorities, herewith establishes a procedural guideline policy for making suspected child abuse and neglect reports within the local school system.

In the fulfillment of the intent of this policy, local and state personnel shall observe the following guidelines:

- Any child under 18 years of age, where there is reasonable cause to believe that suspected physical injury or injuries inflicted upon said child, other than by accidental means, by a parent or caretaker, or has been neglected or exploited by parent or caretaker, or has been sexually abused, shall be reported to a child welfare agency providing protective services where the child lives and having been designated to Chattooga County Department of Family and Children Services by state law and the Georgia Department of Human Resources.
- All school personnel having reasonable cause to believe suspected child abuse has occurred will report such cases to the School Counselor and/or Administrator. The School Counselor or Administrator will immediately, and no later than 24 hours from the time there is reasonable cause to believe suspected child abuse has occurred, report its findings, to the Chattooga County Department of Family and Children Services.
- The School Social Worker shall be notified by the designated delegate of all referrals of suspected child abuse and neglect.
- Administrators, School Counselors, or certified designee will be the school liaison with the Protective Services staff of Chattooga County Department of Family and Children Services in relation to the child's school adjustment and performance. If the student's case was referred to the Department of Family and Children Services by someone other than authorized school personnel, the investigator must not have access to the student's school record unless the Administrator or School Counselor has been directed to do so by court order, subpoena, or parental permission.
- School system personnel are protected by law and are immune from liability when suspected child abuse is reported in good faith. This reporting is legal under section 99.31(a) and 99.36 of the Family Educational Rights and Privacy Act and does not constitute a violation of it so long as the following factors are taken into account:
  - The seriousness of the threat to the child's health or safety;
  - The need for the information from the child's education records to protect the child's health or safety;
  - Whether the information is being disclosed to persons who are in a position to deal with the emergency; or
  - Whether time is of the essence in dealing with the emergency.

**All school personnel who have contact with students will receive training in the identification and reporting of suspected child abuse and neglect with annual updates in the form of memoranda, directives, or other written information.**

## Complaint Procedure

The Parent Complaint Procedure and Form can be located on the Chattooga County website, [www.chattooga.k12.ga.us](http://www.chattooga.k12.ga.us), or a copy can be obtained at your child's school, or the Chattooga County Board of Education office.

## Notice of Rights of Students and Parents under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504", is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

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

**Beth Hall, 206 Penn St., Summerville, GA 30747, (706)822-9902**, or by email at [bhall@chattooga.k12.ga.us](mailto:bhall@chattooga.k12.ga.us)

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

1. Your child has the right to an appropriate education designed to meet his/her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on nondisabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33
3. Your child has a right to participate in an educational setting (academic and nonacademic) with nondisabled students to the maximum extent appropriate to his/her needs. 34 CFR 104.34
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36
12. You have the right to examine your child's educational records. 34 CFR 104.36
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and

representation by an attorney. 34 CFR 104.36. Chattooga County Schools will contract with Mitch Williams, retired Special Education Director, as the impartial hearing officer on an as needed basis.

14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36

15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36

16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

## **Section 504 Procedural Safeguards**

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

2. Hearing Request: The Request for Hearing must include:

- Name of Student
- Address of the residence of student
- Name of school student is attending
- Decision that is the subject of the hearing
- Requested reasons for review
- Proposed remedy sought by the grievant
- Name and contact information of grievant

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

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

4. Hearing Procedures:

- The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing with 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.

- Upon a showing of good cause by the grievant or school system, the impartial review official, at his/her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- The grievant will have the opportunity to be represented by legal counsel at his/her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he/she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- The grievant will have the burden of proving any claims he/she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its' position/decision regarding the claims (i.e., A recipient shall place a disabled student in the regular education environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 CFR 104.34) One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
- The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- The impartial review official shall determine the weight to be given any evidence based on its' reliability and probative value.
- The hearing shall be closed to the public.
- The issues of the hearing will be limited to those raised in the written or oral Request for Hearing.
- Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, and his/her discretion, may allow further examination of witnesses or ask questions of the witnesses.
- Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
- Unless otherwise required by law. The impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his/her claim.
- Failure of the grievant to appear at a scheduled hearing, unless prior notification of absence was provided and approved by the impartial review official or just cause is shown, shall constitute a waiver of the right to a personal appearance before the impartial review official.

5. Decision: The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

6. Review: If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action, or claim available to them under the law or existing state or federal rules or regulations.

## Student Enrollment Requirements

- Students must reside in Chattooga County with their parent/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, Department of Human Resources Form 3231, Certificate of Eye, Ear and Dental Examination, Department of Human Resources Form 3300
- 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. The school reassignment policy can be found on the Chattooga County Board of Education website, at:

<http://chattooga.schoolfusion.us/modules/cms/pages.phtml?pageid=116486&sessionid=b60f8b642eec8665a0160a099467d7b>

The Annual School Choice Parent Notification Letter may be found here:

<http://chattooga.schoolfusion.us/modules/groups/homepagefiles/cms/479906/File/Open%20Transfers%20For%20Students/FY17%20House%20Bill%20251%20Letter%20to%20Parents.pdf>

The Assignment Request Form can be found at:

<http://chattooga.schoolfusion.us/modules/groups/homepagefiles/cms/479906/File/Open%20Transfers%20For%20Students/FY%2017%20HB%20251%20Transfer%20Request%20Form.pdf?sessionid=b60f8b642eec8665a0160a099467d7b>

## 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 information upon request by appropriate institutions/agencies:

- Student’s name
- Student’s address
- Student’s phone number

## Medication Policy

When 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 this is not always possible. The Chattooga County School System Medication Authorization Form is available at each school and must be completed by each student's parent/guardian before medication is given. A separate form is necessary for each medication request.

All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of each school. All medications must be taken by the student, parent/guardian, to the school office immediately upon arrival to school and must be in the original pharmaceutical containers, clearly labeled with the name of the student, name of medication, appropriate dosage, and time for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the Chattooga County School's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

A student for whom the school has on file supporting medical documentation, may carry at all times with parent/guardian permission: inhalers for asthma, auto-injectable epinephrine for allergic reactions and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct and/or the student/parent handbook.

### **The school is not responsible for supplying medication for students.**

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for the students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers and adverse reactions as a result of self-administration of such medication. The terms of this paragraph may be met through a student's diabetes medical management plan developed and implemented pursuant to state law.

Parents are encouraged to provide duplicate medication and supplies to the school in the event a student is unable to self-administer or fails to bring their medication or equipment to school.

Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Such persons also are authorized to administer levalbuterol sulfate, if available, to a student in perceived respiratory distress, regardless of whether the student has a prescription of levalbuterol sulfate. Any school employee who in good faith administers or choose not to administer such medication to a student in such circumstances shall be immune from civil liability.

Nurses or other school employees are authorized to administer inhalers, if available, to any student who is having an actual or perceived issue with shortness of breath, asthma, or respiratory function regardless of whether the student has a prescription for such inhalers. Any school employee who in good faith administers or chooses not to administer any inhalers to a student in such circumstances shall be immune from civil liability.

All medications must be picked up at the end of the school year; any medications not picked up by the end of the school year will be disposed of.

The disciplinary code prescribes severe consequences for use or possession of medications unless used in compliance with school guidelines. **This includes, but is not limited to, counterfeit (look alike) drugs.**

# Chattooga County Schools

Mr. Jimmy Lenderman, Superintendent  
Mr. Jared Hosmer, Assistant Superintendent  
Mr. Mike Martin, Title I Director  
Ms. Beth Hall, Special Education Director

33 Middle School Road  
Summerville, Georgia 30747  
706-857-3447

Board Members  
Mr. Charles E. Massey, Chairman  
Mr. Larry Weesner, Vice-Chairman  
Ms. Alma Lewis  
Mr. John Turner  
Mr. John Agnew

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## Right to Know Professional Qualifications of Teachers and Paraprofessionals

Date: July 25, 2017

Dear Parents,

In compliance with the requirements of the Every Student Succeeds Act, the Chattooga County School System would like to inform you that you may request information about the professional qualifications of your student's teacher (s) and/or paraprofessional (s). The following information may be requested:

- Whether the student's teacher:
  - Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - Is teachers in the field of discipline of the certification of the teacher
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/or paraprofessional's qualifications, please contact the Chattooga County District Office at 706-857-3447.

Sincerely,

Jared Hosmer  
Assistant Superintendent  
Chattooga County Schools



## Notification of Rights: The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) afford 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 of 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 students believe to be 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/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/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 Ave. 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 Rd., Summerville, GA 30747, or call (706)857-3447.

Notes:

- The Teen and Adult Driving Responsibility Act (40-5-22) requires all Georgia school districts to report students, age 15-17, found in violation of attendance and/or discipline standards established within that code, to the Georgia Department of Driver Safety (DDS).
- 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 a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole, or part, by a program of the U.S. Department of Education
  - 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 for student to opt-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-out his/her child from 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-out their child from 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 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 Ave. S.W., Washington, DC 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 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.

## **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. For purposes of accurate record-keeping and student accountability, all absences must be resolved 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.

### **Tardiness and/or early check-outs:**

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, tardiness 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 tardiness and/or early checkouts 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.***

***NO CHECKOUTS AT ANY SCHOOL PAST 3:00PM***

### **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:**

### **Kindergarten:**

The primary purpose of GKIDS is to provide ongoing diagnostic information about kindergarten students' developing skills in English Language Arts, Math, Science, Social Studies, Personal/Social Development, and Approaches to Learning. GKIDS will also provide a summary of student performance in English Language Arts and Mathematics at the end of the kindergarten school year. GKIDS should serve as one indicator of first grade readiness. GKIDS will serve both a formative and summative role in assessing kindergarten students.

### **Grades 1st- 12th:**

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



## **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**

Honors, advanced placement, and college level courses will receive extra points on the final average for in-house class ranking only according to the scale below:

Honors – 3 points; Advanced Placement – 5 points; Dual Enrollment/ College – 7 points

## **ACADEMIC LETTERS REGULAR DIPLOMA**

CHS students in 10th through 12th grades, who maintain an average of 90 with no final grade below an 88 for the previous school year and no grade below an 88 for the 27 weeks of the current year will receive an honor letter or bar. Freshman who have no grade below an 88 for the 27 weeks of the current year and have an average of 90 will receive an honor letter.

## **STAR STUDENT**

Seniors who wish to be considered for nomination for the Student/Teacher Recognition (STAR) Program should begin preparations early. The STAR student must have the highest SAT score and be in the top 10% of their class academically. 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**

- Honor graduates will be determined by grades beginning with the ninth grade and ending at the end of the 27 weeks in 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 and carry a full academic course load.
- 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.
- Averages will be determined by adding all grades on record and dividing by total number of grades.
- 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.

- 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.
- 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.
- All senior averages will be figured by the counselors and checked by senior sponsors, and the principal.
- 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**

Each spring the Academic Top Ten will be announced in each grade level. Any regular education CHS students carrying a full load will be considered for this honor. For students in grade 9, the calculations are based on an average of all grades from the 27 week grading period of the current school year. The calculations for grades 10-12 will include all transcript grades averaged equally with the 27 week grades from the current school year.

## **Senate Bill 289 and House Bill 175 (Online Learning)**

In July 2012, Senate Bill 289 passed allowing students opportunities to take online courses. This legislation does not require an online course to graduate, but provides an online learning option should your student or you choose this option. In addition, House Bill 175 passed establishing a clearinghouse for stakeholders to find online courses and online course providers in the state of Georgia. If you would like to have further information regarding these bills, please contact your school counselor.

## **EOCT “Test-Out” Option**

As provided for in amendments to State Board of Education Rule 160-5-1-.15 (awarding units of credit and acceptance of transfer credit and/or grades) adopted by the Board in April 2013, the opportunity exists for students to “test-out” of any course for which there is an associated EOCT and earn credit for the course through that process.

## **Test security**

The Chattooga County School System understands the importance of having a high quality student testing program. Each school Test Coordinator provides regular training for school test examiners according to the system procedures and the Georgia Department of Education regulations. At all times when secure testing materials are in use for testing, they are stored in a secured, locked room and only school administrators have keyed access. Your school’s Principal and School Test Coordinator carefully monitor all state testing to ensure procedures are followed. For more information on system test security procedures, and consequences, please contact Mr. Jared Hosmer, Assistant Superintendent at [jhosmer@chattooga.k12.ga.us](mailto:jhosmer@chattooga.k12.ga.us) or call 706-859-3050.

## **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 website, defines promotion, placement and retention for all grades, 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 Milestones Test or alternative assessment instruments in the absence of in reading and/or mathematics and meeting local promotion standards and criteria.

## **Requirements to go to the next grade:**

Chattooga County Schools have developed Non-Negotiables for Kindergarten through fifth grade. The Non-Negotiables are listed below by grade level. This will begin with the 2017-2018 school year to help determine placement, promotion, or retention of students.

### **Kindergarten Non-Negotiables**

*Academic skills students will need to demonstrate mastery by the end of Kindergarten, in order to be prepared for Grade 1:*

#### **English Language Arts/ Reading**

- Recognize all upper and lower case letters of the alphabet
- Write at least 36 upper and lower case letters
- Produce letter sounds for all consonants and long/short for five major vowels (a, e, i, o, u)
- Blend and read C-V-C words (consonant-vowel-consonant)
- Read sight words: Dolch Pre-Primer list and 26 words from the Dolch Primer list (all – out)
- Student must have passed level C benchmark (Fountas & Pinnell/Reading A to Z)
- Write a complete sentence to narrate a single event correctly.

#### **Mathematics**

- Count to 100.
- Recognize and write all numbers 0-20.

- Know shapes: square, circle, triangle, rectangle.
- Add and subtract within 10; fluently within 5.

### **Kindergarten Sight Word List**

#### Pre-Primer Dolch List (40 words)

a	make
and	me
away	my
big	not
blue	one
can	play
come	red
down	run
find	said
for	see
funny	the
go	three
help	to
here	two
I	up
in	we
is	where
it	yellow
jump	you
little	look

#### Primer Dolch List (26 words)

all	did	must
am	do	new
are	eat	no
at	four	now
ate	get	on
be	good	out
black	have	
brown	he	
but	into	
came	like	

### **Grade 1 Non-Negotiables**

*Academic skills students will need to demonstrate mastery by the end of Grade 1, in order to be prepared for Grade 2:*

### **English Language Arts/ Reading**

- Student must be reading at a Lexile Level of at least 190. (Meta-Metrics-GaDOE)
- Fluency: 50-60 words per minute
- Read sight words: Dolch Primer list (please –yes) and 1<sup>st</sup> Grade Dolch Sight Word list.
- Create a simple sentence with organization and cohesion using capital letters and end punctuation
- Use conventional spelling for words with common spelling patterns and spell untaught words phonetically

### **Mathematics**

- Add and subtract within 20; fluently add within 10.
- Read and write numerals to 100 in different forms.
- Count by 2's, 5's, and 10's within 100.
- Tell and write time in hours (analog and digital).
- Distinguish between defining and non-defining attributes of shapes.
- Identify, label and relate fractions (halves and fourths) as equal parts of a whole using pictures and models.

### **Grade 1 Sight Word List**

#### **Primer Dolch List (26 Words)**

please  
pretty

they  
this

will  
with

ran  
ride  
saw  
say  
she  
so  
soon  
that  
there

too  
under  
want  
was  
well  
went  
what  
white  
who

yes

1st Grade Dolch List (41 words)

after  
again  
an  
any  
as  
ask  
by  
could  
every  
fly  
from  
give  
going  
had  
has

her  
him  
his  
how  
just  
know  
let  
live  
may  
of  
old  
once  
open  
over  
put

round  
some  
stop  
take  
thank  
them  
then  
think  
walk  
were  
when

**Grade 2 Non-Negotiables**

*Academic skills students will need to demonstrate mastery by the end of Grade 2, in order to be prepared for Grade 3:*

## **English Language Arts/ Reading**

- Student must be reading at a Lexile level of at least 420. (Meta-Metrics-GaDOE)
- Fluency: 90 – 120 WPM
- Sight Words: Read 46 sight words from the 2nd Grade Dolch Word list
- Read and comprehend literature, stories, and poetry (on grade level)
- Write a paragraph with main idea and supporting details.
- Use correct punctuation and capitalization.

## **Mathematics**

- Add/subtract within 1000; fluently within 100 with regrouping.
- Place value and number sense to 100.
- Tell time to the nearest 5 minutes.
- Read and write numerals to 1000 in different forms.
- Create arrays with up to five rows and five columns (foundation for multiplication).
- Count by 5's, 10's, and 100's within 1000.
- Identify, label and relate fractions (halves, fourths and thirds) as equal parts of a whole using pictures and models.
- Identify three dimensional figures with specified attributes: triangles, quadrilaterals, pentagon, hexagon and cube.
- Measure lengths of an object with different units of measurement.

## **Grade 2 Sight Word List**

### **2nd Grade Dolch List (46 words)**

always  
around  
because  
been  
before  
best  
both  
buy  
call  
cold  
does  
don't  
fast  
first  
five  
found  
gave  
goes  
green  
its  
made  
many  
off

or  
pull  
read  
right  
sing  
sit  
sleep  
tell  
their  
these  
those  
upon  
us  
use  
very  
wash  
which  
why  
wish  
work  
would  
write  
your

### **Grade 3 Non-Negotiables**

*Academic skills students will need to demonstrate mastery by the end of Grade 3, in order to be prepared for Grade 4:*



### **English Language Arts/ Reading**

- Student must be reading at a Lexile level of at least 520. (Meta-Metrics-GaDOE)
- Fluency: 100-140 WPM
- Sight Words: Read 3<sup>rd</sup> Grade Dolch Sight Word list of 41 words.
- Know and understand how to indent a paragraph and use margins
- Produce different types of writing with an introduction, body, and closing, that includes a main idea and supporting details and use of dialogue
- Demonstrate consistently in the writing process the use of correct punctuation and capitalization
- Apply grade level phonics and word analysis skills in decoding unknown words

### **Mathematics**

- Place value to 1000; including decimals to the hundredth place.
- Round and compare numbers to the tens and hundreds.
- Fluently add and subtract with regrouping within 1000.
- Know time within a minute and elapsed time within a minute.
- Compute the perimeter and area of a rectangle using formulas.
- Recognize quadrilaterals (rhombus, rectangles and squares) with specific and shared attributes
- Create and read picture graphs and scale bar graphs.
- Multiply and divide within 100; demonstrate fluency with multiplication facts 0, 1, 2, 5, and 10.
- Measure within both customary and metric systems.
- Recognize and explain equivalent fractions with denominators two (2), four (4), three (3) and six (6).

### **Grade 3 Sight Word List**

#### **3<sup>rd</sup> Grade Dolch List (41 Words)**

about  
better  
bring  
carry  
clean  
cut  
done  
draw  
drink  
eight  
fall  
far  
full  
got  
grow  
hold  
hot  
hurt  
if  
keep  
kind

laugh  
light  
long  
much  
myself  
never  
only  
own  
pick  
seven  
shall  
show  
six  
small  
start  
ten  
today  
together  
try  
warm

#### **Grade 4 Non-Negotiables**

*Academic skills students will need to demonstrate mastery by the end of Grade 4, in order to be prepared for Grade 5:*

### **English Language Arts/Reading**

- Student must be reading at a Lexile level of at least 740. (Meta-Metrics-GaDOE)
- Fluency: 120-160 WPM
- Read and comprehend grade level appropriate stories, dramas, and poetry.
- Produce different types of writing with an introduction, body and closing; produce writing with a main idea and supporting details that are clear and coherent.

### **Mathematics**

- Know place value through millions.
- Add and subtract decimals to the hundredth place; compare two decimals.
- Apply the formula for area and perimeter in word problems.
- Use the principle of equivalent fractions to recognize and generate equivalent fractions.
- Compare fractions with unlike denominators.
- Add and subtract fractions using models.
- Multiply and divide multi-digit numbers by one digit whole numbers; including remainders with division.
- Fluent with multiplication facts 0-9.

### **Grade 5 Non-Negotiables**

*Academic skills students will need to demonstrate mastery by the end of Grade 5, in order to be prepared for Grade 6:*

### **English Language Arts/ Reading**

- Student must be reading at a Lexile level of at least 830. (Meta-Metrics-GaDOE)
- Fluency: Read 180 WPM
- Read and comprehend grade level literature from informational texts, dramas and poetry.
- Produce clear and coherent writing in which the development and organization are appropriate to task and purpose.
- Summarize written text or information presented in diverse media formats.

### **Mathematics**

- Identify place value from millions through thousandths (number names and rounding).
- Add, subtract, multiply, divide decimals to hundredths.
- Convert larger/smaller units of measure within the same measurement unit.
- Add and subtract fractions and mixed numbers with unlike denominators (with answers in simplest form).
- Generate a number or shape pattern that follows a given rule.
- Derive and apply the formula to find the volume of rectangular prisms and irregular shapes made of rectangular prisms.
- Multiply and divide fractions using models.
- Graph and interpret points and ordered pairs on a coordinate plane.
- Write and solve expressions containing parentheses, brackets, and braces.

### **Ninth through twelfth grade requirements to go to next grade:**

- Sophomore: 5 credits and 1 English
- Junior: 10 credits, 2 English, 1 Math
- Senior: 17 hours, 3 English, 2 math, 2 science, and 2 social studies

### **End-of-Term/Report Card Dates:**

<b>Mid-Term</b>	<b>End of Term</b>	<b>Report Card Day</b>	<b>Total Days in Term</b>
September 1, 2017	September 29, 2017	October 13, 2017	34

November 10, 2017	December 15, 2017	January 5, 2018	36
February 2, 2018	March 16, 2018	March 23, 2018	40
April 27, 2018	June 1, 2018	June 1, 2018	40

- These dates are subject to change due to days missed as a result of school closings.
- Elementary Schools: End-of-Year report cards will be sent home the last day of school
- Middle/High Schools: End-of-Year report cards will be available to pick up 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 by a certified teacher of the gifted and talented through advanced content and/or resource in the areas of Language Arts, Literature, Math, Science, and/or 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 Move on When Ready (MOWR) in the areas of Literature, Science, Social Studies, and Math. 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 MOWR 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.

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 is 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 should 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/her parents/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.

## Breakfast/Lunch Prices

School	Meal	Student- Regular Price	Student- Reduced Price	Adult Staff	Visitors (Adults/Child)
Elementary	Breakfast	\$0.90	\$0.30	\$2.05	\$2.30
Elementary	Lunch	\$1.80	\$0.40	\$3.15	\$3.80
Middle/High	Breakfast	\$0.90	\$0.30	\$2.05	\$2.30
Middle/High	Lunch	\$1.95	\$0.40	\$3.15	\$3.80

## Charging of Meals

All cafeterias have computerized cashiering with pre-payment ability. We encourage pre-payments for the student's convenience. Parents may check student balances and make payments on [www.mypaymentsplus.com](http://www.mypaymentsplus.com).

**Elementary and Middle School:** Limited charges are allowed for emergency situations. However, if charges are not paid and become excessive, notices will be sent home. When charges reach \$25.00, the Principal or designee will contact parent. If a successful resolution is not met the administration may make a referral to school social worker, serve an emergency meal of milk and sandwich, or seek reimbursement through any legal means.

**Middle and High School:** Students are not allowed to charge meals. Each school may establish emergency procedures as needed.

## Free and reduced lunch application procedure

- 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.
- 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.)
- The manager will send the application to the Food Service Department at the Central Office.
- 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.
- Students who are eligible for free or reduced price lunches are also eligible for free or reduced priced breakfasts.
- 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.

***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.

The Student Activity Code of Conduct can be found on-line in the Chattooga County Principals' Handbook under Section 7.1, Student Information, Athletic and Activities Handbook.

***Extracurricular 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 Websites, 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 for their student to opt out of participation in any club or organization.

***Extracurricular activities are a privilege, not a right. Failure to comply will result in dismissal from club.***

## **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. Student must pass 5 out of 7

classes each semester. 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	<ul style="list-style-type: none"> <li>Pass 5 classes the semester immediately preceding participation (except first semester 9<sup>th</sup> grade students) and be enrolled in a minimum of 5 classes during the semester of participation.</li> </ul>
First Year Students (9 <sup>th</sup> )	<ul style="list-style-type: none"> <li>First semester: No Requirements 2<sup>nd</sup> semester: Pass a minimum of 5 classes previous semester.</li> </ul>
Second Year Students	<ul style="list-style-type: none"> <li>Pass a minimum of 5 classes previous semester Accrue 5 units leading toward graduation.</li> </ul>
Third Year Students	<ul style="list-style-type: none"> <li>Pass a minimum of 5 classes previous semester Accrue 11 units leading toward graduation.</li> </ul>
Fourth Year Students	<ul style="list-style-type: none"> <li>Pass a minimum of 5 classes previous semester Accrue 17 units leading toward graduation.</li> </ul>
Fifth Year Students	<ul style="list-style-type: none"> <li>Not eligible</li> </ul>
Age	<ul style="list-style-type: none"> <li>Must NOT have attained the 19<sup>th</sup> birthday prior to May 1<sup>st</sup> preceding the year of participation.</li> </ul>
Enrollment	<ul style="list-style-type: none"> <li>Meet the Chattooga County School System Policy JBC: Admissions and Enrollment.</li> </ul>
Residency	<ul style="list-style-type: none"> <li>Must reside within the school's designated attendance zone with a custodial parent/guardian and have not previously attended another school (public or private) while living in this attendance zone as required for GHSA activities.</li> </ul>
Medical	<ul style="list-style-type: none"> <li>Must satisfy medical clearance procedures including an annual physical exam/medical history, proof of insurance, consent form as required for certain GHSA activities.</li> </ul>

## 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 ten days, (c) no more than ten 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.

**Contact Chattooga High School for further information.**

## **Obtaining/maintaining a valid Georgia work permit**

***(This can be obtained at Chattooga High School)***

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. A copy of the student's Birth Certificate and Social Security Card is required.

## **RESPONSE TO INTERVENTION (RTI)**

Chattooga County Schools uses the Response to Intervention (RTI) method for meeting the instructional needs of students who are experiencing problems in school and assisting the teachers in addressing those problems. The RTI provides services through the regular education program, including instructional planning and consultation that includes those individuals responsible for the education well-being of the student.

Implementation of RTI procedures occurs for any student experiencing problems in school before a referral is made to other supplemental or support services. However, it is recognized that there are situations where the RTI process may be bypassed for individual students. In such cases, there shall be clear justification for such action. Interventions and modifications shall be attempted for the student.

The RTI consist of a nine-step process in include:

1. Universal screening
2. Tier one – Full class instruction

3. Tier two – student interventions as needed
4. Fidelity check of full class interventions
5. Progress monitoring during tier two
6. Tier three – Small group interventions
7. Fidelity check of small group interventions with researched based program
8. Progress Monitoring during tier three
9. Referral to special services through the SST process

## **STUDENT SUPPORT TEAM (SST)**

In conjunction with RTI 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 are referred through the RTI process. 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**

The school counseling program helps to ensure all students can achieve through academic, career, and personal/social developmental experiences.

### **ELEMENTARY/MIDDLE SCHOOL**

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.

## **SCHOOL BUS SAFETY**

In order to guarantee all children the safe transportation they deserve, we are using the guidelines listed below.

Parents/Guardians of current students must verify all transportation information on their student(s) registration documents and make any corrections or additions on the registration forms. During the school year, parents/guardians must notify school of address changes or change in needs of transportation, as soon as possible. Transportation changes may require two days to take effect.

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**

- 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. If a student misses the bus in the AM, a parent/guardian is responsible for finding alternative transportation. If a student misses the bus after school, the parent or emergency contact is called to arrange for transportation.
- Students should scan school ID card when entering and exiting the bus. While it is not a requirement to ride to and from school on a Chattooga County School system bus, it is required that every student who does ride has in their possession a school provided ID card. Failure to present an ID card while boarding the bus will result in denial of bus services.
- 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.
- Students should be courteous and obey all the driver's instructions.
- 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.
- 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.
- Students should not eat, drink, or chew gum on the bus.
- Students will not extend body parts or any object out of the bus window.

- Students shall be totally silent at Railroad Crossings until the bus is completely across the tracks.
- No object is to be thrown into, out of, or inside the bus.
- Fighting or physical play is prohibited-classroom conduct is expected at all times.
- 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.
- 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.
- 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.
- 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!

## **BUS PASSES**

Student Identification Cards will be issued to all students at the beginning of the school year and should be worn while on school property. This will allow the bus driver, monitor and other Chattooga County School staff to quickly identify each student. These identification cards cannot serve as a tracking device once a child disembarks from his or her bus. There is no other personal data stored on the card, nor is the card connected to the school database containing the student's information.

Every student riding a school bus must present their Identification Card when entering and exiting the bus. This is for students who ride a bus every day and for any student that rides a bus for field trips and other activities. Students will be given a warning the first time they do not have their card. Afterwards, they will not be allowed on the bus; a parent or guardian will need to come to the school to pick up the student. This is for the safety of the students aboard the bus, so we will know the names of those on the bus in the event of an accident or if a student gets off at an undesigned stop.

Lost Identification Cards will be replaced twice at no cost to the student. There will be a replacement charge of \$3.00 for any additional Identification Cards.

Bus passes for temporary changes or alternate pick-up or drop-off locations must be obtained from the school office only. Students must present a note from their parent/guardian to the school office to indicate the change. The school office cannot accept changes by telephone and written notes to a bus driver will not be accepted.

## **Video Surveillance on Buses**

Students are videotaped as part of the ongoing video taping system used on the school buses.

## **Bus tardy**

If students are continually tardy at afternoon bus loading zones, school personnel will contact a parent/guardian to make arrangements for transportation. Buses will not be allowed to return to schools for additional pickups.

## **K-5th grades bus drop-off**

Elementary students will not be allowed to exit the bus if a responsible person is not at their designated stop. The bus driver will notify the student's school personnel that they will be returning the student to the school and they should contact parent/guardian to make arrangements for transportation. Bus drivers will not return to designated stops when parent/guardian fails to make necessary meeting arrangements for their student.

## **Pick-up and Drop-off Safety Rules**

Parents dropping off or picking up students may not use the areas at the school where buses are loaded and unloaded. Cars driving in and out of these areas cause dangerous situations for our children. Please help keep all the students safe by observing these safety precautions.

## **Repeated bus violations resulting in cumulative referrals**

Consequence: PK-12

- 1st Referral – Discuss or assign appropriate disciplinary action according to incident. Principal's discretion.
- 2nd Referral – Four (4) days bus suspension and parents must attend bus intervention program before the student can ride the bus again.
- 3rd Referral – Twelve (12) 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.

## **Bus Discipline**

Bus drivers have the authority to verbally redirect students, to utilize seating assignments for all students riding the bus, and to temporarily assign seats for individual student misbehavior. Bus drivers do not have the authority to suspend students off of the bus. Bus drivers are expected to report student misconduct to school administrators utilizing School System's Bus Referral Forms for determination of disciplinary action.

## **Buses**

The transportation department maintains a fleet of buses of varying sizes and specifications. All buses meet state and federal requirements for transporting students to and from school and school activities. Personal vehicles cannot be used for student transportation; however, multi-purpose vehicles that are owned and maintained by the Chattooga County Board of Education are authorized unless specifically prohibited by law; ex: 15 passenger vans.

## **Driving a Bus**

To drive a school bus, an applicant must obtain a Commercial Driver's License with Air Brakes and a Passenger and School Bus endorsement. Applicants must complete the following:

- 12 hours (minimum) of classroom instruction
- 6 hours if driving without students on board
- 6 hours of driving with students on board
- Training must occur under the supervision of a certified trainer
- Drivers must be at least 21 years of age and 5 years of driving experience
- Charter Buses: State Approved Charter Company

## **Drug Testing of Drivers**

All persons employed as bus drivers as of July 1, 1994, must submit themselves to random drug testing, including random testing for evidence of alcohol use. Any bus driver found to have used an illegal drug will be terminated. Any bus driver found to have any measurable alcohol in his or her system during the school day is subject to disciplinary action as deemed appropriate. Any bus driver who refuses a drug or alcohol test will be terminated. Drug testing is a requirement of any employee, including coaches, who may drive a vehicle provided by the Board of Education.

## **Emergency Evacuation Procedures**

Georgia Board of Education rules require that ALL students receive instruction in safe bus riding and emergency evacuation procedures. This requirement is for all students regardless of whether they are transported to and from school on regular basis. Simply posting rules and evacuation procedures does not satisfy this requirement. Simulated drills are to be conducted twice during the school year.

Contact the Transportation Director for assistance in meeting this requirement, Documentation will be kept on file.



## **Police Involvement with Unruly Students on the Bus**

In extreme cases of unruly or threatening behavior, bus drivers may contact the Transportation Director to request assistance from law enforcement officials. If this assistance results in the students being taken into custody by law enforcement officials, parents and school administrators will be notified by the Transportation Director.

## **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.

All students who drive to school are to park in the student parking lot in the assigned area. Students are to leave their cars and report to the building immediately upon arriving on campus. 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.

The purchase of a parking permit entitles students to park on school grounds in a designated area. All parking spots are the same. Students are not allowed to park in spaces that are designated for faculty, staff, visitors, handicapped, etc. All student cars must have a parking permit. To obtain a parking permit, students must show a valid driver’s license and proof of insurance. The price of a parking permit is \$20.00 per year. Parking permits are 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 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. Since 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.

## **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.

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. Inappropriate use of technology/social media using computers or the internet or cell phones for extortion, hazing, and harassing of students and/or staff on campus or off campus, (EX: Facebook, text messaging, etc.)

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

The land and improvements which constitute the school; any other property or building, including school bus stops, wherever located, where any school function or activity is conducted; 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; personal belongings, automobiles or other vehicles which are located on school property.

### **School technology resources include, but are not limited to:**

Electronic media systems such as computers, electronic networks, messaging, and web site publishing, and 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.), and 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 voice mail, newsletters, parent conferences, or web pages. A copy of the code shall be posted in all classrooms.

### **IEP - Committee Review for Students with Disabilities**

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 certified teacher.
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 Academy**

An educational environment for students in Grades 6-12 whose behavior precludes continued attendance in the regular school program and where the instructional program is based upon normal course content, and behavior is carefully monitored.

## **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.
- Tops worn with leggings must be at least mid-thigh long.

## 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**

- Approved school wear is at principal discretion
- **No** holes above the knee;
- See-through clothing; form fitting 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;
- Patches, 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;
- Jewelry that is disruptive distracts or is studded or pointed is unacceptable. Heavy chains are not allowed.
- Display or wearing of any gang articles, paraphernalia or clothing that can be construed as being gang related (e.g., bandanas, sweatbands, head rags, etc.);

**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.

## Tribunal Hearing Procedures

*Tribunal hearing officers are appointed by the Board of Education to hear disciplinary matters. If a hearing is called, the student will be suspended from school until the hearing can be held. As required by state law, disciplinary hearings are to be held no later than 10 school days after the beginning of the suspension unless the parent and school mutually agree to an extension.*

Prior to the hearing, students and parents/guardians will receive a notice to include the following:

1. The rule which the student has allegedly violated.
2. A description of the student's act
3. The names of the witnesses who may testify against the student (the list of witnesses may be added to prior to and during the hearing).
4. The maximum penalty that the student could receive.
5. The time and place for the hearing.
6. That the student is entitled to require witnesses to be present at the disciplinary hearing. The student must notify the school administrator or the disciplinary hearing officer if the student desires a subpoena to be issued by the superintendent.

At the tribunal hearing before the disciplinary hearing officer, students have the following rights:

1. To present witnesses and evidence.
2. To examine any and all witnesses presented.
3. To have an attorney, at the student's expense, to represent the student.

A student or a student's representative may appeal any decision of the disciplinary hearing officer by submitting a written notice of appeal to the superintendent within twenty (20) days from the date the decision is made.

When a tribunal hearing is appealed, the Chattooga County Board of Education will review the transcript of the hearing, make a decision based solely on the record, and notify students and parents in writing of the Board's decision. At the tribunal hearing before the Board, students have the right to be represented, at the students' and parents' expense, by an Attorney. Students and parents may appeal the Board's decision to the State Board of Education by giving the superintendent written notice within 30 days of the decision of the Chattooga County Board of Education.

## Student Infractions

### **Excessive Tardiness:**

*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 (6th-12<sup>th</sup>) Grades

- Discretion of the principal, depending on circumstances. The student is warned after the 1<sup>st</sup> tardy, ISI is assigned to the student after the 2<sup>nd</sup> tardy and OSS is assigned per class for the 3<sup>rd</sup> tardy. A parent conference is required after the fifth tardy. Referral to School Social Worker; suspension for one to ten (10) school days; revocation of parking privileges.

Consequence: Elementary (PK-5<sup>th</sup>) Grades

- 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:**

*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.*

Consequences: Secondary (6th-12<sup>th</sup>) Grades

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

Consequences: Elementary (PK-5<sup>th</sup>) Grades

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

### **Classroom and/or School Disturbance:**

*Inciting, advising, or counseling of others to engage in prohibited acts; Classroom and/or school disturbances causing disruption of learning opportunities.*

Consequences:

- Penalty at the discretion of the administration depending on the circumstance. May include counseling with student- parent (s)-teacher, detention, In-school suspension, short –term suspension or recommendation for long-term suspension/expulsion. In severe cases, referral to juvenile court.

*Acts which cause substantial disruption of learning opportunities and/or threaten the safety of other students.*

Consequences:

- Immediate suspension with hearing

*Committing any act off-campus which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.*

Consequences:

- Penalty at the discretion of the administration. May include suspension or expulsion.

**Skipping Detention:**

*Skipping detention and leaving campus.*

Consequence: Secondary (6th-12<sup>th</sup>) Grades

- 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 Chattooga Academy.

Consequence: Elementary (PK-5th) Grades

- Discretion of the Principal.

**Skipping School:**

*Skipping school and leaving campus.*

Consequences: Secondary (6th-12<sup>th</sup>) Grades

- 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 Chattooga Academy.

Consequences: Elementary (PK-5<sup>th</sup>) Grades

- Discretion of the Principal.
- Charges may be filed against parents if their child misses over five (5) unexcused days of school.

**Inappropriate Behavior:**

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

- Use of profane, vulgar or obscene words or gestures; racial or ethnic slurs.
- Indecent exposure, inappropriate public display of affection.
- Any sexual act on school property or at any school activity. (Contact detective)
- Possession or transmission of obscene, profane, or vulgar materials including but not limited to images within cell phones, cameras or other electronic devices.
- Other such actions which disrupt the school program or threaten the health or safety of others.
- Inappropriate use of technology/social media (ex: Facebook, texting), including using computers, the internet or cell phones for extortion, hazing and harassing of students and/or staff on campus or off campus.

If such actions are disruptive to the school:

Consequences: Secondary (6th-12<sup>th</sup>) Grades

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

Consequences: Elementary (PK-5<sup>th</sup>) Grades

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

**Excessive Unexcused Absences:**

*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<sup>th</sup> Grades

Parents/Guardians:

- Must attend truancy meeting if scheduled for such a meeting.
- 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 school will notify the parents of any student who has three (3) days of unexcused absences. When a student accumulates five (5) unexcused absences, the school will notify the parent or guardian of the consequences and penalties of such absences and that each subsequent absence shall constitute a separate offense. 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 by certified mail, return receipt requested, or first class mail.

Principals, Assistant Principals, and School Counselors may refer a student to the School Social Worker anytime when, in their judgment, the intent of the Compulsory Attendance Act is not being adhered to by a student.

**Misbehavior:**

*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.*

Consequences: Secondary (6<sup>th</sup>-12<sup>th</sup>) Grades

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

Consequences: Elementary (PK-5<sup>th</sup>) Grades

- 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:**

*Cheating and/or plagiarism on school assigned work.*

Consequences: Secondary (6<sup>th</sup>-12<sup>th</sup>) Grades

- The student will receive a reduction in credit, or not 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/or in-school suspension. This disposition may also include requiring the student to properly complete the previous assignment where there was cheating/plagiarism.

Consequences: Elementary (PK-5<sup>th</sup>) Grades

- The student will receive a reduction in credit, or not 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/or 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:**

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

Consequences: Secondary (6<sup>th</sup>-12<sup>th</sup>) Grades

- 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 Chattooga Academy.

Consequences: Elementary (PK-5<sup>th</sup>) Grades

- Discretion of the Principal.

**Leaving School without Permission/Being in Unauthorized Area:**

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

Consequences: Secondary (6<sup>th</sup>-12<sup>th</sup>) Grades

- 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 Chattooga Academy.

Consequences: Elementary (PK-5<sup>th</sup>) Grades

- Discretion of the Principal.

**Dress Code Violation:**

*Failure to comply with the Chattooga County School District dress code (as outlined on page 62)*

Consequences: Secondary (6<sup>th</sup>-12<sup>th</sup>) Grades

- 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”.

Consequences: Elementary (PK-5<sup>th</sup>) Grades

- Discretion of the Principal.



**Not Following Directions:**

*Refusal to follow the instructions of school employees (i.e., refusing to leave an area, refusing to stop aggressive behavior, refusing to stop disruptive behavior, etc.)*

Consequences: Secondary (6<sup>th</sup>-12<sup>th</sup>) Grades

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

Consequences: Elementary (PK-5<sup>th</sup>) Grades

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

**Disrespect to Teachers:**

*Discourteous or inappropriate language and/or behavior or gestures directed to school employees.*

Consequences: Secondary (6<sup>th</sup>-12<sup>th</sup>) Grades

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

Consequences: Elementary (PK-5<sup>th</sup>) Grades

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

**Cell Phones/Social Media:**

*Possession of cellular phone, walkie-talkies, electronic devices, etc. during regular school hours, except those approved by the school administration or those kept in cars, is prohibited. Inappropriate use of technology/social media including using computers or the internet or cell phones for extortion, hazing, and harassing of students and/or staff on campus or off campus.*

*If such actions are disruptive to the school:*

Consequences: Secondary (6<sup>th</sup>-12<sup>th</sup>) Grades

- Discretion of the Principal.
- 1<sup>st</sup> offense: Device is confiscated and returned to parent/guardian
- 2<sup>nd</sup> offense: Device is confiscated and returned to parent/guardian. In-school suspension of up to three (3) days may be imposed.
- 3<sup>rd</sup> offense: Device is confiscated and returned to parent/guardian. In-school suspension of up to five (5) days may be imposed.
- Subsequent violations: student will be disciplined according to "Not Following Directions".

Consequences: Elementary (PK-5<sup>th</sup>) Grades

- Discretion of the Principal.

### **Profanity/Obscene Gestures:**

*This offense includes, but is not limited to, profane, vulgar, obscene words or gestures; racial/ethnic slurs; and/or spitting on another student.*

Consequences: Secondary (6<sup>th</sup>-12<sup>th</sup>) Grades

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

Consequences: Elementary (PK-5<sup>th</sup>) Grades

- 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/Reckless Driving:**

*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.*

Consequences: Secondary (6<sup>th</sup>-12<sup>th</sup>) Grades

- 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 Chattooga Academy.

### **Threatening Students/Staff:**

*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.*

Consequences: Secondary (6<sup>th</sup>-12<sup>th</sup>) Grades

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

Consequences: Elementary (PK-5<sup>th</sup>) Grades

- 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:**

*Repeated bus violations resulting in cumulative referrals.*

Consequences: PK-12<sup>th</sup> Grades:

- 1<sup>st</sup> Referral—Discuss or assign appropriate discipline. Principal's discretion.
- 2<sup>nd</sup> Referral—Possible up to four (4) days bus suspension and parents must attend bus intervention program before the student can resume riding bus.
- 3<sup>rd</sup> Referral—Twelve (12) days bus suspension.
- 4<sup>th</sup> Referral—Removal from the bus for the remainder of the year.
- Punishment at the discretion of the Principal, depending on circumstances of the violation.

### **Willful Harrassment/Bullying:**

*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 the use of texting or social media off or on or off school property before, during or after school hours;

- c. en route to and from school or school-sponsored activity;
- d. Inappropriate use of technology/social media including using computers or the internet or cell phones for extortion, hazing, and harassing of students and/or staff on campus or off campus.

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.

Consequences: Secondary (6<sup>th</sup>-12<sup>th</sup>) Grades

- 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.

Consequences: Elementary (PK-5<sup>th</sup>) Grades

- Bullying violations shall result in short term suspension or long term suspension.

## **The Georgia Bullying Law**

O.C.G.A. 20-2-751.4

- (a) As used in this Code section, the term “bullying” means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system that is:
  - (1) Any willful attempt to threat to inflict injury to another person, when accompanied by an apparent present ability to do so;
  - (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
  - (3) Any intentional written, verbal, or physical act, which is reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
    - (A) Causes another person substantial Physical harm within the meaning of Code Section 16-5-23.1;
    - (B) Has the effect of substantially interfering with a student’s education;
    - (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment, or
    - (D) Has the effect of substantially disrupting the orderly operation of the school.

## **Bullying Policy**

**Descriptor Code: JCDAG**

The Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows: An act that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - b. Has the effect of substantially interfering with a student's education;
  - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - d. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgement and discretion, believes her or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be

taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel, or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

**Physical Aggression:**

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

Consequences: Elementary (PK-5<sup>th</sup>) Grades

- 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:**

*Other offenses not heretofore covered in this rule.*

Consequences: Secondary (6<sup>th</sup>-12<sup>th</sup>) Grades

- 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.

Consequences: Elementary (PK-5<sup>th</sup>) Grades

- 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.

## **Weapons Policy**

**Descriptor Code: JCDAE**

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

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

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

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

### **Reporting Requirements**

Any employee who has reasonable cause to believe that a student possesses a weapon as defined in paragraph 1, is involved in an assault using a weapon as defined in paragraph 2, or is involved in a second offense with a weapon on campus must report such violations to the principal or assistant principal of the school. If the principal has reasonable cause to believe that such report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney.

The student's parents or guardian will be notified immediately of his/her child's involvement in any activity involving weapons.

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



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.

(00 State Code)

#### **CONTINUATION OF INCIDENT CONTEXT AND LOCATION FOR THE SAME DISCIPLINE EVENT**

(01 State Code)

#### **ALCOHOL/DRUG/TOBACCO INFRACTIONS**

**Alcohol 1-** Unintentional possession

**Alcohol 2-** Under influence without possession

**Alcohol 3-** Sale, purchase, transportation, possession, consumption of 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, epi-pens, 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**

**Arson 1- NA**

**Arson 2 – Arson without property damage**

**Arson 3 – Arson with property damage**

- 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**

**Battery 1 – Battery with no injuries**

**Battery 2 – Battery with mild or moderate injuries**

**Battery 3 – Battery with severe injuries; three or more offenses in same school year**

- 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, and 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)

**BREAKING AND ENTERING/BURGLARY**

**B&E/Burglary 1- NA**

**B&E/Burglary 2- NA**

**B&E/Burglary 3- Any incident involving breaking and entering/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**

**Computer Trespass 1** - NA

**Computer Trespass 2** – Computer misuse

**Computer Trespass 3** – Unlawful use of computer or altering records

- 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**

**Disorderly Conduct 1** – Minor disturbance

**Disorderly Conduct 2** – Moderate disturbance; three or more minor disturbances in same school year

**Disorderly Conduct 3** - Severe disruption; three or more moderate disturbances in same school year

- 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 student 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**

**Drugs 1** - Unintentional possession

**Drugs 2** – Failure

**Drugs 3** – Possession or distribution of unlawful drugs

- 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, epi pens, insulin, etc. are available from your school.
  - Possession of drug or smoking paraphernalia. This includes but not limited to counterfeit drugs. (Look alike drugs)

**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**

**Fighting 1** – Fighting with no injuries

**Fighting 2** – Fighting with minor or moderate injuries

**Fighting 3** - Fighting with severe injuries; three or more fights in same school year

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

**Consequence:**

Punishment is 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**

**Homicide 1 – NA**

**Homicide 2 – NA**

**Homicide 3 – Any incident involving homicide**

- 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.
- Express malice is that deliberate intention unlawfully to take the life of another human being which is manifested by external circumstances capable of proof.
- 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**

**Kidnapping 1- NA**

**Kidnapping 2 - NA**

**Kidnapping 3- Any incident involving 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 replaces tribunal) Reported to proper authorities.

(11 State Code)

### **Larceny/Theft**

**Larceny/Theft 1** – Unlawful taking of property with a value between \$25 and \$100

**Larceny/Theft 2** – Unlawful taking of property with a value between \$100 and \$250

**Larceny/Theft 3** – Unlawful taking of property with a value exceeding \$250; three or more offenses in the same school year

- 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**

**Motor Vehicle Theft 1** - NA

**Motor Vehicle Theft 2** - NA

**Motor Vehicle Theft 3** - Any incident involving 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**

**Robbery 1** – NA

**Robbery 2** – Robbery without a weapon

**Robbery 3** – Robbery with a weapon

- 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)
- **Reported to proper authorities.**

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

**(14 State Code)**

**Sexual Battery**

**Sexual Battery 1 – NA**

**Sexual Battery 2 – NA**

**Sexual Battery 3 – Any incident involving 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 1 – Unwelcome comments not directed towards individuals**

**Sexual Harassment 2 – Unwelcome comments directed towards individuals**

**Sexual Harassment 3 – Violation of sexual harassment policy; three or more offenses in the same school year**

- 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 Chattooga 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**

**Sex Offenses 1** – Inappropriate sexually-based physical contact

**Sex Offenses 2** – Inappropriate sexually-based behavior

**Sex Offenses 3-** Consensual sexual activities; three or more offenses in the same school year

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**

**Threat/Intimidation 1** – NA

**Threat/Intimidation 2** – Individual threat or intimidation

**Threat/Intimidation 3** – School-wide threat or 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**

**Tobacco 1** – Unintentional possession of tobacco products

**Tobacco 2** – Intentional use or possession of tobacco products

**Tobacco 3** – Distribution or sale of tobacco products; Three or more offenses in the same school year

- 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**

**Trespassing 1** – NA

**Trespassing 2** – Unauthorized presence on school property

**Trespassing 3** - Refusing to leave school property; Three or more offenses in the same school year

- 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**

**Vandalism 1** – NA

**Vandalism 2** – Minor damage or defacement of property

**Vandalism 3** - Malicious destruction or damage to property; Three or more offenses in the same school year

- 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 transportation.

**(22 State Code)**

**Weapons /Knife**

**Weapon/Knife 1** – Unintentional possession of a knife with no intent to harm or intimidate

**Weapon/Knife 2** – Intentional possession of a knife with no intent to harm or intimidate

**Weapon/Knife 3** - Intentional possession of use of a knife with intent to harm or intimidate

- 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 from bus.

**(23 State Code)**

**Weapons /Other**

**Weapons/Other 1** – NA

**Weapons/Other 2** – Unintentional possession of a weapon (not including knife or firearm)

**Weapons/Other 3** - Intentional possession or use of a weapon (not including knife or firearm)

Possession of “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**

**Other Discipline Incident 1** – Other minor incidents resulting in disciplinary action

**Other Discipline Incident 2** – Three or more offenses in the same school year

**Other Discipline Incident 3**- NA

- 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**

**Weapons/Handgun 1** – NA

**Weapons/Handgun 2** – NA

**Weapons/Handgun 3** – Any incident involving a 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/Shotgun**

**Weapons/Rifle/Shotgun 1** – NA

**Weapons/Rifle/Shotgun 2** – NA

**Weapons/Rifle/Shotgun 3** – Any incident involving a rifle/shotgun

- 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**

**Serious Bodily Injury 1** – NA

**Serious Bodily Injury 2** – NA

**Serious Bodily Injury 3** – Any incident involving 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.

(28 State Code)

**Weapons/Other Firearms**

**Weapons/Other Firearms 1** – NA

**Weapons/Other Firearms 2** – NA

**Weapons/Other Firearms 3** – Any incident involving other firearms

Anything other than listed in State Code 25 & 26

**Consequence:**

- Punishment at the discretion of the principal.

(29 State Code)

**Bullying**

**Bullying 1** – First incident of bullying

**Bullying 2** – Second incident of bullying

**Bullying 3** – Three or more incidents of bullying in the same school year

See Bullying Law O.C.G.A. 20-2-751.4 in Willful Harassment/Bullying Section on page 43

**(30 State Code)**

**Other-Attendance Related**

**Attendance Related 1** – Any incident involving attendance

**Attendance Related 2** – NA

**Attendance Related 3** – NA

- Repeated or excessive excused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions.

**Consequences:**

- Punishment at the discretion of the principal.

**(31 Other-Dress Code Violation)**

**Dress Code Violation 1** – Non-invasive or non-suggestive clothing

**Dress Code Violation 2** – Invasive or suggestive clothing

**Dress Code Violation 3** – Three or more offenses in the same school year

- Violation of school dress code that includes standards of appropriate school attire.

**Consequences:**

- Punishment at the discretion of the principal.

**(32 Academic Dishonesty)**

**Academic Dishonesty 1** – Unauthorized assistance on classroom assignments or projects

**Academic Dishonesty 2** – Plagiarism or cheating on classroom assignments or projects

**Academic Dishonesty 3** – Plagiarism or cheating on major exams or statewide assessments; three or more offenses in the same school year

- Receiving or providing unauthorized assistance on classroom projects, assignments or exams.

**Consequences:**

- Punishment at the discretion of the principal.

**(33 Other-Student Incivility)**

**Student Incivility 1** – General disrespect or failure to follow instructions

**Student Incivility 2** – Blatant insubordination; profanity directed toward school staff

**Student Incivility 3** – Issuing false reports on school staff; Three or more offenses in the same school year

- Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth.

**Consequences:**

- Punishment at the discretion of the principal.

- **(34 Other-Possession of Unapproved Items)**

**Possession of Unapproved Items 1** – Possession of unauthorized items

**Possession of Unapproved Items 2** – Use of unauthorized items

**Possession of Unapproved Items 3** – Possession or use of items construed to be dangerous or harmful; Three or more offenses in the same school year

- The use or possession of any unauthorized item disruptive to the school environment. (The use of fireworks or incendiary devices must be coded as Arson).

**Consequences:**

- Punishment at the discretion of the principal.

**(35 Gang Related)**

**Gang Related 1** – NA

**Gang Related 2** – Wearing or possession of gang-related apparel; conveying personal membership or affiliation with a gang

**Gang Related 3** – Gang-related solicitation, violence, threats, defacement of property

- Any Group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in school disruptive behavior.

**Consequences:**

- Punishment at the discretion of the principal.

**(36 Repeated Offenses)**

**Repeated Offenses 1** – Collection of minor incidents

**Repeated Offenses 2** – Collection of moderate incidents

**Repeated Offenses 3-** Collection of severe incidents

- Collection of state reportable offenses that occur on multiple school days that leads to a state reportable disciplinary action.

**Consequences:**

- Punishment at the discretion of the principal.

**(40 Other Non-Disciplinary Incident)**

- **Can only be used to report “physical restraint” with Action 95.**