

Chattahoochee County Education Center



2025-2026 Student Handbook

Kenyada Heard
Principal

Sarita Griggs
Assistant Principal

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CREATING THE PANTHER FOUNDATION

● THE SYSTEM VISION, MISSION & BELIEF STATEMENTS

● OUR VISION:

- Instilling pride. Igniting passion. Infinite possibilities.

● OUR MISSION:

- To prepare all students for college and career readiness as they grow to be productive contributors in society.

● OUR BELIEFS:

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

● PORTRAIT OF A CHATTCO GRADUATE

● ACQUIRE

Every Chattahoochee County Panther graduate will learn the necessary skills and training that are essential for success.

Every graduate will have:

- A Strong Academic Base
- Valuable Work Skills
- Adaptable Leadership Skills

● ASPIRE

Every Chattahoochee County Panther graduate will apply work skills and academic achievement for lifelong success.

Every graduate will be:

- Future Driven Visionaries
- Well Rounded Individuals





2025-2026 CHATTAHOOCHEE COUNTY SCHOOLS CALENDAR

				
FIRST/LAST DAY OF SCHOOL	TEACHER/STAFF IN-SERVICE (NO STUDENTS)	PROGRESS REPORTS/REPORT CARDS	EARLY DISMISSAL	END OF 9 WEEKS/SEMESTER
				
STUDENT/TEACHER HOLIDAY		PROGRESS REPORTS/REPORT CARDS	VIRTUAL LEARNING DAY	

AUGUST 2025						
SU	M	TU	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUG 1, 4-6: TEACHER PRE-PLANNING
 AUG 4: CCHS OPEN HOUSE
 AUG 5: CCMS OPEN HOUSE
 AUG 6: CCEC OPEN HOUSE
 AUG 7: 1ST DAY OF SCHOOL FOR STUDENTS

SEPTEMBER 2025						
SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SEPT 1: LABOR DAY
 SEPT 8: PROGRESS REPORTS
 SEPT 24: EARLY DISMISSAL
 CCMHS 12:30 CCEC 1:30

OCTOBER 2025						
SU	M	TU	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCT 10: VIRTUAL LEARNING DAY
 OCT 10: END OF 1ST NINE WEEKS
 OCT 13: NO SCHOOL
 OCT 14: REPORT CARDS
 OCT 29: EARLY DISMISSAL
 CCMHS 12:30 CCEC 1:30

NOVEMBER 2025						
SU	M	TU	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

NOV 11: NO SCHOOL/VETERAN'S DAY
 NOV 13: PROGRESS REPORTS
 NOV 24-28: THANKSGIVING BREAK

DECEMBER 2025						
SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DEC 19: EARLY DISMISSAL
 CCMHS 12:30 CCEC 12:30
 DEC 19: END OF 1ST SEMESTER
 DEC 22 - JAN 2: WINTER HOLIDAY

JANUARY 2026						
SU	M	TU	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JAN 2: END OF WINTER BREAK
 JAN 5: TEACHER WORKDAY/
 NO STUDENTS
 JAN 6: 2ND SEMESTER BEGINS
 STUDENTS RETURN
 JAN 7: REPORT CARDS
 JAN 19: MLK - NO SCHOOL
 JAN 28: EARLY DISMISSAL
 CCMHS 12:30 CCEC 1:30

FEBRUARY 2026						
SU	M	TU	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

FEB 6: PROGRESS REPORTS
 FEB 13: VIRTUAL LEARNING DAY
 FEB 16: NO SCHOOL/
 PRESIDENT'S DAY

MARCH 2026						
SU	M	TU	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAR 11: EARLY DISMISSAL
 CCMHS 12:30 CCEC 1:30
 MAR 11: END OF 3RD NINE WEEKS
 MAR 13: REPORT CARDS
 MAR 30 - APR 3: SPRING BREAK

APRIL 2026						
SU	M	TU	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

APR 3: END OF SPRING BREAK
 APR 17: PROGRESS REPORTS

MAY 2026						
SU	M	TU	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MAY 20: LAST DAY OF SCHOOL
 MAY 20: EARLY DISMISSAL
 CCMHS 12:30 CCEC 12:30
 MAY 20: END OF 2ND SEMESTER
 MAY 21-22: POST PLANNING
 MAY 22: CCHS GRADUATION
 MAY 22: REPORT CARDS
 MAY 25: ALL OFFICES CLOSED/
 MEMORIAL DAY

CONNECT WITH US



Chattahoochee County Education Center

140 Merrell Street, Cusseta, GA 31805

Phone: 706-989-3648



● **ADMINISTRATIVE STAFF**

Mr. Kimothy Hadley, Superintendent
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Dr. Allison Rodriguez, Assistant Superintendent
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Kenyada Heard, Principal
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Sarita Griggs, Assistant Principal
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Amanda Williamson, School Specialist & Bookkeeper
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Nancy Harden, School Specialist
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OUR STAFF

We look forward to sharing communication frequently regarding every aspect of your child's education. Interruptions during classroom instruction are to be kept to emergencies only.

To request a parent/teacher conference, please contact your child's teacher using the email listed below or via Class Dojo. You may also call the front office at **706-989-3648**. Please be sure to leave a detailed message with the office secretary, Mrs. Harden.

PRE-K

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3RD GRADE

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4TH GRADE

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EXCEPTIONAL EDUCATION DEPARTMENT

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Rose Brown

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EARLY INTERVENTION DEPARTMENT

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Renee Roberts

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OUR STAFF - CONTINUED

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INSTRUCTIONAL SUPPORT

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SAFETY

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Taylor Southerland
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GENERAL INFORMATION

● SCHOOL HOURS

- Pre-K through fifth grade school hours are from **8:30 AM until 3:30 PM** each day.
- The earliest students may arrive to campus is **7:45 AM**.
- All students must be transported home by **3:45 PM**.

● CAFETERIA INFORMATION

The Chattahoochee County School District is committed to offering children a superior education and that commitment extends to the meals that we provide for students.

Our meal program is federally funded and offers free breakfast and lunch to ALL students.

Breakfast is served each day from 7:45 AM – 8:25 AM.

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

● TRANSPORTATION

School bus transportation is an important part of Chattahoochee County's education system. We appreciate your assistance in providing the safest and most efficient transportation for our children. All students enrolled in CCSD schools and meeting the eligibility requirements for bus transportation prescribed by the district are entitled to use the transportation facilities of the district so long as their conduct is not detrimental to the safety and welfare of others or the safe operation of the school bus. Rules will be posted on each bus. Students are expected to follow the rules and may be removed by the administration if it is warranted. To ensure that your child will have a safe riding experience, we ask that you review the safe riding instructions that are outlined in our District Operational Handbook.

In an emergency, a parent/guardian may request **ONE emergency bus pass per student**, but this is limited to **one request per quarter**.

If you need to permanently change your student's afternoon transportation, you must notify the school **IN WRITING** no later than 12:00 noon of the school day. Changes cannot be made over the phone but can be emailed to ccectransportation@chattco.org.

● ATTENDANCE

- CCEC school hours are from 8:30 AM to 3:30 PM. Students are not to arrive on campus prior to 7:45 AM for any reason.
- Students may enter the cafeteria at 7:45 AM for breakfast and wait until they are released to their classrooms.
- Students that are late to school must report to the attendance office accompanied by their parents.
- **First period starts at 8:30 AM.** Classes begin immediately after attendance is checked.
- Students should be in school by first period so as not to miss any instructional time.
- Excuses for student absences can be brought into the School Main Office or emailed to: ccecatendance@chattco.org

ACADEMICS

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

● ASSESSMENTS

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

- ◇ **The Georgia Kindergarten Inventory of Developing Skills (GKIDS)** provides diagnostic information about kindergarten students' developing skills in language arts, math, science, social studies, social/emotional development, and approaches to learning.
- ◇ **The Georgia Milestones** is a comprehensive summative assessment which measures how well students have learned the knowledge and skills outlined in the state-adopted content standards in language arts, mathematics, science, and social studies. It is administered to 3rd, 4th and 5th graders.
- ◇ **The Benchmark Assessment System** Using the Fountas & Pinnell Benchmark Assessment Systems to determine student's independent and instructional reading levels, teachers are able to observe student reading behaviors one-on-one, engage in comprehension conversations that go beyond retelling, and make informed decisions that connect assessment to instruction.
- ◇ **Map Growth Assessment** is the most trusted and innovative assessment for measuring achievement and growth in K–12 math, reading, language usage, and science. It provides teachers with accurate, and actionable evidence to help target instruction for each student or groups of students regardless of how far above or below they are from their grade level. It will be administered as pre-assessments at the beginning of the school year, at mid-year, and post-assessments at the end.

● CURRICULUM PROGRAMS

- ◇ **Benchmark Ready To Advance (Pre-K):** Builds and integrates knowledge across learning domains to prepare students for Kindergarten.
- ◇ **Benchmark Workshop (Kdg– 5th):** Benchmark Workshop provides language workshops that incorporate responsive teaching for effective knowledge transfer to students.
- ◇ **Fountas and Pinnell Leveled Literacy Intervention (1st – 5th):** Fountas & Pinnell Leveled Literacy Intervention (LLI) is a short-term, supplementary intervention system proven to improve literacy achievement of struggling readers with engaging leveled books and fast-paced systematically designed lessons. This program will be used as a Tier intervention for students.

ACADEMICS

- ◇ **Gallopade - Social Studies:** Gallopade's Social Studies curriculum offers a dynamic and engaging learning experience for students, fully aligned with Georgia's Standards of Excellence. It provides comprehensive coverage of key historical, geographical, political, and cultural topics, ensuring a well-rounded education. With interactive activities and hands-on projects, the curriculum makes learning exciting and accessible for all students.
- ◇ **Generation Genius:** Generation Genius is a K-8 teaching resource that brings Math and Science standards to life through fun and educational videos paired with lesson plans, activities, quizzes, reading material and more.
- ◇ **IXL (2nd – 5th):** IXL helps students master essential skills at their own pace through fun and interactive questions, built in support, and motivating awards. This program will be used as a Tier intervention for students.
- ◇ **Ready Math (Kdg – 5th):** The Ready Georgia Mathematics program helps address the emphasis on conceptual understanding through reasoning, modeling, and discussion that explore the structure of mathematics while also developing students' procedural fluency. The lessons use a research-based, proven-effective instructional model with a balance of conceptual understanding and procedural fluency to build confidence and mastery of the Georgia Standards of Excellence in Mathematics.
- ◇ **Sonday:** Sonday System Essentials is the simplest way to bring proven multisensory phonics instruction to kindergarten through 5th grade general education classrooms and distance learning settings. It helps instructors quickly identify those students who could benefit from reading intervention.

ACADEMICS

● REPORT CARDS AND PROGRESS REPORTS

Mid-term progress reports are sent home every 4-1/2 weeks and report cards are sent home after each 9-week grading period. Parents are encouraged to schedule teacher conferences to discuss any academic concerns. In addition, report cards and progress reports are available in the PowerSchool parent portal and the student portal.

GRADING PERIOD	PROGRESS REPORTS	REPORT CARDS
1 st Quarter	September 8th	October 14th
2 nd Quarter	November 13th	January 7th
3 rd Quarter	February 6th	March 13th
4 th Quarter	April 17th	May 2nd

● GRADING SCALE

Kindergarten

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

1st - 5th Grades

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

The final grades are measured on the following weight scale:

Homework - 10% Classwork - 40% Quiz - 20% Tests - 30%

● PROMOTION/RETENTION POLICY

The following local promotion criteria will be used for the 2025 - 2026 school year. Students in each grade must pass the following requirements in addition to any state requirements:

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

KINDERGARTEN

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

ACADEMICS

GRADES 1ST - 5TH

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

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

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

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

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

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

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

STUDENT RECOGNITION

- **PERFECT ATTENDANCE** (Kindergarten – 5th Grade)

This award is given to students without any absences, tardies or unexcused early check-outs during the semester. It is given at the end of each semester and at the end of the year. For the end of the year recognition, students must have perfect attendance for each 9-week grading period.

- **PRINCIPAL'S LIST** (1st – 5th Grade)

This award is in recognition of those students who earned all A's in the core content areas only (excluding all special areas/connection classes). It is given at the end of each semester and at the end of the year. For the end of the year recognition, students must have achieved Principal's List for each 9-week grading period.

- **HONOR ROLL** (1st - 5th Grade)

This award is in recognition of those students who earned A's and/or B's in the core content areas only (excluding all special areas/connection classes). It is given at the end of each semester and at the end of the year. For end of the year recognition, students must receive the A/B Honor Roll recognition for each 9-Week grading period.

- **LIL' PANTHER AWARD** (Kindergarten – 5th Grade)

This award is given to students who have shown considerable improvement in academics. It is given at the end of each semester as well as the end of the year.

- **END OF THE YEAR AWARDS** (1st – 5th Grade)

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

EXTRA CURRICULAR ACTIVITIES

● CCEC CHORUS

The Elementary Chorus will consist of 3rd - 5th grade students. The purpose of the program is to provide students with the knowledge to increase their musical skills in singing and provide performance opportunities. Students will learn proper singing techniques and age-appropriate repertoire while also developing as a musician. Chorus members will have opportunities to perform at school as well as in the community.

Sponsor: Eva Frye, efrye@chattco.org

● GEORGIA MOVIE ACADEMY

Georgia Movie Academy is a digital storytelling competition sponsored by the Chattahoochee-Flint RESA. The competition recognizes student work in the area of video production and storytelling. This project-based learning opportunity allows students to work in teams to produce a theme-based, standards-based, three minute video on a topic of their choice.

Sponsor: Molly Allen, mstephan@chattco.org

● NATIONAL ELEMENTARY HONOR SOCIETY

Section 1

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

Section 2

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

Section 3

Eligibility:

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

Section 4

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

EXTRA CURRICULAR ACTIVITIES

Section 5

Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the Candidate's Form for further consideration.
- c. The Faculty Council shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
- d. The Faculty Council shall review the Candidates Forms, faculty evaluations and other relevant information to determine those who fully meet the selection criteria for membership.
- e. The Faculty Council will discuss student conduct with teachers, counselor, and Assistant Principal. If a student is found to have violated the school's code of conduct resulting in one or more discipline referrals; that student does not display personal responsibility, therefore he/she will not become a member of the NEHS.

Section 6

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

Section 7

Candidates become members when inducted at a special ceremony.

Section 8

Discipline of Members

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

Sponsor: April Hughes, ahughes@chattco.org

EXTRA CURRICULAR ACTIVITIES

● SAFETY PATROL

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

1. Maintain a “C” average
2. Report for duty on time
3. Perform his/her duties faithfully
4. Strive to prevent accidents, always setting a good example
5. Report dangerous practices of other students
6. Have good attendance
7. Have good character and strive to earn the respect of fellow students

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

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

Sponsor: Coach LeZontier, plezontier@chattco.org

● SCIENCE FAIR

Science fair provides 5th grade students the opportunity to apply scientific processes to problems or questions that interest them. Eligible students will participate in the annual CHATT-Flint RESA Science Fair.

Sponsor: Joel Brazier, jbrazier@chattco.org & Molly Allen, mstephan@chattco.org

● SPELLING BEE

The spelling bee is a competitive event where students demonstrate their spelling proficiency by correctly spelling a variety of challenging words. Participants compete individually, progressing through rounds until a winner is determined. The spelling bee encourages students to expand their vocabulary, improve their spelling skills, and develop confidence in public speaking. This academic competition promotes a love of language and learning, providing a supportive environment for students to showcase their talents and hard work.

Sponsor: Kimberley Scott, kimscott@chattco.org

EXTRA CURRICULAR ACTIVITIES

● STUDENT COUNCIL

Student council is a student-led organization within schools that empowers students to contribute to the school community. It serves as a voice for the student body, promoting leadership, responsibility, and civic engagement. Members of the student council organize events, address student concerns, and work on initiatives to improve the school environment. Participation in student council helps students develop essential skills in communication, teamwork, and problem-solving, preparing them for future leadership roles.

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

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

Sponsor: April Hughes, ahughes@chattco.org

CELEBRATIONS

● STUDENTS OF THE MONTH

At our school, Students of the Month are nominated by staff based on several criteria that highlight exemplary behavior and academic excellence. Criteria includes the following:

- Student has made significant progress in your classroom.
- Student has been working to his/her potential.
- Student completes all assignments and homework.
- Student displays good conduct.
- Student arrives to school on time and is prepared each day.
- Student participates and puts forth full effort in all areas.

The chosen students are honored with a certificate, featured in school announcements, and recognized at our monthly board meetings.

● CLASS DOJO CELEBRATIONS

CCEC staff utilizes Class Dojo as a school wide support system to encourage positive behavior in line with our PAWS expectations. Our school wide incentive program focuses on giving out Dojo's to students who are following the PAWS expectations. These are given out on a daily basis to students caught demonstrating Panther Pride. At the end of each month a school wide Dojo celebration is held for students achieving a 90%point average.

● KINDERGARTEN GRADUATION

The Kindergarten Graduation is a special event celebrating our students' transition from Kindergarten to 1st grade. This ceremony is a great opportunity to celebrate learning and to recognize an important milestone, one that may be the first of many milestones.

● 5TH GRADE BRIDGING CEREMONY

The 5th Grade Bridging Ceremony is a special event celebrating our students' transition from elementary school to middle school.

● PANTHER PERFECT ATTENDANCE WINNING STUDENTS

Students will be recognized weekly, monthly and quarterly for perfect attendance.

PANTHER EXPECTATIONS

We understand that behavior infractions may occasionally occur. When such instances arise that necessitate administrative intervention or action, we will adhere strictly to the district's conduct and student guidelines as outlined in our District Student Operational Handbook. This comprehensive handbook provides clear protocols and procedures for addressing various behavioral issues, ensuring that all actions taken are fair, consistent, and in the best interest of all students. Our aim is to foster a positive and respectful school environment, and we appreciate your cooperation in upholding these standards. If you have any questions or need further clarification, please refer to the handbook or contact the school administration.

In addition to the student guidelines as outlined in our District Student Operational Handbook CCEC students are also expected to demonstrate the following:

- **PREPARED**

Participate fully in the learning process. Students need to report to school and class on time, attend all regularly scheduled classes, have all materials necessary for participation in class activities, and remain in class until excused or dismissed.

- **ACT RESPONSIBLY**

Avoid behavior that impairs his or her own or other student's educational achievement. Students will take care of books and other instructional materials, cooperate with others and be an active participant in the learning process in an effort to ensure that they reach their maximum academic potential.

- **WORK HARD & SAFE**

Instruction is the most important aspect of each day at school. Students are encouraged to strive for their best in their studies, participate actively in class, and complete their work to the best of their ability. In addition, safety is encouraged at all times. Students are encouraged to follow playground rules, being mindful of others, and avoiding risky or harmful behaviors during recreational activities.

- **SHOW RESPECT**

Show respect for the knowledge and authority of teachers, administrators, and other school employees. Students must obey reasonable directions without question (i.e. change seats, go to the office, stop talking, etc.), use acceptable and courteous language, avoid being rude, and follow school rules and procedures. **Recognize and respect the rights of other students and adults.** All students should show concern for and encouragement of the educational achievements and participation of others. Behave in a manner that would be a credit to your school and your family.

PAWS represents the behavior model that will be applied consistently school-wide. The purpose is to empower staff with the skills needed to improve school climate in a positive way by teaching and modeling appropriate behavior, building quality relationships with students, and creating an effective and productive learning environment.

PANTHER EXPECTATIONS

CHATTAHOOCHEE COUNTY EDUCATION CENTER BEHAVIOR MATRIX

CLASSROOM	CAFETERIA	PLAYGROUND	BUS	RESTROOM	ASSEMBLY
<ul style="list-style-type: none"> ● Complete your work ● Organize 	<ul style="list-style-type: none"> ● Leave a clean table, chair and floor 	<ul style="list-style-type: none"> ● Line up when you are called ● Set a good example ● Use equipment appropriately 	<ul style="list-style-type: none"> ● No eating or drinking ● Keep track of your belongings 	<ul style="list-style-type: none"> ● Throw trash in receptacle ● Use time wisely 	<ul style="list-style-type: none"> ● Keep hands and feet to yourself ● Sit appropriately
<ul style="list-style-type: none"> ● Be ready to learn ● Try your best ● Stay on task ● Participate 	<ul style="list-style-type: none"> ● Sit with feet under the table ● Use an indoor voice ● Raise your hand for help 	<ul style="list-style-type: none"> ● Play by the rules ● Invite others to play 	<ul style="list-style-type: none"> ● Keep your backpack closed ● Report problems to adult ● Listen to bus driver 	<ul style="list-style-type: none"> ● Wait your turn ● Go flush, wash 	<ul style="list-style-type: none"> ● Follow directions from adults ● Enter and exit quietly
<ul style="list-style-type: none"> ● Use classroom materials appropriately ● Walk at all times ● Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> ● Follow directions from adults ● Walk at all times ● Eat only your food 	<ul style="list-style-type: none"> ● Stay in designated area ● Report problems to an adult 	<ul style="list-style-type: none"> ● Stay seated face forward ● Watch for traffic when entering/exiting ● Keep hands and feet to yourself 	<ul style="list-style-type: none"> ● Wash hands ● Report problems to an adult ● Walk at all times ● Stay in designated area ● Keep water in sink 	<ul style="list-style-type: none"> ● Enter and exit quietly ● Walk at all times ● Stay in designated area
<ul style="list-style-type: none"> ● Pay attention to your teacher ● Follow instructions ● Use kind words and actions ● Raise your hand to speak 	<ul style="list-style-type: none"> ● Respect other's space ● Use kind words and actions 	<ul style="list-style-type: none"> ● Take turns ● Use kind words and actions 	<ul style="list-style-type: none"> ● Keep noise down ● Use kind words and actions ● Listen for your stop number ● Remember your bus number 	<ul style="list-style-type: none"> ● Respect privacy ● Use kind words and actions ● Use equipment and supplies properly 	<ul style="list-style-type: none"> ● Eyes and ears on speaker ● Participate ● Use appropriate applause


P
PREPARED


A
ACT RESPONSIBLY

W
WORK & PLAY SAFE


S
SHOW RESPECT

CLASSROOM		RULES/ EXPECTATIONS
CHATTCo EDUCATION CENTER PANTHERS		
P	PREPARED	<ul style="list-style-type: none"> • Complete your work • Organize
A	ACT RESPONSIBLY	<ul style="list-style-type: none"> • Be ready to learn • Try your best • Stay on task • Participate
W	WORK AND PLAY SAFE	<ul style="list-style-type: none"> • Use classroom materials appropriately • Walk at all times • Keep hands, feet and objects to yourself
S	SHOW RESPECT	<ul style="list-style-type: none"> • Pay attention to your teacher • Follow instructions • Use kind words and actions • Raise your hand to speak

CAFETERIA		RULES/ EXPECTATIONS
CHATTCo EDUCATION CENTER PANTHERS		
P	PREPARED	<ul style="list-style-type: none"> • Leave a clean table, chair and floor
A	ACT RESPONSIBLY	<ul style="list-style-type: none"> • Sit with feet under table • Use an indoor voice • Raise your hand for help
W	WORK AND PLAY SAFE	<ul style="list-style-type: none"> • Follow directions from adults • Walk at all times • Eat only your food
S	SHOW RESPECT	<ul style="list-style-type: none"> • Respect other's space • Use kind words and actions

PLAYGROUND		RULES/ EXPECTATIONS
CHATTCo EDUCATION CENTER PANTHERS		
P	PREPARED	<ul style="list-style-type: none"> • Line up when you are called • Set up a good example • Use equipment appropriately
A	ACT RESPONSIBLY	<ul style="list-style-type: none"> • Play by the rules • Invite others to play
W	WORK AND PLAY SAFE	<ul style="list-style-type: none"> • Stay in designated area • Report problems to an adult
S	SHOW RESPECT	<ul style="list-style-type: none"> • Take turns • Use kind words and actions

BUS		RULES/ EXPECTATIONS
CHATTCo EDUCATION CENTER PANTHERS		
P	PREPARED	<ul style="list-style-type: none"> • No eating or drinking on bus • Keep track of your belongings
A	ACT RESPONSIBLY	<ul style="list-style-type: none"> • Keep your backpack closed • Report problems to adult • Listen to bus driver
W	WORK AND PLAY SAFE	<ul style="list-style-type: none"> • Stay seated face forward • Watch for traffic when entering/exiting • Keep hands and feet to yourself
S	SHOW RESPECT	<ul style="list-style-type: none"> • Keep noise down • Use kind words and actions • Listen for your stop • Remember your bus number

RESTROOM		RULES/ EXPECTATIONS
CHATTCo EDUCATION CENTER PANTHERS		
P	PREPARED	<ul style="list-style-type: none"> • Throw trash in receptacle • Use time wisely
A	ACT RESPONSIBLY	<ul style="list-style-type: none"> • Wait your turn • Go, flush, wash
W	WORK AND PLAY SAFE	<ul style="list-style-type: none"> • Wash hands • Report problems to an adult • Walk at all times • Keep water in sink
S	SHOW RESPECT	<ul style="list-style-type: none"> • Respect privacy • Use kind words and actions • Use equipment and supplies properly

ASSEMBLY		RULES/ EXPECTATIONS
CHATTCo EDUCATION CENTER PANTHERS		
P	PREPARED	<ul style="list-style-type: none"> • Keep hands and feet to yourself • Sit appropriately
A	ACT RESPONSIBLY	<ul style="list-style-type: none"> • Follow directions from adults • Enter and exit quietly
W	WORK AND PLAY SAFE	<ul style="list-style-type: none"> • Enter and exit quietly • Walk at all times • Stay in designated area
S	SHOW RESPECT	<ul style="list-style-type: none"> • Eyes and ears on speaker • Participate • Use appropriate applause

PANTHER EXPECTATIONS

● CLASS DOJO

Class Dojo is a digital classroom management tool designed to help teachers improve student behavior and communicate more effectively with parents. CCEC staff will use Class Dojo as a school wide support system to encourage positive behavior in line with our PAWS expectations.

HERE'S A BREAKDOWN OF HOW IT TYPICALLY WORKS:

● EARNING POINTS

Positive Behavior: Students earn points for demonstrating positive behaviors such as participating in class, helping others, staying on task, and showing perseverance.

Specific Skills: Teachers can customize point categories to align with classroom goals, such as teamwork, creativity, or leadership.



● LOSING POINTS

Negative Behavior: Points can be deducted for behaviors that are disruptive or not conducive to a positive learning environment, such as being off-task, not following directions, or showing disrespect.

Custom Categories: Teachers can also set up specific categories for point deductions based on classroom rules and expectations.

● TRACKING PROGRESS

Individual Reports: Students and parents can view individual progress reports that show points earned and areas for improvement.

Class Reports: Teachers can monitor the overall behavior trends of the class, helping to identify areas that may need more focus or support.

● REWARDS AND INCENTIVES

Goals and Rewards: Teachers can set up specific goals for students to reach certain point totals, often linked to rewards such as extra recess time, homework passes, or small prizes.

Class Goals: Points can also contribute to whole-class goals, promoting teamwork and collective effort.

● CUSTOMIZATION

Flexible Settings: Teachers have the flexibility to customize the point system to best fit their classroom management style and educational objectives.

Overall, Class Dojo's point system aims to create a positive and motivating environment where students are recognized and rewarded for their good behavior and active participation.

CCEC DISCIPLINE MATRIX

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

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

CONSEQUENCES		
LEVEL 1 MINOR OFFENSES Classroom Managed Behavior	LEVEL 2 MAJOR OFFENSES Office Managed	LEVEL 3 ILLEGAL OFFENSES Office Managed
<p>1st Offense Discipline Referral (Warning) Parental Contact</p> <p>2nd Offense Discipline Referral (Warning) Counselor's Referral Parent Contact</p> <p>3rd Offense Discipline Referral Parent Contact Administrative Consequences</p> <p>Excessive offenses may result in suspension (ISS or OSS) as assigned by administration</p>	<p>1st Offense Administrative Discretion Parental Contact Counselor's Referral</p> <p>2nd Offense ISS (1 day) Parental Contact Counseling</p> <p>3rd Offense ISS (3 days) Parent Contact Counseling</p> <p>Excessive offenses may result in suspension (ISS or OSS) as assigned by administration</p>	<p>1st Offense OSS (3 - 5 days) Parent Contact Counseling Referral Student Behavior Plan</p> <p>2nd Offense OSS (5 days) Parent Contact Counseling Follow-up of Behavior Plan</p> <p>3rd Offense OSS (7days) Parent Contact Follow-up of behavior plan All Level 3 violations will be referred to the School Resource Officer (SRO)</p> <p>All Level 3 violations are zero tolerance offenses. Excessive offenses may also result in expulsion</p>

DRESS FOR SUCCESS

● DRESS FOR SUCCESS - Obtain the Vision

Chattahoochee County emphasizes that the business of school is student learning.

Appropriate dress and grooming standards should support this purpose, promoting a positive learning atmosphere and a safe, orderly environment free from disruption.

These standards should be easily enforced by teachers and administrators and self-monitored by students and parents before arriving at school.

Tops:

- Must cover the chest, back, and midriff/stomach.
- Must be long enough to reach below the waistband of bottoms.
- Sheer/see-through tops are not permitted.
- Crop, halter, racer-back, tube, camisole, spaghetti straps, excessive armhole, or muscle tops are not permitted.
- Undershirts cannot be worn as tops.

Bottoms:

- Must be made of solid material and reach mid-thigh or longer.
- Excessively tight pants (e.g., yoga pants, leggings/jeggings) are not permitted.
- Distressed bottoms are allowed, but holes or rips above mid-thigh are not permitted.
- Must be worn at the natural waistline; sagging is not permitted.
- Pajamas/fleece bottoms are not permitted.
- Fishnet clothing/stockings are not permitted.
- Volleyball, biker, and cycling shorts are not permitted.

Other:

- Proper undergarments must be worn and not exposed.
- House shoes/slippers are not permitted.
- No headgear (caps, hats, toboggans, visors, bandannas, scarves, headbands)
- Rollers, combs, picks, and brushes worn in the hair are not permitted.
- Sunglasses are not permitted inside the building.
- Hoods are not to be worn on the head inside the building.
- Trench coats are not permitted.
- Tattoos and clothing may not display or promote inappropriate content, including racial slurs, profanity, sexually suggestive language or representations, violence, alcohol, tobacco, \ drugs, or gangs.

Enforcement:

- Students who violate the dress code are subject to disciplinary action according to the discipline policy.
- The principal or designee has the authority to make final determinations regarding compliance with the Dress for Success Code Policy.
- It is crucial that students and parents use good judgment based on the school's mission.

CCEC DISTRACTION FREE POLICY

● The "**DISTRACTION-FREE EDUCATION ACT**" aims to minimize distractions and improve focus in the classroom. This means that cellphones and smartwatches will no longer be allowed in the classroom during instruction time.

Policy Details

During the school day, students are expected to remain focused on learning with minimal distractions. To support this goal and in compliance with the **Distraction-Free Education Act-HB 340**, the use of personal electronic devices—including cell phones, smartwatches, and earbuds or headphones—is not permitted during the school day.

- **Upon entering the school building, students must keep cell phones and other personal electronic devices turned off and, in their backpacks until they exit the building at the end of the instructional day.**

Violations & Consequences

Responsibility:

- Students are fully responsible for any loss, damage, or theft of personal devices brought to school.
- **CCEC is not responsible for lost, misplaced, or damaged items brought to school by students voluntarily.**

Unauthorized Use:

- · There is no authorized use during the school day.
- · Taking photos or videos of students or staff without permission is strictly prohibited.
- · Sharing or posting unauthorized content may result in short or long-term suspension.

Repeat Offenses:

- Students who break the device policy will have their device placed on administrative hold for parent pickup or be assigned In-School Suspension (ISS).

Violation Progression for Teachers (if a student is caught with a personal device)

- | | |
|---------------------|---|
| 1st Offense: | Warning documented in PowerSchool (so other teachers can see if first offense has occurred). Collect device and inform parents. |
| 2nd Offense: | Office referral. Collect device and turn in to an administrator.
Admin will follow disciplinary progression from here.
The disciplinary progress is found on the next page. |

These consequences are designed to encourage responsible behavior and ensure that all students can learn in a distraction-free environment.

CCEC DISTRACTION FREE POLICY - CONTINUED

● COMMUNICATION/ELECTRONIC DEVICES OR RELATED PARAPHERNALIA

1. PHONES/DEVICES

Students shall not use, display, or turn on cellular phones or electronic devices during class time without teacher authorization. The teacher will confiscate any electronic device (including the battery) during class time without prior approval. Refusal to turn over cell phones or other electronic devices to the teacher and/or habitual/continued use of cell phones or electronic devices without prior approval will result in the student being guilty of insubordination (I. 9).

- Teachers will not be interrupted to retrieve an item that has been taken.
- **STOLEN ELECTRONIC DEVICES ARE NOT THE RESPONSIBILITY OF ADMINISTRATION.**
- Administrators/Law Enforcement will not conduct classroom/area searches for missing items.

DISPOSITION:

- 1st Offense:** The teacher confiscates the device and returns it at the end of the day. Parents will be notified & made aware of the consequences of the next offense.
- 2nd Offense:** The teacher confiscates, and the parent is required to pick up the device at the end of the day. Parents will be notified & made aware of the consequences of the next offense.
- 3rd + Offense:** The teacher confiscates, and the parent is required to pick up the device at the end of the day. Student referred for Insubordination (see I.9). The student will also receive 1 day of ISS.

2. HEADPHONES/EARBUDS/Smartwatches

- No headphones/earbuds/smartwatches will be worn at school.

DISPOSITION:

- 1st Offense:** The teacher confiscates and returns it at the end the day. Parents will be notified & made aware of the consequences of the next offense.
- 2nd Offense:** Teacher confiscates and parent is required to pick up the Headphones/ear buds at the end of the day.
- 3rd + Offense:** Teacher confiscates and parent is required to pick up the device. Student referred for Insubordination (see I.9). The student will also receive 1 day of ISS.

3. FILMING FIGHTS

- No student shall film a fight or any encounter between students.

DISPOSITION:

- 1st Offense:** 2 Days ISS
- 2nd Offense:** 3 Days ISS
- 3rd Offense:** 1 Days OSS
- 4th Offense:** 3 Days OSS