

# Chattahoochee County Education Center



## 2025-2026 **EMPLOYEE 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

STUDENT/TEACHER HOLIDAY

TEACHER/STAFF IN-SERVICE (NO STUDENTS)

## PROGRESS REPORTS/REPORT CARDS

## EARLY DISMISSAL

VIRTUAL LEARNING DAY

END OF 9 WEEKS/SEMESTER

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

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
MAY 20:	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

**\*JULY 3, 2025 - ALL OFFICES CLOSED IN HONOR OF JULY 4**

**\*JUNE 18, 2026: ALL OFFICES CLOSED IN HONOR OF JUNETEENTH**

# CONNECT WITH US



## Chattahoochee County Education Center

140 Merrell Street, Cusseta, GA 31805



### ● **ADMINISTRATIVE STAFF**

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# GENERAL INFORMATION

## ●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.

During lunch homeroom teachers will remain with their classes unless a duty-free lunch has been previously arranged.

Staff may purchase breakfast and/or lunch in the cafeteria. The cost of an adult breakfast is **\$2.00**. The cost of an adult lunch is **\$5.00**. Payments to your lunch account can be made via Revtrak, the online payment system. The cafeteria does not accept cash.

The link is as follows: <https://chattco.revtrak.net/tek9.asp>.

Your account can be monitored via PowerSchool under the transactions tab.

Grade Level	Lunch
Kindergarten	10:45 - 11:15
1st	11:00 - 11:30
2nd	11:15 - 11:45
3rd	11:35 - 12:05
4th	12:00 - 12:30
5th	12:45 - 1:15

## ●COMMUNICATION

### Building Concerns

- **Maintenance requests** should be emailed to Ms. Williamson ([awilliamson@chattcho.org](mailto:awilliamson@chattcho.org)).
- **Technology requests** will be submitted via “Submit Technology Request” under the Staff Link on the school’s website.

## ●EMPLOYEE LEAVE

All school employees are encouraged to be present every day.

If an absence is necessary, fill out an absence request on **Frontline Absence Management website** (<https://app.frontlineeducation.com>) several days in advance of the scheduled absence.

All employees are required to use the Frontline portal for leave requests including sick leave that occurs on the same day as an absence. Each employee will have their own Frontline ID username and password.

If the absence is unplanned and you cannot enter an absence in Absence Management, please contact both Ms. Williamson (229-314-9381) and Ms. Heard (706-615-4774) via text.

Lesson plans must be provided for substitutes.

More detailed information regarding employee leave is available in our District Employee Handbook.

## ●EMPLOYEE'S CHILDREN ON CAMPUS

The children of staff are not permitted to stay with their parents at school during working hours. If on campus during before/after school hours, they must always remain in the presence of their parents or an adult designee.

## ●EVALUATION

All employees of the Board of Education will have their performance evaluated annually by an appropriately trained evaluator. Performance evaluation records are a part of the personnel evaluation file and are confidential. All certified teachers and support staff will be evaluated with the Teacher Keys Effectiveness System (TKES) and all certified administrators will be evaluated with Leadership Keys Effectiveness System (LKES) unless otherwise notified. All other certified and classified employees will be evaluated with a board approved, position-based evaluation tool.

## ●HOURS OF DUTY

- The school day for all staff members is from **7:45 AM** until **3:45 PM**.
- Employees will sign in each day in the front office. Failure to sign in each day may result in an absence being documented for the day. In addition, you are encouraged to **BE ON TIME**. There is a 15-minute grace period. However, tardiness should not be habitual.
- A duty roster has been prepared for morning duty. It will be shared separately from the Employee Handbook. Staff will perform their duty as scheduled and assigned.
- Staff must be present at their designated morning duty station at 7:45 AM.
- When not scheduled for morning duty, staff will greet their students at the classroom door every morning.
- Students are not to be lined up in the hall waiting for teachers to let them in the classroom.
- Additionally, students are always to be properly supervised.

## ●MEETINGS

### Attendance

All teachers are expected to attend scheduled meetings unless they are prohibited from doing so by some cause beyond their control. Promptness is essential to the success of all meetings. Meetings and conferences will be scheduled in the morning/afternoon when feasible, and at least a two-day notice will be given when possible. Requests to be excused from a meeting must be submitted to the principal. Personnel should plan appointments and responsibilities for days other than these prescribed dates.

- **Monthly Meetings**

Collaboration is essential to improving student learning. The mandate for meeting should not be viewed to satisfy a request by the building principal but an opportunity to discuss improvements among grade level teams. When our schedule permits meetings will be scheduled on Teacher Work Days and Early Release Days.

- **Faculty Meetings**  
2<sup>nd</sup> Thursday of each month
- **Professional Learning Community Meetings (PLC)**
  - ◇ **Reading & Math**  
3<sup>rd</sup> Wednesday of each month
- **School Governance Committee**  
3<sup>rd</sup> Monday of each month
- **Safety Committee**  
2<sup>nd</sup> Monday of each month
- **School Leadership Team**  
4<sup>th</sup> Thursday of every month



## ●PARKING

Faculty and staff will park in the designated parking areas, which include the area on the lower end of the Hobbs Building, the second row of parking in front of the Main Building and parking spaces near the gym. The following staff may park on the front row: Teacher of the Year, Support Person of the Year, and individuals with a handicap tag/decal. If you have extenuating health issues that require parking on the front row, please communicate your parking request to Ms. Heard.

## ●PROFESSIONALISM & CONFIDENTIALITY

### Dress Code Guidelines for Employees

Appropriate appearance by employees contributes to a positive learning environment. All employees are expected to set a positive example for students and the community by being professionally dressed to perform their duties. These guidelines are intended to reduce questions about expectations and to provide consistency in the type of dress worn throughout the system by all employees.

Modesty and cleanliness are always expected. Good taste must be displayed. Business apparel is appropriate for all job positions that do not require a uniform. Spirit-casual dress is allowable at the discretion of the supervisor and in summer months. Employees are expected to have their system issued Identification badge visible.

As professionals, teachers, and administrators are expected to dress appropriately for their duties, to adhere to the standards and expectations of their profession and to conduct themselves in a proper manner with their colleagues, parents, and all others.

Educators must always particularly remember that we are not just instructors of specific skills, but more importantly, we are role models for our students as well as important members of the community. The educator's demeanor and personal appearance strongly influences setting the tone in the classrooms and within the school. The teachers' dress is expected to be more modest than the students. If you question an item's appropriateness for school, it is probably better not to wear it.

## ●REPORTING STUDENTS' ABSENCES

Classroom attendance should be entered in PowerSchool by no later than **8:45 am** each day. The teacher is also responsible for completing the Daily Attendance form electronically each day. The link for the Daily Attendance Google form will be provided by the front office and it is also posted on our Clever platform. The school secretary will change the report for tardy students. **Excuses for absences should be forwarded to the front office.**

## ●SAFETY

Employees will be aware of emergency procedures in the event of fire, tornado, or other events listed in the safety plan distributed by the BOE Director of Safety/Security. Each classroom will be equipped with a framed map of each building that showcases the exit plans for evacuation. Each teacher will ensure that the emergency kit in the classroom is current with updated rosters and equipment.

## ● SECURITY AND IDENTIFICATION BADGES

All employees of Chattahoochee County Education Center will be issued a picture identification badge. Badges shall be worn every day. They will also be used as a method to gain entry to exterior door throughout campus.

## ● 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 a parent needs to permanently change their student's afternoon transportation, they 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](mailto:ccectransportation@chattco.org)**



# ACADEMICS

## ● LESSON PLANS

A Canvas page has been created for all things CCEC. Lesson plans can be submitted on this page. The school approved lesson plan template must be utilized. Lesson plans for ALL subject areas are due on Friday of each week for the upcoming week.

### Substitute Lesson Plans

When a teacher is absent from school, specific lesson plans for the day must be left on the teacher's desk and clearly labeled. Emergency lesson plans should be included in the daily lesson plan notebook. The plan should be updated frequently and should include:

- Duty information
- Extra assignments
- Roster with a seating chart for each class
- General class procedures
- Daily Schedule
- Discipline Form
- Lesson plans
- Hall Passes
- Special Instructions for Students

### Chattahoochee County Education Center

#### Lesson Plan Template

Grade Level:

Teacher:

Date:

<b>Standards addressed in this Lesson</b>		
<b>Learning Targets for this Lesson</b>	<b>Student Knows:</b>	
	<b>Student Does:</b>	
	<b>Student Understands:</b>	
<b>Formative Assessment for this lesson</b>		
<b>Opening/Hook for this lesson</b>		
<b>Work Session Activity</b>		
	<b>Please define any differentiation (if applicable) for this lesson:</b>	
<b>Higher Order Thinking Questions for this lesson</b>		<b>Materials Needed for this lesson</b>
<b>Closing for this lesson</b>		<b>Other Resources for this lesson</b>

# ACADEMICS

## ●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



# ASSESSMENTS SCHEDULE

GKIDS READINESS & 30-DAY COMPLETION	
Kindergarten	August 7th - September 18th

MAP GROWTH FALL	
Kindergarten – 5 <sup>th</sup>	August 11th – 15 <sup>th</sup>
MAP GROWTH WINTER	
Kindergarten – 5 <sup>th</sup>	December 8th – 12th
MAP GROWTH SPRING	
Kindergarten – 5 <sup>th</sup>	April 27th - May 1st

I-READY FALL	
Kindergarten – 5 <sup>th</sup>	August 18th - 22nd
I-READY WINTER	
Kindergarten – 5 <sup>th</sup>	December 15th - 19th
I-READY SPRING	
Kindergarten – 5 <sup>th</sup>	April 21st - 28th

BAS ASSESSMENT FALL	
1st – 5th	August - September
BAS ASSESSMENT WINTER	
1st – 5th	December - January
BAS ASSESSMENT SPRING	
1st – 5th	April - May

BAS ASSESSMENTS		
1 <sup>st</sup> Assessment	Kdg	October
2 <sup>nd</sup> Assessment	Kdg	January
3 <sup>rd</sup> Assessment	Kdg	May

BAS ASSESSMENTS		
1 <sup>st</sup> Assessment	1st - 5th	August - September
2 <sup>nd</sup> Assessment	1st - 5th	December - January
3 <sup>rd</sup> Assessment	1st - 5th	April - May

IXL FALL	
Grades 2nd – 5th	August 18th– 22nd
IXL WINTER	
Kindergarten – 5th	December 8th - 12th
IXL SPRING	
Kindergarten – 5th	April 21st - May 1st

# ACADEMICS

## ● 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.
- **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 <sup>st</sup> Quarter	September 8th	October 14th
2 <sup>nd</sup> Quarter	November 13th	January 7th
3 <sup>rd</sup> Quarter	February 6th	March 13th
4 <sup>th</sup> 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](mailto: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](mailto: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](mailto: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 prob-CHATT-Flint RESA Science Fair.

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

**P**  
**PREPARED**

**A**  
**ACT RESPONSIBLY**




**W**  
**WORK & PLAY SAFE**

**S**  
**SHOW RESPECT**




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

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

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

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

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

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



# 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.

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

<b>CONSEQUENCES</b>		
<b>LEVEL 1 MINOR OFFENSES</b> Classroom Managed Behavior	<b>LEVEL 2 MAJOR OFFENSES</b> Office Managed	<b>LEVEL 3 ILLEGAL OFFENSES</b> Office Managed
<p><b><u>1st Offense</u></b> Discipline Referral (Warning) Parental Contact</p> <p><b><u>2nd Offense</u></b> Discipline Referral (Warning) Counselor's Referral Parent Contact</p> <p><b><u>3rd Offense</u></b> Discipline Referral Parent Contact Administrative Consequences</p> <p>Excessive offenses may result in suspension (ISS or OSS) as assigned by administration</p>	<p><b><u>1st Offense</u></b> Administrative Discretion Parental Contact Counselor's Referral</p> <p><b><u>2nd Offense</u></b> ISS (1 day) Parental Contact Counseling</p> <p><b><u>3rd Offense</u></b> ISS (3 days) Parent Contact Counseling</p> <p>Excessive offenses may result in suspension (ISS or OSS) as assigned by administration</p>	<p><b><u>1st Offense</u></b> OSS (3 - 5 days) Parent Contact Counseling Referral Student Behavior Plan</p> <p><b><u>2nd Offense</u></b> OSS (5 days) Parent Contact Counseling Follow-up of Behavior Plan</p> <p><b><u>3rd Offense</u></b> 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>

# STUDENT DRESS CODE

## ● 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.

# STAFF DRESS CODE

## ● **PROFESSIONAL STAFF DRESS CODE POLICY**

At Chattahoochee County Schools, all staff members are expected to model professionalism through both conduct and appearance. The purpose of this dress code is to establish consistent expectations that align with the values of our learning environment and reflect the high standards we hold for ourselves and our students.

### **General Expectations:**

Professional attire should be worn each day, appropriate to the educational setting and duties assigned. Staff are expected to dress in a manner that reflects pride in their role as educators and maintains the respect of students, parents, and colleagues.

### **Prohibited Attire:**

Leggings, joggers, sweatpants, and other athletic wear are not permitted as daily professional attire. Clothing that is overly tight, sheer, revealing, or displays offensive language or imagery is not allowed. Flip-flops, slippers, or similar casual footwear are not appropriate for professional settings.

### **Jeans Policy:**

- **FRIDAYS:** Staff may wear jeans on Fridays if they are paired with a school-sponsored shirt or a shirt in our school colors—black or gold.
- **SPIRIT WEEK:** Jeans are permitted during Spirit Week when participating in designated dress-up days. Special Events/Fundraisers: Administration may authorize additional jeans days for school-sponsored events, fundraisers, or other approved occasions. Participation in the designated activity is required to wear jeans on these days.

### **Compliance and Enforcement:**

This policy is designed to promote a professional environment while offering reasonable flexibility for school spirit and special events. Administration reserves the right to determine whether attire is appropriate and to address any concerns directly and respectfully with staff members.

**We appreciate your support in setting a positive example for our students and representing Chattahoochee County Schools with professionalism and pride.**

