

# Chattahoochee County School District



## Student Operational Handbook

Revised: 08/2024

## OUR SCHOOL SYSTEM



# CHATTAHOOCHEE COUNTY SCHOOLS



Website: [www.chattco.org](http://www.chattco.org)

**Board Office:** 706.989.3774

Address: 326 Broad Street, Cusseta, GA 31805

Superintendent: Dr. Kristie Brooks [kbrooks@chattco.org](mailto:kbrooks@chattco.org)

**High School:** 706.989.3678

Address: 360 GA Highway 26, Cusseta, GA 31805

Principal: Dr. Nila Burt [nburt@chattco.org](mailto:nburt@chattco.org)

**Middle School:** 706.989.3678

Address: 360 GA Highway 26, Cusseta, GA 31805

Principal: Mrs. Brenda Jones [bjones@chattco.org](mailto:bjones@chattco.org)

**Education Center:** 706.989.3648

Address: 140 Merrell Street, Cusseta, GA 31805

Principal: Mrs. Kenyada Heard [kheard@chattco.org](mailto:kheard@chattco.org)

**Board of Education Info** can be found on the Simbli Website at:  
<https://www.chattco.org/page/school-board>

# WHO WE ARE

## ● **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



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# GENERAL INFORMATION

## ● **HANDBOOK INFORMATION**

Students and parents/guardians are responsible for knowing and understanding the guidelines outlined in this handbook. Unless the parent informs the school otherwise, Chattahoochee County Schools has my permission to use my child's photograph, likeness, artwork, profile, and/or story in this and future publications, web pages, and other promotional materials produced, used by, and representing Chattahoochee County Schools. I understand the circulation of the materials could be worldwide and that there will be no compensation to me for this use. Students will be allowed to participate in any extracurricular activity or organization unless the parents inform the school that they cannot attend.

## ● **SOCIAL MEDIA**

The board welcomes constructive criticism of the schools whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively.

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

## ● **CHAIN OF COMMAND**

Chattahoochee County Board of Education members have confidence in the professional staff and desire to support their actions so that they are free from unnecessary, spiteful, or negative criticism and complaints. This policy does not supersede any employee's or citizen's right to contact Board members directly. However, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the administration for study and possible solution. **The Board advises the public that the proper channeling of and most effective way to resolve complaints involving instruction, discipline, transportation, or learning materials is as follows:**

<b><u>DISCIPLINE</u></b> ▼	<b><u>CURRICULUM</u></b> ▼	<b><u>TRANSPORTATION</u></b> ▼
Teacher ▼	Teacher ▼	Assistant Principal ▼
Assistant Principal ▼	Instructional Coach ▼	Principal ▼
Principal ▼	Assistant Principal ▼	Transportation Director ▼
Chief of Safety ▼	Chief Academic Officer ▼	Operations Director ▼
Superintendent	Superintendent	Superintendent

**\*Any issues outside of this chart addressed by Principal** (Note: Coach > Athletic Director > Principal)

The Board will consider hearing citizen complaints when the administration cannot resolve them.

**Persons desiring to communicate with the Board shall submit a written request to the Superintendent stating their name, home address, the topic about which they wish to speak and the group they represent, if applicable, no later than 24 hours before the scheduled Board meeting.**

After reading such complaints, if more information that might challenge or question an individual's good name or character is needed, the Board shall consider this in the Executive Session if it is related to items allowable under the Open Records Act. The Board will not consider or act on complaints not explored at the appropriate administrative level or if the proper chain of command has not been attempted.

## ● **CAFETERIA**

All students enrolled in Chattahoochee County School District can receive complimentary breakfast. However, based on federal guidelines, only CCEC students are eligible for a no-cost lunch.

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.

## ● **GALILEO**

GALILEO (Georgia Library Learning Online) is an excellent website for the state of Georgia. The websites have all been authenticated. Galileo is a very good resource for electronic magazines, journals, and newspaper articles as well as many other research tools. If Galileo is accessed via the school network, a password is not needed. All administrators, teachers, and students receive the password updates via their Google accounts. The web address is [www.galileo.usg.edu](http://www.galileo.usg.edu).

## ● **WEB PAGE**

The Chattahoochee County School System web page is located at [www.chattco.org](http://www.chattco.org).

Each school has a link from this site that has a calendar listing all essential school dates as well as other pertinent information. Please refer to this site frequently as it will be continually updated.

Parents/guardians are able to access PowerSchool via the school website and keep up with their student's attendance and individual grades. Please contact the school with difficulties on accessing PowerSchool.

## ● **FIELD TRIPS**

Students on a school-sponsored field trip are subject to all school rules. As ambassadors of the school, students are held to a higher account of school rules. In order to be eligible for field trip participation, student grades, attendance, behavior, and good standing will be evaluated. The sponsor will lay out the criteria for eligibility to attend a field trip. The CCSD Dress Code will be in effect on any school-sponsored field trip unless permission is granted by the principal/designee.

## ● **MOMENT OF REFLECTION**

In compliance with Georgia law, at the opening of school on every day in each public school classroom, the teacher in charge shall conduct a brief period of quiet reflection for not more than 60 seconds with the participation of all the pupils. The moment of quiet reflection is not intended to be a religious service or exercise but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day. Teachers and administrators shall not suggest or imply that students should or should not use the moment of reflection for prayer, nor shall they deny to any student the right to use it for a moment of quiet prayer. Students and/or staff may not under any circumstances use the moment of quiet reflection to audibly pray, singly or in unison. Legal Ref :O.C. G. A. 20-2-1050, as amended, 1994 20-2-59

## ● **MONEY MATTERS**

- All checks should have the student's name and purpose written in the "For" column.
- CASH is not given to teachers.
- Under no circumstance should a parent or student use an electronic service like PayPal, a cash app, or Venmo to submit funds to an employee.

# ADMISSIONS

## ● **REPORT CARDS**

Report Cards and Progress Reports are posted on the PowerSchool parent portal and the student portal. If a parent requires a printed version, a request should be made directly to the student's homeroom teacher in writing. Report cards and progress reports will be available in the portal.

## ● **DEMOGRAPHIC INFORMATION**

The school must know as much about students as possible in an emergency. Demographics pages are typically filled out during registration. If not, students will be given a sheet on the first day of school. Ensure all names, addresses, phone numbers, etc., are correct and legible. Also, please inform the registrar's office of any changes regarding name, address, phone numbers, or emails that need to be updated.

## ● **DIRECTORY INFORMATION**

The Chattahoochee County School System has designed the following information as directory information:

- \*Student's name, address, and telephone number;
- \*Student's date and place of birth;
- \*Student's participation in official school clubs and sports;
- \*Weight and height of student if he/she is a member of an Athletic team;
- \*Dates of attendance at the Chattahoochee County Schools;
- \*Awards received during the time enrolled in the Chattahoochee County School System;
- \*Video, audio, or film images or recordings; and Photograph

Unless the parent/guardian or eligible student requests otherwise, directory information may be disclosed to the public upon request. Students have the right to refuse to allow all or any part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify the school's principal at which the student is enrolled in writing within 10 days after officially enrolling in school or within 10 working days of releasing this directory information.

## ● **ENROLLMENT**

Students who wish to enroll and previously attended Chattahoochee County Schools will automatically be enrolled, and school records will be forwarded to the appropriate school. After reviewing the forwarded records, if any required documents are missing, the parent/guardian must provide them within 30 calendar days, or the student will be withdrawn until appropriate documents are provided. Students who wish to enroll at CCSD who have not attended CCSD schools will need to have the following information presented to the District Enrollment Specialist or his or her designee to review before enrollment is granted:

- 1) A withdrawal sheet from the previous school
- 2) A transcript of courses/credits received
- 3) The most recent report card
- 4) A copy of the birth certificate
- 5) A copy of the social security card
- 6) A current immunization form (GA form 3231)
- 7) Eye, Ear, Dental & Nutrition Exam (GA Form 3300)
- 8) A copy of the student's discipline record or a statement that the student does not have a discipline record.
- 9) Proof of residence in Chattahoochee County or payment of out-of-state tuition.  
(Two (2) Proofs of Residency are required. The first required document must be a lease agreement or proof of ownership)

- 10) Student placement in previous school (disciplinary status)
- 11) Residency Affidavit
- 12) Transportation Form
- 13) Relations Waiver Form
- 14) A completed lunch form

The parent/guardian should notify the Registrar immediately if any of the following apply:

- Custody Concerns Guardianship ESOL
- Gifted and Talented Power of Attorney Special Education
- 504 Alternative Education Report

## ● **EQUAL EDUCATION OPPORTUNITIES**

The School District does not discriminate based on race, color, national origin, disability, or sex in any student program. The Board of Education's policy is to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and all accompanying regulations.

Any student, parent, or other person who believes he or she or any student has been discriminated against or harassed in violation of this policy must make a complaint per the procedures outlined below.

## ● **FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)**

Notice to parents/guardians and eligible students of rights under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) (the "Act"). You have a right to:

- (1) Inspect and review the education records of a student who is your child, or in the case of a student who is eighteen years of age (18) or older, your own education records;
- (2) Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- (3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated under the Act authorize disclosure without consent;
- (4) File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Chattahoochee County Board of Education to comply with the requirements of the Act or the regulations promulgated thereunder; and
- (5) Obtain a copy of the policy (JR) which the board of education had adopted regarding access to student records. Copies of this policy may be obtained by contacting the Chattahoochee County Board of Education at 326 Broad Street, Cusseta, Georgia –Phone 706-989-3774.

Generally, a parent will be permitted to obtain a copy of education records of his/her child upon reasonable notice and payment of reasonable copying costs of ten (10) cents per page.

## ● **GENDER EQUITY**

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2-315). Students are hereby notified that the Chattahoochee County School System does not discriminate on the basis of gender in its athletic programs. Inquiries or complaints concerning sports equity in this school may be submitted to: Sports Equity Coordinator/Athletic Director at 360 Highway 26 Cusseta, GA 31805.



## ● **HOMELESS STUDENTS**

Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) requires each state to ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youth. Per the Act and State Board Rule 160-5-1-.28 (JBC), the term “Homeless Child and Youth” is defined as children and youth who are:

- a. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- b. Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- c. Living in emergency or transitional shelters;
- d. Abandoned in hospitals;
- e. Moreover, the following children are included in the definition: children who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; children who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations, or similar settings; and migratory children who qualify as homeless because they are living in the circumstances described above. Please refer to Chattahoochee County Board Policy JBC (1) for further information and details.

The term “homeless children and youths” is defined as provided in the McKinney-Vento Homeless Assistance Act (the Act).

Per the Act, every child of a homeless individual and every homeless child or youth shall have equal access to the same free, appropriate public education as provided to other students. The District shall assign and admit a child or youth who is homeless to a District school regardless of residence or whether the parent or student is able to produce records typically required for enrollment.

The Superintendent shall appoint a liaison for homeless children and youths.

The School District will work with homeless children, youths, and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless children and youths not currently attending school in a manner that will not stigmatize or segregate them on the basis of their status as homeless. Homeless students will be provided district services for which they are eligible, including transportation services, Head Start and comparable preschool programs, Title I and similar state or local programs, educational programs for students with disabilities or limited English proficiency, career and technical education programs, gifted and talented programs and school nutrition programs. Appropriate secondary education and support services will be provided to ensure that homeless youths receive appropriate credit for full or partial coursework satisfactorily completed while attending a prior school.

The Superintendent or designee will review and revise as necessary regulations or procedures that may be barriers to the enrollment of homeless children and youths. In reviewing and revising such regulations or procedures, the District will consider issues of transportation, immunization, residence, birth certificates, transfer of school records and other documents required for enrollment.

Anyone having a concern or complaint regarding eligibility, school selection, or enrollment of a homeless child or youth should first present it orally and informally to the District homeless liaison, who shall carry out the dispute resolution process as defined in the state plan for the education of homeless children and youths.

## ● **MILITARY CHILDREN**

The Background: To help our military students graduate on time, the Georgia General Assembly has passed Senate Bill 114.

In order to facilitate the on-time graduation of children of military families, states and local school systems shall incorporate the following procedures:

- (1) Local school systems shall waive specific courses required for graduation if similar coursework has been satisfactorily completed in another local education agency or shall provide reasonable justification for denial. Should a waiver not be granted to a student who would qualify to graduate from the sending school, the local school system shall provide an alternative means of acquiring required coursework so that graduation may occur on time;
- (2) Local school systems shall accept exit or end-of-course exams required for graduation from the sending state, national norm-referenced achievement tests, or alternative testing in lieu of testing requirements for graduation in this state; and
- (3) Should a military student transferring at the beginning or during his or her senior year be ineligible to graduate from the receiving local education agency after all alternatives have been considered, the local school system shall coordinate with the sending local education agency to ensure the receipt of a diploma.

## ● **NON-RESIDENT STUDENTS**

### **CRITERIA FOR PROSPECTIVE OUT-OF-COUNTY/STATE STUDENT ENROLLMENT**

#### **I. Grades K-8**

##### **A. Academics**

1. The prospective student must be passing reading and math.
2. The prospective student may only be failing one subject, if any, but not reading or math.
3. The prospective student must have an overall minimum average of 75.

##### **B. Discipline - The present or prospective student must have acceptable behavior.**

1. No more than (3) discipline referrals from the previous year.
2. No discipline problems of a serious nature (drugs, alcohol, weapons, fighting, alternative school assignment, or any behavior that might be deemed a threat to the safe and orderly operation of the school).

##### **C. Attendance - The prospective student must be within the acceptable limit of absences for the current and previous school year. (No more than six (6) absences per year of which no more than two (2) may be unexcused).**

#### **II. Grades 9-12**

##### **A. Academics**

1. The prospective student must have failed no more than one course the preceding school year.
2. The prospective student must be on track for graduating having
  - after one year of high school ..... 6 units
  - after two years of high school ..... 12 units
  - after three years of high school ..... 18 units
3. The present or prospective student must have a minimum GPA of 2.75 out of a 4.0.

##### **B. Behavior - The present and prospective student must have acceptable behavior:**

1. No more than three (3) discipline referrals the previous year.
2. No discipline problems of a serious nature (drugs, alcohol, weapons, fighting, alternative school assignment or any behavior which might be deemed a threat to the safe and orderly operation of the school).

##### **C. Attendance - The prospective student must be within the acceptable limit of absences each semester of the previous school year (three (3) per semester in high school of which no more than two (2) may be unexcused).**

### III. General Grades K-12

1. Each school will establish a student review committee to review the records of students requesting to attend schools within the Chattahoochee School District from out of district. The review committee will review each student's records to ensure that the students meet the criteria listed above before the student enrolls.
    - A. Once an out-of-county/state student has been enrolled he/she is expected to continue to meet the above criteria
    - B. The student review committee will meet as needed, but at least prior to the end of each semester to review the status of all out-of-county/state students .
    - C. This committee shall be authorized to make decisions regarding the enrollment status of students seeking enrollment in the District and nonresidents students currently enrolled in the District.
  2. Nonresident students may have the privilege of attending the Chattahoochee County School District revoked without convening a disciplinary tribunal for any of the following reasons:
    - A. Unacceptable behavior;
    - B. Unacceptable attendance;
    - C. Lack of effort and/or poor academic performance;
    - D. Falsification and/or misrepresentation of information during application process; and
    - E. Other good and sufficient cause.
  3. Nonresident special education students will be permitted to enroll in the Chattahoochee County if (1) the students meet the academic, behavior and discipline criteria set forth above and (2) the services and program outlined in the child's Individualized Education Program are available in Chattahoochee County.
  4. Nonresident, in state students will not be charged annual tuition.
  5. Nonresident out-of-state students shall pay tuition prior to enrollment. Once a student is enrolled and has paid tuition, there shall be no refunds of tuition, regardless of the number of days the student is enrolled. With the exception of second semester seniors, if an in state student moves out-of-state during the time of enrollment, that student shall pay pro-rated tuition based on the number of days remaining on the calendar. Further, if an out-of-state student desires to enroll in the Chattahoochee County School District after the school year has begun, said student's tuition shall be pro-rated based on the number of days remaining in the school year.
  6. When a student's parents or legal guardian(s) relocate from a Chattahoochee County address to an out- of- district residency, that student must comply with Policy JBCB once non-residency has been established
  7. Annual Out of State Tuition \$8,200 or \$4,100 each semester.
- IV. It is the long-standing policy of Chattahoochee County School District to allow school employees (both certified and non-certified) to enroll their children, of whom they are the legal guardian, to attend Chattahoochee County Schools free of charge. However, a student seeking to enroll in the Chattahoochee County School District based on a parent's employment status must meet the academic, discipline, and attendance requirements outlined in this policy to continue enrollment in the District.

### ● **TRANSFER CREDIT**

From an Accredited School- The Chattahoochee County Schools shall accept student course credit earned in an accredited school. The school shall have been accredited at the time the credit was earned. High school students transferring to the Chattahoochee County School System from an accredited school will receive credit for courses taken at the former school as recorded on the transcript(s) from the issuing school or schools. Letter grades from transferred courses will be converted to a numerical grade using either a conversion scale provided by the prior school or, if a scale is unavailable, using the Chattahoochee County School System's conversion formula. Numerical grades received from other systems will be recorded unchanged. Transferred elective course titles, if necessary, will be changed to broad categorical titles such as physical education, business education, and vocational education. High school students who transfer from accredited schools must also pass the high school graduation tests or other graduation assessments required by the state board of education and meet the state of Georgia's and Chattahoochee County school system's graduation requirements before a diploma will be issued.

From a Non-Accredited School- Students requesting admission into high school in the Chattahoochee County School System from non-accredited schools or home study programs will have their previous course work considered for Carnegie unit credit upon receipt of an official transcript or other documentation signed by duly authorized personnel of the former institution. Students transferring from Homeschool Programs must have their transcript or their documentation verified by the signatures of a parent or guardian. Courses transferred from non-accredited or home schools must be reviewed and compared to the GSE to determine if they meet the secondary minimum core curriculum. Possible sources of information to determine if a course meets the minimum core curriculum may include any of the following:

1. Reviewing course syllabi
2. Reviewing course objectives
3. Reviewing course textbooks and other instructional materials
4. Interviewing personnel/parent/student interview to determine course content
5. Reviewing other available documentation

Elective credit will be given for courses whose content does not match the Georgia Board of Education. List of State Funded K-8 Subjects and 9-12 courses, or for courses that do not meet the minimum core curriculum content. Transferred credit will be recorded as "Pass" or "Fail" on the student transcripts. No numerical grades for transfer credits earned from non-accredited schools or programs will be recorded. No credit for grades less than seventy (70) or its alphabetical equivalent will be given.

In any academic year, no more than eight (8) Carnegie units can be awarded for study at a non-accredited public or private school, including home or correspondence schools. The Chattahoochee County School System will not award Carnegie unit credit for courses taken only during the summer in a homeschool setting.

## ● **STUDENT WITHDRAWAL**

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

- Has 10 or more consecutive days of unexcused absences.
- Is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individual Disabilities Education Act (IDEA).
- Has been expelled due to a decision rendered in a tribunal hearing O.C.G.A. 20-2-750 through 759.
- Has not provided all of the documentation required for enrollment.
- Fails to meet the requirements for Chattahoochee County resident students \*if applicable
- Fails to meet the expectations for non-resident students \*if applicable

## ● **PARENTAL NOTIFICATION OF STUDENT WITHDRAWAL**

The Superintendent or Designee shall use his best efforts to notify the parent(s), guardian(s), or other person(s) having control or charge of a student if the school system plans to withdraw such student, who is younger than 18 years of age, and is not subject to compulsory school attendance.

The school system is authorized to withdraw a student subject to compulsory attendance only if the local Superintendent or Designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home study program.

## ● **MONITORING**

The Principal/Designee will review attendance records at the end of each school year to identify students for attendance monitoring at the start of the next school year. Students referred to the Principal or Designee for violating compulsory attendance during a school year will be considered active referrals for continued monitoring at the beginning of the next school year. (Adopted June, 2009)

# ATTENDANCE LETTER

The following is an attendance letter from Arthur L. Smith, III, Chief Judge of Superior Courts:



**ARTHUR L. SMITH, III**  
CHIEF JUDGE OF SUPERIOR COURTS

GOVERNMENT CENTER  
P.O. BOX 1340  
COLUMBUS, GEORGIA 31902-1340

TELEPHONE  
706/225-4273  
FACSIMILE  
706/225-4569

August 1, 2024

Dear Parent or Guardian,

On behalf of the Superior Courts of Chattahoochee, Harris, Marion, Muscogee, Talbot, and Taylor Counties, I wish to welcome you to a new school year and confirm that school attendance is mandatory in the State of Georgia. Regular student attendance is a basic requirement for academic progress, as we all know. Attendance is linked closely to lifelong learning and productivity. It is well established that frequent or chronic absences, late arrivals and truancy place a child at a severe disadvantage, both in school and in endeavors later in life.


With these considerations in mind, you should know that your child's school is legally required to report students with excessive absences or late arrivals to your school's social worker for follow up and possible legal action.

Should such a referral occur, efforts will be made to help the family resolve attendance problems. If such efforts are unsuccessful, it shall be the duty of the social worker to file proceedings in Juvenile Court or take other legal steps to ensure compliance with Georgia's compulsory attendance laws.

Your child's school realizes that occasional absences or tardiness are necessary or even unavoidable because of illness or family emergencies; however, your student will be responsible for all assignments and homework covered during the absence. If a student needs the teacher's assistance to understand missed material, the teacher will usually be glad to assist the student at a pre-arranged time before or after regular class hours. Generally, it will not be possible for the teacher to stop class or interrupt instruction to accommodate students who are absent or tardy as this would be unfair to other students.

I hope that you and your student have a great academic year and that you will call upon your school with any questions or concerns.

With best regards,

  
Arthur L. Smith, III  
Chief Judge of Superior Courts  
Chattahoochee Judicial Circuit

ALS, III/lb

# ATTENDANCE

- **ATTENDANCE INFO:**

<https://www.chattco.org/page/attendance>

- **PURPOSE:**

As educators, we all recognize the relationship between daily school attendance, student performance, graduation, and habits in the workplace. We also know that the amount of time spent in class is a good measure of a student's access to an education. Each tardy or absence means a student has lost an opportunity to learn.

To address truancy and attendance, Georgia state law (HB 1190) now requires that communities and schools work together to address truancy through the recommendations of their local Student Attendance and School Climate Committee, which have two goals outlined in law:

- Ensure coordination and cooperation among officials, agencies, and programs involved in compulsory attendance issues to reduce the number of absences from school
- Increase the percentage of students who take tests required under state law

This student attendance protocol is written as required by the state of Georgia HB 1190 in an attempt to improve student attendance through the utilization of targeted strategies and interventions to reduce absences and truancy.

- **OPERATIONAL AUTHORITY:**

The Student Attendance and School Climate Committee is operational under the authority of the chief superior court judge, as defined in O.C.G.A. 20-2-690.2. Following the adoption of this written protocol and filing with the Georgia Department of Education, the committee will meet quarterly during its first year and twice annually thereafter to evaluate compliance and effectiveness and modify the protocol as appropriate.

- **ABSENCES AND EXCUSES:**

The Chattahoochee County Board of Education recognizes the importance that regular school attendance plays in increasing student achievement; therefore, the Board directs school-level administrators to put forth efforts to promote high student attendance. Additionally, the Board directs school-level administrators to provide an accurate method of record keeping in regard to student attendance. The Board further supports school-level efforts to recognize students who maintain exemplary attendance records.

The Chattahoochee County Board of Education requires that students be in attendance at public schools in accordance with the requirements of the compulsory school attendance law and for the number of full-length days prescribed by law.

The Board further directs the schools to obtain appropriate documentation to validate excused absences. Students are allowed to make up work if absences are excused. Schools are not required to provide work if absences are unexcused. Nothing in this policy should be constructed to encourage student absences (either excused or unexcused).

- A student must be present at least 1/2 of the school day in order to be counted present for a full day.
- A student must be marked present in order to participate in any school-sponsored extracurricular/ interscholastic activity.
- **HB 718:** Permits five excused absences for military dependents to attend military functions.
- For students in any grade K-8, only days in which students are present for at least half of the instructional time are required at each grade level.

**The Chattahoochee County Board of Education, as a policy, will excuse students for absences under the following circumstances:**

1. Personal illness or when attendance in school could endanger a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the Armed Forces, mandating absence from school.
4. Observing religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A period not to exceed one day for registering to vote or voting in a public election.
7. Schools shall count students present when they are serving as pages of the Georgia General Assembly.
8. Students in foster care shall be counted present when attending court proceedings related to their foster care.
9. A student whose parent or legal guardian is in military service in the U. S. Armed Forces or National Guard and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.
10. A student whose parent or legal guardian is currently serving or has previously served on active duty in the U. S. Armed Forces or in the Reserves or National Guard on extended active duty may be granted excused absences, up to a maximum of 5 school days per school year, not to exceed 2 school years, for the days missed from school to attend military affairs sponsored events or to visit with the parent or legal guardian prior to deployment or return from deployment, provided the student provides documentation prior to the absence. The documentation must come from a care provider at or sponsored by a U.S. Veterans Affairs medical facility or from an official of an event sponsored by a veterans organization that qualifies as a 501 (c) (19) tax-exempt corporation under the IRS Code. In determining whether to grant or deny a request for absence under this provision, the principal or designee may consider the student's attendance record.

Students shall be permitted to make up work when absences are excused. A written note from the student's parent or guardian stating the reason for the absence must be turned in within three days of the student's return to school. Students who miss more than four consecutive school days for personal illness will be required to present appropriate medical documentation upon returning to school for the purpose of validating that the absence is an Board Policy Manual Chattahoochee County Schools excused absence. With proper verification, a student may be eligible for hospital/homebound instruction as outlined in State Board of Education Rule 160-4-2-.31. Additionally, students who are absent due to a serious illness in the student's immediate family will be required to submit appropriate medical documentation for the purpose of validating that the absence is an excused absence.

A child with excessive excused absences (5) within one school year will be referred to the system social worker for monitoring of any additional pattern of excused absences.

An unexcused absence occurs when a student is voluntarily absent with or without the consent of his/her parent(s)/guardian(s) for reasons not recognized by Georgia statutes and/or school board policy.

Unexcused absences should be addressed in more detail by each school's handbook.

## ● **TARDINESS/LATE ARRIVALS/EARLY DISMISSALS:**

All students are expected to be in attendance in their regularly scheduled classes by the time the bell rings to begin class. Students who arrive late to school must report to the office upon arrival to school. Repetitive tardiness at the start of the day, during school hours and leaving early from school may result in the school pursuing action as simple or habitual truancy. A record of tardiness will be kept by the office. Tardiness will be recorded on the student's permanent record. Additional procedures regarding the handling of tardiness/late arrivals/early dismissals will be addressed in more detail by each school's handbook.

**In accordance with the law, final course grades of students shall not be penalized if the following conditions are met:**

1. Absences are justified and validated for excusable reasons.
2. Makeup work for excused absences is completed satisfactorily.

Individual students who have emergencies necessitating their absence from school for a portion of the school day or when there is cause requiring a student to be excused from school for a portion of the school day, the student shall be released from school only to his or her parent(s), to a person properly identified to school authorities or upon request by letter or telephone from the parents.

Schools shall not release students to individuals other than custodial parent(s)/guardian(s) without written permission from the custodial parent(s)/guardian(s), unless the person seeking the release presents a court order specifically authorizing or directing the release of custody by the school.

It is the responsibility of the custodial parent(s)/guardian(s) to notify the school when their child will be picked up by anyone other than those whose names are filed in the child's records. The school principal or designee will not release any student to any individual without the specific request of the person having lawful custody of the child.

Students who miss more than 10 days are subject to losing credit and will have to file an appeal with the school administration. Further appeals will be made through the Superintendent and the Chattahoochee County Board of Education.

When rating student attendance for accountability purposes, there will be no distinction between excused and unexcused absences.

## ● **TRUANCY/ ABSENCES:**

### **Parental Notification/Statement of Receipt**

1. The school system will provide the parent(s), guardian(s), or other person(s) having control or charge of each student enrolled in public school with a written summary of possible consequences and penalties for failing to comply with compulsory attendance.
2. By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent(s), guardian(s), or other person(s) having control or charge of such a student must sign a statement indicating receipt of such a written statement of possible consequences and penalties. O.C.G.A.32-2104
3. Students aged ten or older by September 1 must sign a statement of possible consequences for non-compliance with local school compulsory attendance policy and protocol.

### **Notification:**

1. Schools will make reasonable attempts by phone, conference, letter, or other appropriate means to notify the parent(s), guardian(s), or other person(s) who has control or charge of the student notifying them that excessive absences have occurred and of the penalties and consequences for violation of compulsory attendance. Separate notifications will be made for additional absences after a student has accumulated ten.



2. If reasonable attempts to notify the parent(s), guardian(s) or other person(s) who has control or charge of the student have been unsuccessful, the school will send written notice via mail. Such notification will include a reminder of previous notice to the parent(s), guardian(s), or other person(s) having control or charge of each student enrolled in public school, containing a written summary of possible consequences and penalties for failing to comply with compulsory attendance. Each child who is enrolled in a public school shall be subject to the Attendance Protocol provisions of the State of Georgia and the school system in which he/she is enrolled.
3. Students absent from school for an unexcused reason shall not participate in any extracurricular or co-curricular activities that day (athletic contests, cheerleading, scholars' bowl, etc.).

**The following procedures for handling trancies/ absences shall be administered:**

**All Absences**

Parents/guardians will be notified by automated phone calls on ALL student absences.

**Fifth Absence/Truancy**

- Students with 5 or more unexcused absences are categorized by The Official Code of Georgia Annotated as 'habitually truant'.
- Parents/guardians may receive a courtesy system notification that their student has five (5) unexcused absences.

**Tenth Absence/Truancy**

- System text and email
- Students who accumulate ten (10) or more unexcused absences will receive one or more of the following consequences:
  - Students will be referred to attendance recovery.
  - Loss of extracurricular participation privileges.
  - Students who accumulate ten (10) or more unexcused absences per semester may not be given credit for their courses. Students will have the option to attend Summer School.

**Fifteenth Absence/Truancy**

- Students who accumulate fifteen (15) or more unexcused absences will be notified via system text and email that they are truant per Georgia law. This is the last system notification before a referral is made to the system social worker.

**More than Fifteen Absences:**

- Case will be referred to the school social worker for review of all notices and efforts made. School social worker will make additional contact and intervention attempts.
- Parents and students will be reported to the proper authorities for truancy.
- Truancy Intervention Meeting will be held.
- Certified letter will be mailed.
- If all interventions have failed and the absences continue, the school social worker has the authority and the duty to file proceedings in court to enforce the Compulsory Attendance Law. A truancy complaint may be filed in the Court having jurisdiction. All court filings MUST have the approval and notification of the Administration.
- The Court having jurisdiction shall notify the student and parent (or other) of the court date; the Court will notify the school social worker/attendance clerk and any other school personnel identified as witnesses by subpoena.

## ● **TARDINESS**

Tardy to School- Any student arriving at school following the ringing bell, chime, or other audible signal established by the Principal and intended to indicate the start of the school day.

Any student on school property but not in his or her assigned classroom or other authorized area following the bell, chime, or other audible signal will be considered tardy to school.

Individual schools have devised rules to ensure compliance with this regulation.

**The following procedures shall apply to tardy students:**

- A student will be considered tardy if not in the classroom when the tardy bell rings. Students are expected to be in class on time! Classroom teachers will be responsible for tardiness in class.

**The following shall be the disposition for being tardy to class per semester:**

- **1st Unexcused Tardy:** Teacher documentation in the class
- **2nd Unexcused Tardy:** Teacher documentation in the class
- **3rd Unexcused Tardy:** Teacher referral to Counselor or designee for intervention.
- **4th Unexcused Tardy:** Discipline Referral/ ISS 1 day
- **5th Unexcused Tardy:** Discipline Referral/ ISS 3 days
- **6th Unexcused Tardy:** Discipline Referral/ ISS 5 Days
- **10th Unexcused Tardy or more:**  
Immediate referral to support agencies outside the school system, as the Principal deems appropriate. Among these agencies is the Department of Family and Children Services (DFCS), law enforcement, Juvenile Court, or other external agencies.

## ● **EXCUSED TARDY**

A tardy resulting from events beyond a student's control, such as an accident, a road closed due to an accident, an area power outage, a late bus, or other excuses, can be excused by the Principal or the Principal's designee. Documentation is required to excuse a tardy.

## ● **LEAVING SCHOOL CAMPUS**

A student is not permitted to leave the school campus during regular school hours except in accordance with the provisions that follow:

- A student's parent or guardian may come to the school in person and check his/her child out of school. A written request by the parent to the attendance clerk must be provided for leaving campus with someone other than the parent or guardian.
- In **emergency situations**, the school principal or assistant principal may permit a student to leave the school campus, based upon a telephone request from the student's parent or guardian. In such instances, the principal or assistant principal shall attempt to re-contact the student's parent by telephone to confirm the request.

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

- **STUDENTS RETURNING TO CAMPUS (AFTER CHECKING OUT OF SCHOOL)**

- A student, who checks out of school and then returns to campus, **MUST** check in through the office.
- If a student, who has previously checked out of school, finds that he/she must return to school to pick up a family member, the following procedures must be used:

**Elementary School** family members **MUST** be picked up at the Elementary School.

**Middle/High School** family members **MUST** be picked up in **FRONT** of the Middle/High School, and **NOT** in the **CCMS/HS student parking lot**.

- **MAKE UP WORK**

Students may make up work missed due to an excused absence. It will be the responsibility of the student to find out from his or her teacher(s) the work missed due to an absence. The arrangements for completing missed work should be worked out between the student and the teacher.

- **DISTANCE/VIRTUAL LEARNING**

Virtual School student eligibility must have administration approval and meet the following criteria:

- A. Student must have successfully completed school the previous year with passing grades of “C” or higher.
- B. Student must have demonstrated adequate attendance (no more than 10% absences less than 17 missed days) during the previous school year.
- C. Student must have access to internet connectivity and be supervised by a parent/guardian/adult care-giver during school hours. This will be confirmed through the parent’s signed affidavit that may be filed with the Juvenile Court Judges.
- D. Available specialized services for eligible Virtual Learning students will consist of consultative services. In the event that more restrictive services are necessary to meet individual goals, the IEP team will reconvene and make a recommendation for placement.

# ACADEMICS

## ● **CONFERENCES:**

Parents are encouraged to schedule conferences with teachers and administrators whenever needed. Teachers are available by appointment during their planning periods or before/after school hours. To verify that a teacher or an administrator will be available, please call the school office to schedule a conference.

## ● **GRADING SYSTEM:**

1. The grading scale is as follows: F: 0-69; C: 70-79; B: 80-89; A 90-100
2. There are two grading periods spanning each semester. There are two semesters in each school year.
3. The report card will show an incomplete (I) for work not completed by the end of a nine-week grading period. All incomplete work must be completed and submitted within 10 days of the new reporting period.
4. Students with over 20 unexcused absences will receive no credit (NC) on their report cards.
5. Students who fail a course shall be eligible for course extension, provided they meet the appropriate criteria:
  - A. finish with 67-69 overall grade
  - B. 10 or fewer unexcused absences
  - C. pass the final exam in that course

Course extension assignments are at the teacher's discretion and must be completed and submitted to the teacher within 10 calendar days of the last day of the semester.

## ● **COUNSELING SERVICES:**

Counseling services are available to every enrolled student. These services include assistance with course/college/career planning, interpretation of test scores, occupational information, study help, assistance with home/social concerns, or any questions the student may want to discuss with the counselor.

## ● **HOMEBOUND ILLNESS:**

Any student enrolled in regular school who becomes ill and will be out of school for ten or more consecutive days may be eligible for homebound services. The student must have a form filled out by the doctor and submitted to the counselor, who will then refer the parent/guardian to the homebound coordinator. See the counselor or system social worker for details.

## ● **REPORT CARDS:**

Report cards are available online via the PowerSchool Portal. Outstanding debts or non-payment of debts may restrict participation in future school-sponsored activities until all debts are settled.

## ● **ALTERNATIVE SCHOOL:**

Alternative school placement is determined in one or more of the following ways:

- Tribunal
- Superintendent
- Board of Education
- Automatic placement meeting, if the student is entering from another system's alternative school, YDC (Youth Detention Center), Boot Camp, or any other type of alternative schooling.

Anyone in the Chattahoochee County Alternative School under disciplinary action is prohibited from attending or participating in any extracurricular program or activity (i.e., athletic events, school dances, etc.)

The alternative school is a Virtual Learning Program. Students will work from home while completing their assigned days.

# SECTION 504

## Notice of Rights of Students & Parents Under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly called "Section 504," is a nondiscrimination statute enacted by the United States Congress.

The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local school's Section 504 Coordinator.

## Regulations for Section 504, as set out in 34 CFR Part 104, provide parents and/or students with the following rights:

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

## **Section 504 Procedural Safeguards:**

1. **Overview:** Any student or, parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievance's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.
2. **Hearing Request:** The Request for the Hearing must include the following:
  - A. The name of the student.
  - B. The address of the student's residence.
  - C. The name of the school the student is attending.
  - D. The decision that is the subject of the hearing.
  - E. The requested reasons for review.
  - F. The proposed remedy sought by the grievant.
  - G. The name and contact information of the grievant.

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

3. **Mediation:** The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary, and the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.
4. **Hearing Procedures:**
  - A. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievance Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
  - B. Upon a showing of good cause by the grievant or school system, the impartial review at his or her discretion, the official may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
  - C. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
  - D. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
  - E. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony, and answer questions posed by the Review official.

- F. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- G. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- H. The hearing shall be closed to the public.
- I. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- J. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
- K. Testimony shall be recorded by court reporting or audio recording at the recipient's expense. All documentation related to the hearing shall be retained by the recipient.

# TECHNOLOGY - REGULATION IFBG-R(1): INTERNET ACCEPTABLE USE

Chattahoochee County Schools recognizes that access to technology in school gives students and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship.

To prepare students for College and Career Readiness as they grow to be productive contributors in society, we are committed to helping them develop and utilize technology and communication skills. To that end, we provide access to student and staff technology.

This **STUDENT ACCEPTABLE USE POLICY** outlines the guidelines and behaviors that students are expected to follow when using school technologies.

- Technology and the network are intended for educational purposes. All activity over the network or using school technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Family Educational Rights and Privacy Act (FERPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Engaging in dishonorable content will not be tolerated. Misuse of school resources may result in disciplinary action.
- We make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from the misuse of school technologies.
- Users of the network or other technologies are expected to alert IT staff immediately of any concern for safety or security.

## **TECHNOLOGIES COVERED**

CCSD may provide Internet access, desktop computers, mobile computers or devices, video conferencing, online collaboration, message boards, email, and more.

As new technologies emerge, CCSD will attempt to provide access to them when deemed educational and serve to enhance CCSD curriculum. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

## **POWERSCHOOL**

All parents and students are issued a PowerSchool account. It is the expectation that parents and students use PowerSchool to check grades, conduct, fee balances, and attendance information. Along with being the portal used to keep address information up to date. The district utilizes PowerSchool as the official grading and attendance tracking program. Keep your login and password private; use by anyone other than you creates a security risk for both your files and the network. If you forget your password or cannot get into your account, seek help from the school counselors.

## **USAGE POLICIES**

All technologies provided by CCSD are intended for educational purposes at all times. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful, and kind; do not try to get around technological protection measures; use good common sense; and ask if you do not know.

## **NETWORK ACCESS**

CCSD provides its students with access to the Internet, including websites, resources, content, and online tools. That access will be restricted in compliance with FERPA regulations and school policies. Web browsing will be monitored and web activity records may be retained indefinitely.

Internet access to visual depictions that are obscene, violent, pornographic, or of a harmful nature to minors is filtered or blocked. Students shall not intentionally access or attempt to access these sites. Users are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the Internet. If a site is blocked and a user believes it shouldn't be, the user should follow protocol to alert a staff member or submit the site for review to our Technology Department via email.

Always log out of the network so that your file, password, and network access are protected from abuse by others.

CCSD provides data storage using Google Apps for Education Drive. CCSD-provided storage space should not be considered secure or permanent. CCSD is not responsible for any data loss.



## **EMAIL**

CCSD will provide current students with email accounts. These accounts should be used for school-related communication. Users should not send personal information, attempt to open files, or follow links from unknown or untrusted origins, and should use appropriate language and only communicate with other people as allowed by the school policy or the teacher. Availability and use may be restricted based on school policies.

Users are expected to communicate with the same appropriate, safe, mindful, and courteous conduct online as offline. Email usage may be monitored and archived.

## **COLLABORATIVE CONTENT**

Recognizing that collaboration is essential to education, CCSD will provide students with access to websites or tools that allow communication, collaboration, and sharing.

Users are expected to communicate with the same appropriate, safe, mindful, and courteous conduct online as offline. Posts, sharing, and messaging are monitored. Users should be careful not to share personally identifying information online.

## **SCHOOL-ISSUED CHROMEBOOK DEVICES**

CCSD will provide students with Chromebooks. Chromebooks are expected to be used in accordance with the policies outlined in the Chromebook Usage Handbook and this document. Students should use common sense when using and caring for their Chromebooks.

Students are responsible for bringing a fully charged Chromebook to school each day with chargers left at home. Chromebooks must not be left unattended. Found Chromebooks should be delivered to the main office.

Students must contact IT staff for repairs and not attempt to do so on their own.

When student Chromebook repairs are needed, a loaner Chromebook may be provided to the student if necessary on a case-by-case basis at the discretion of the IT staff.

CCSD is not responsible for supporting home networks and Internet connectivity.

Parents/guardians will assume any financial responsibility for damages. Repairs to a student-issued Chromebook made necessary by inappropriate handling or treatment will be billed to the student based on the parts needed for repair. Costs vary and will range up to the full replacement cost of the unit as determined by the Technology Staff. For a breakdown of parts costs please refer to the Chromebook Usage Handbook.

## **CHROMEBOOK THEFT OR LOSS**

In the case of a lost or stolen Chromebook, the following procedures must be followed:

The lost Chromebook must immediately be reported to the CCSD School Staff and the School Resource Officer.

If the Chromebook is not immediately found and is believed to be lost or stolen, a police report must be filed by the parent or guardian along with it being placed in our tracking system.

A replacement Chromebook will be provided only after the missing laptop has been determined to be a total loss and compensation has been fulfilled.

## **OTHER DEVICES**

CCSD may provide users with additional devices to promote learning both inside and outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately.

Users may be financially responsible for any damage resulting from negligence or misuse. Use of any school-issued devices, including use of the school network, may be monitored.

## **PERSONALLY-OWNED DEVICES**

Personally-owned devices will not be allowed on CCSD networks unless deemed necessary by a school official.

Personal devices are prohibited to support CCSD's cybersecurity posture.

## **SECURITY**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

## **DOWNLOADS**

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

## **NETIQUETTE**

Users should always use the internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it is out there—and can sometimes be shared and spread in ways you never intended.

Students shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language, or images. These violations will be handled in accordance with the CCSD Bullying/Harassment policy as well as computer use policies.

## **PLAGIARISM**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

## **PERSONAL SAFETY**

If you see a message, comment, image, or anything else online that makes you concerned for your safety, bring it to the attention of an adult (teacher or staff if you are at school; parent if you are using a device at home) immediately.

Users should never share personal information, including phone number, address, social security number, birthday, or financial information over the Internet without adult permission. Users should recognize that communicating over the internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

## **CYBERBULLYING**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Do not be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

## **EXAMPLES OF ACCEPTABLE USE**

### **I will:**

- Use school technologies for school-related activities and research.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits only.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Comply with all license agreements.
- Recognize that the use of school technologies is a privilege and treat it as such. Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.
- This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

## **EXAMPLES OF UNACCEPTABLE USE**

### **I will not:**

- Use school technologies in a way that could be personally or physically harmful to myself or others.
- Search, send, or share inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others—staff or students.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, accounts, or content not intended for my use.
- This is not intended to be an exhaustive list. Users should use their good judgment when using school technologies. Good judgment is defined as anything that benefits a student's education. Final judgment as to technology uses appropriateness as deemed by CCSD administration.

## **LIMITATION OF LIABILITY**

CCSD will not be responsible for damage or harm to persons, files, data, or hardware.

While CCSD employs filtering and other safety and security safeguards and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

CCSD will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

## **VIOLATIONS OF THIS ACCEPTABLE USE POLICY**

### **Violations of this policy may have disciplinary repercussions, including:**

- Suspension of network, technology, or computer privileges in extreme cases
- Notification to parents/guardian in most cases
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

# TRANSPORTATION

## ● **BUSES**

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 follow, now and periodically throughout the school year.

### **SAFE RIDING INSTRUCTIONS**

- Statistics show that children riding a school bus are much safer than riding any other transportation on the roadways.
- The Chattahoochee County Board of Education considers the school bus an extension of the classroom; therefore all the same rules for the school will apply in route to the bus stop, departing from the bus stop, and while on the bus.
- Safe riding begins before your child leaves the house or arrives at the designated bus stop.
- To keep your child safe, your child needs to arrive at the bus stop five (5) minutes before the scheduled pickup time. These few minutes will allow your child to arrive at the stop without a need to hurry and limit your child's time near roadways and out in various weather conditions for any longer than necessary.

### **WHILE WAITING FOR THE BUS**

- Students should wait at least 12 feet or a safe distance, if possible, away from the roadway at their designated stop.
- There should be no horse-playing, pushing, or shoving while coming to or at the bus stop.
- Also, head/earphones/cell phones, tablets/ laptop computers, and sunglasses shall be put away before loading/unloading within 12 feet of the danger zone on the surrounding bus. This will also include the loading and unloading zones at school.
- Students who do not live on the same side of the road as the bus pick-up must wait for the bus to come to a complete stop and then wait for the driver to give instructions for when it is safe for them to cross.
- Students should never check for mail at the mailbox or pick up any objects on the ground inside the danger zone around the bus.
- Students should cross only in front of the bus in full view of the driver while loading/unloading.

### **WHILE ON THE BUS**

- Once students board the bus, the driver is in full charge of their child's safety. Students must follow the driver's directions and instructions at all times. Students shall also follow the bus rules posted inside the bus.
- The bus is also an extension of the classroom; therefore, all rules of behavior and conduct identified in the Student Handbook are enforced and apply anytime students are on board the bus.
- The driver may require a student to remove any hats or headgear, such as hoods and bandanas, to promote safe riding on the bus.

## **BUS EVACUATION**

- Due to unforeseen circumstances beyond the bus driver's control, your child may have to evacuate a bus sometime during the year. When evacuating a bus is necessary, students are placed in a safer location while waiting for assistance.
- When any type of evacuation occurs, students must follow the instructions of the driver to safely unload and relocate to a safe location away from any hazard.
- All buses are designed with several "Emergency Exits"; these locations are, but are not limited to, the entrance/exit door, rear door, emergency exit windows, and roof hatches. Students should always use the front entrance/exit doors whenever possible during evacuations.
- All students who ride the bus to and from school, on a field trip, or on an extracurricular activity shall complete at least one bus evacuation drill within the fiscal school calendar year. The bus driver will announce when to exercise the bus evacuation drill. All bus evacuation drills will be conducted on the school campus.

## **BUS TRANSPORTATION**

- Students who ride the bus to school must also ride the bus home in the afternoon unless prior written permission from the parent/guardian has been verified by an administrator or his designee.
- The bus driver will not accept passes/notes for students for bus stop changes unless the pass/note is from the school administrator or his designee.
- To ensure the safety of our students and provide adequate seating due to capacity limits on all routes, students will only be transported to their assigned bus stop. Students may not ride a different bus or leave at a different location.
- 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 can not be made over the phone but can be emailed.
- Students should present the written request upon arrival at school, NOT AT THE DAY'S END.
- Bus transportation is a privilege to students who attend ChattCo, but a student may lose the privilege to ride the bus by failing to obey the rules.

**We appreciate your assistance in adhering to these measures to ensure the safety of our students and staff.**

# CLINIC - MEDICAL

## ● **CLINIC - MEDICAL**

- Students may not go to the clinic at any time without a note from a teacher or administrator. Entrance without a note may result in discipline.
- The clinician will check the student and decide whether to notify the parents.
- In the event of an injury or other emergency, parents and an ambulance will be called.

## ● **MENINGOCOCCAL VACCINATION**

The Georgia Department of Public Health has amended its rule concerning the Meningococcal Vaccine requirement. The effective date for the amendment is June 12, 2019, although the new school requirement will take effect July 1, 2020.

Before starting the 2020-2021 school year, all students entering or transferring into the 11th grade will need proof of a meningococcal booster shot (MCV4), unless their first dose was received on or after their 16th birthday.

While there are no policy implications, this update is provided for informational purposes so that school systems can inform parents well before the deadline. The DPH's letter to parents may be accessed at the following link: <https://dph.georgia.gov/schoolvaccines>

## ● **ESE TELEHEALTH**

CCSD utilizes a medical provider for medical needs. The school-based medical clinic is operated by ESE and is open to all students, families, and the general public. These clinics will provide general health care services such as health checks, sports physicals, treatment of minor illnesses, hearing, vision, and dental checks, immunizations, minor wounds, routine lab tests, health education, counseling, wellness promotion, and referrals to specialists.

Walk-ins are welcome, but appointments are preferred. Call the respective school to schedule an appointment. The school nurse may refer students to the School Clinic or a parental appointment. Students may not walk into the clinic without a referral or an appointment. A licensed nurse is available.

REMEMBER—time spent in the clinic is not excused. Make your visit to the clinic as quick as possible to avoid missing class time.

## ● **ASTHMA**

Students diagnosed with asthma and requiring asthma medication must have a Child Care Asthma/Allergy Action Card completed by parent/guardian & physician annually.

A Self-Administration of Asthma Medication at School form must be signed by the parent/guardian & student before a student is allowed to carry & self-administer asthma medication at school.

## ● **ALLERGY**

Students diagnosed with an allergy that requires medication must have a Child Care Asthma/Allergy Action Card completed by a parent/guardian & physician annually.

If a student has an allergy that requires an EpiPen, etc., parents must provide an EpiPen, etc., with a proper pharmacy label to be kept in the school clinic.

For a student to carry & self-administer EpiPen, etc., then parent/guardian & physician must complete a **Self-Administration of EpiPen, EpiPen Jr., or Twinject Medication at School** form annually.

## ● **DIABETES**

A student diagnosed with diabetes must have the following forms completed prior to any medication being administered at school:

## ● **DIABETES MEDICAL MANAGEMENT PLAN (DMMP)**

**Diabetic Care Written Authorization for Self Care** form must be completed EVERY SCHOOL YEAR by the parent/guardian & physician.

- **SEIZURES**

Any student diagnosed with a seizure disorder must have a parent/guardian & physician complete a **Seizure Action Plan & Questionnaire for the Parent of a Student for Self Care** form.

- **GASTROSTOMY FEEDING**

A student with a Gastrostomy appliance must have the **Gastrostomy Feeding Authorization** form completed by a parent/guardian & physician annually. These forms can be accessed on our website under Student Health or picked up at school.

- **NURSE FORM**

Before any Over-The-Counter medication can be given at school, a parent/guardian must complete a **Nurse Form** annually. This form gives consent for the student to take Over-The-Counter medications while at school.

- **MEDICAL FORMS**

All medical forms required by our school can be accessed through our website: [www.chattco.org](http://www.chattco.org) under Student Health.

- **MEDICATION GIVEN AT SCHOOL**

All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of each school.

All medications must be taken by the student, parent or guardian (parent or guardian for elementary students) to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage.

Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine (epi pens) for allergic reactions and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan.

Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, the parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication.

Such permission shall release the school district and its employees and agents from civil liability if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student's diabetes medical management plan developed and implemented pursuant to state law.

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

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

## ● **STUDENT ILLNESS/INJURY**

The main reasons for keeping your child home are he/she's too sick to participate comfortably at school or he/she might spread a contagious disease to other students.

**If your child has been diagnosed with a contagious disease, please contact the school nurse so that other students' parents and school staff may be alerted of the symptoms.**

**A doctor's note is required before a student is readmitted when there is a contagious disease/infection involved.**

**Students should stay home from school if the following symptoms are present:**

- Fever  $\geq$  or equal to 100.0°F (must be fever-free 24 hours without medication before returning to school.)
- Vomiting more than once
- Diarrhea more than once
- Frequent cough
- Persistent pain (ear, stomach, etc.)
- Widespread rash
- Head lice, until treated
- Chicken pox, until lesions have scabbed (usually 5-7 days)
- Impetigo, Ringworm, or Scabies until under treatment and lesions covered
- Bacterial Pink Eye (thick eye drainage and redness of the whites of the eyes) until under treatment
- Open Wound
- Drainage (ears, wound, etc.)

## ● **FEVER**

Please check your child's temperature with a thermometer, and if he or she has a temperature **equal to 100 °F or over 100 °F** they are considered to have a fever.

**Children must be fever-free for 24 hours, without the use of medicine, before returning to school.**

## ● **VOMITING / DIARRHEA**

Until we know that these are not signs of a contagious illness, such as a stomach virus, your child should be kept home.

**Your child should be vomiting/diarrhea free for 24 hours before returning to school.**

## ● **SKIN RASHES OR OPEN WOUNDS**

If the rash or wound has any fluid or drainage coming from it, the child **must remain out of school until the rash or wound has been treated and a note from the doctor states it is ok to return to school**, or until the rash is gone, dried, or scabbed over with no new spots appearing.

**Anytime a rash is associated with fever, the child may not come to school until the fever is gone for 24 hours without medication.**

## ● **RED EYES WITH DRAINAGE OR CRUSTING AROUND THE EYE**

This can often mean your child has conjunctivitis, also known as pink-eye. **We must have a note from The doctor stating the condition is not contagious or when the student may return to school.**

**If no doctor's excuse is available, your child must remain out of school until the redness and drainage are completely gone.**



## ● **PEDICULOSIS - HEAD LICE**

Head lice is an especially common problem for all school aged children. If, during the screening process or individual inspection, an infestation of head lice is confirmed, the following procedures will be followed:

1. The student will be removed from the classroom. Parents/guardians will be contacted and required to check out the student and provide the appropriate treatment.
2. When the students have left at the end of the day, the school classroom where an incidence of head lice has been found will be cleaned to help prevent the spread of the condition.
3. After the parent/guardian has administered the first treatment and the nits have been manually removed, the child may return to school. The school nurse or other school official designee will conduct an examination. All students must be cleared by the school nurse and found to be free of all nits and/or live head lice prior to being allowed to ride the school bus or return to class. If the student is not lice and/or nit free, he or she will not be readmitted to school.
4. A second inspection (7-10 days later) may be conducted by school officials to ensure that another infestation has not occurred. If an exam during this period reveals lice or nits, you will be notified to pick up your child and the absence will be unexcused.
5. Absences of one or more days due to head lice infestation will be unexcused. Chronic or recurring cases may be referred to appropriate child welfare authorities or individuals as necessary.

## ● **IMMUNIZATIONS**

The Georgia Immunization Law states that any student entering any grade must present a current/non-expired Georgia Certificate of Immunization. Military, physician, or out-of-state certification is not acceptable. Check with the local health department for Form 3231.

# EXTRA-CURRICULAR ACTIVITIES

## ● **EXTRA-CURRICULAR ACTIVITIES**

Chattahoochee County Middle/High School offers a wide range of extracurricular activities. These include but are not limited to athletics, fine arts, service, and academic clubs.

- Certain extracurricular activities are regulated by the Georgia High School Association (GHSA). Students participating in these are subject to all GHSA rules, including participation eligibility.
- According to the GHSA, any student assigned to In-School Suspension (ISS) will be eligible for extra-curricular activities (practice only) unless otherwise stated by the principal/assistant principal.
- Students will be ineligible to participate in competitive events until the day following the last day assigned to ISS.
- Any student suspended out of school, expelled, or attending the alternative school for disciplinary reasons is excluded from extra-curricular events or practices.
- Other activities have specific school, state, or national requirements. Contact the sponsor for more information. Many of these activities are highly visible to the public (athletics, band, etc.) Therefore, the students involved in these activities become ambassadors of the school and are expected to represent the school well.
- The school discipline policy and dress code will be in effect at all times unless approved by the Principal or designee (at events, traveling to and from, etc.) However, the coach/sponsor may place further requirements on the students (i.e., higher academic expectations, behavior, increased dress requirements - ties, etc.)
- Remember, participating in extracurricular activities is a privilege and can be revoked anytime.
- Parents and students will have the opportunity to “opt out” of any club or extracurricular activity on the declaration page. If any club or organization (not listed in the Student Handbook) is formed during the academic year, the parents will have to sign a permission form for their student to not participate.
- All student-athletes must have a permission slip and proof of insurance in the form of a card or a copy of an insurance policy. Insurance and parent permission in writing on the form provided by the school must be secured before the student-athlete may participate in any organized event, be it conditioning, practice, or any sort of competition sanctioned by the school.

## ● **ELIGIBILITY**

- Before participating, students must have a current physical and proof of insurance on file with the athletic director.
- Students cannot be failing two (2) or more core classes and may not have more than seven (7) unexcused absences.

## ● **INTERCOLLEGIATE ATHLETICS**

- All athletes should be aware of the effects of accepting endorsements, payments, etc., on collegiate play. Discuss this with your coach or athletic director.

# COMPLAINTS PROCEDURE (POLICY JAA EQUAL EDUCATIONAL OPPORTUNITIES )

The School District does not discriminate on the basis of race, color, national origin, disability, or sex in any student program. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act and all accompanying regulations.

Any student, applicant for admission, parent or guardian or other person who believes he or she or any student has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

## COMPLAINTS PROCEDURE

Complaints made to the School District regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex (except as stated below) in violation of Title IX, or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure:

**1a.** Any student, applicant for admission, employee, parent or guardian or other person with a complaint or report alleging a violation of Title VI, Section 504, the ADA or Title IX, excluding sexual harassment as described in 1b, shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from the District. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint. Reports or complaints other than those described in 1b shall be handled in accordance with the procedures starting in 2.

**1b.** Any person with a complaint alleging sexual harassment as defined in Policy JCAC (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment), may report, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator on the District's website, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. Such reports will be handled in accordance with the procedures and grievance process specified in Policy JCAC.

**2.** If the alleged offending individual is the coordinator or the principal, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.

**3.** The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the principal or his or her designee.

**4.** If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.

## **COMPLAINTS PROCEDURE (POLICY JAA EQUAL EDUCATIONAL OPPORTUNITIES ) - CONTINUED**

5. The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.

6. This policy is not intended to deprive any student or parent of any right they may have to file a complaint under any other applicable policy of the local board or to contact the Office of Civil Rights or other appropriate state or federal agency with regard to any allegations that the School District has violated the statutes described above.

7. The School District shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, parents and employees through appropriate procedures.

8. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.

9. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible and complies with the law, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

The Superintendent has designated individuals who are responsible for coordinating the school system's effort to implement this nondiscrimination policy. Inquiries concerning the application of the Perkins Act, Title VI, Title IX, ADA or Section 504 to the policies and practices of the school system may be addressed to the Superintendent or designee at the Chattahoochee County School System, 326 Broad Street, Cusseta, Georgia 31805. 706-989-3774

### **The following individuals have been designated as the District's Coordinators:**

- Title VI Coordinator: Federal Programs Coordinator
- Title IX Coordinator: Student Information Coordinator
- Section 504 Coordinator: Special Education Director
- ADA: Special Education Director

# CONDUCT AND STUDENT DISCIPLINE

## ● **BEFORE/AFTER SCHOOL DETENTION**

- Teachers may assign before/after school detention as necessary.
- Detention will be served by the teacher who assigned it for no more than 45 minutes. The teacher and the student and/or parent will set the time.
- The parent will be given written twenty-four-hour notice prior to detention being served. Students must be picked up after serving their detention. The school will not provide transportation home.
- Consequences for missed detentions include but are not limited to the following:
  - Double Detention
  - ISS In-School Suspension OSS Out-of-School Suspension
  - Tribunal

## ● **ALCOHOL, NARCOTICS, STIMULANTS & OTHER DANGEROUS DRUGS**

Students in the Chattahoochee County School District are prohibited from possessing, using, selling, transmitting, intending to transmit, or being under the influence of alcohol and substances made illegal by the O.C.G.A 16-30-70 et. seq. (Dangerous Drug Act) and O.C.G.A 16-13-20 et. seq. (Georgia Controlled Substance Act):

- On the school grounds during, immediately before, or immediately after school hours;
- On the school grounds at any other time when the school is being used by any school group;
- Off the school grounds at a school activity, function, or event;
- Within legal proximity to school grounds as designated under Georgia Statutes;
- En route to and from school;
- At any school-sponsored function, whether held during or after regular school hours and whether held on or off school property;
- En route to and from school functions, activities, or events;
- During any time that students are under the jurisdiction of school authorities.

Substances defined by local and state laws governing dangerous illegal substances are covered by this policy. **Such substances include, but are not limited to the following:**

- Drugs (stimulants, depressants, hallucinogens, inhalants, opiates) including, but not limited to narcotic drugs, amphetamines, barbiturates, marijuana, cocaine, or any other contraband or controlled substance or prohibited drug;
- Alcoholic beverages or intoxicants of any kind;
- Prescriptive medicine or drugs, with or without medical cause or medical permission, unless such medications have been registered with the school's guidance department according to the school's procedures. In all schools, medicines must be registered with the principal.
- Possession of non-prescription drugs/medicine (over the counter) is also prohibited.  
ALL MEDICATION (Prescription/non-prescription/over-the-counter) IS TO BE TURNED IN PRIOR TO THE BEGINNING OF THE SCHOOL DAY.

## ● **BEVERAGES**

Only water in plastic bottles will be acceptable to be in your possession, in the classroom or at any time other than at lunch. If you bring beverages in any type container you are subject to random searches and potential disciplinary actions.

## ● **BULLYING**

Chattahoochee County Schools strictly prohibits bullying. In accordance with Georgia law, Chattahoochee County Schools will investigate all claims of bullying and administer consequences to guilty students.

Students found by a tribunal to have committed the offense of bullying for the third time in one school year will be assigned to an alternative school. See Rule 201 in the Code of Student Conduct.(OCGA 20-2-751.4)

## ● **CONFLICT RESOLUTION**

Students do have a process by which they may disagree with a teacher without creating a more difficult situation. The following steps must be used to seek a proper solution:

1. The student shall not challenge the authority or judgment of the teacher during the class period or in the company of other students.
2. The students shall quietly accept the accusation, grade, assignment, or subject disagreement.
3. After class, the student may request an appointment with the teacher to discuss the matter. The appointment may be made before or after school.
4. During the appointed meeting, the opinion of the student must be described in a calm manner. The student shall listen to the opinion of the teacher concerning the circumstances. If, after this meeting, the student is still in disagreement, he/she is encouraged to explain the conflict to the parent/guardian. If the parent/guardian feels that the conflict is not resolved, an appointment should be scheduled with the teacher through the front office. If the conflict remains unsolved, a conference with the administration should be scheduled\*.

\*Refer to **CHAIN OF COMMAND** on Page 5 of this handbook.

## ● **PARENT CONCERNS PROCEDURE**

We recognize that there will be times when students and teachers may not resolve the issue in the above resolution procedure.

If this is the case, we ask that the parent contact the teacher first by: Email and/or call to speak with the teacher (may leave a message to be returned) and then schedule an appointment to meet with the teacher.

If a resolution still cannot be reached, then we ask that you contact the following individuals in this order as needed until the situation can be resolved for both parties:

1. Guidance Counselor
2. School Administrator
3. Superintendent

## ● **CODE OF STUDENT CONDUCT**

The Chattahoochee County School System desires that all students have every possible opportunity to take advantage of instructional programs. Whatever distracts from a favorable learning environment lessens that opportunity.

This list is not all-inclusive, and a student committing an act of misconduct not covered by this policy will be subject to the discretionary authority of the principal. More severe punishment may be necessary in extreme cases.

**The policy represents a progressive discipline process. Factors taken into account in determining dispositions include (but are not limited to):**

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

**Because of these factors, punishment imposed may vary from student to student for the same offense.**

Federal and state laws and regulations that are in conflict with this or its application shall take precedence. All disciplinary action is subject to review and disposition under the discretionary authority of the Principal.

## ● **DRUG DOGS**

Unannounced random searches of vehicles and classrooms will be conducted as the K-9 units are available. These efforts are to be preventative in nature and discourage those who may be thinking about or currently bringing drugs or drug-related paraphernalia to school. Our goal is to help our students be successful and be able to attend school on a safe and drug-free campus. This is just one more step to help us ensure student safety and well-being. Parents will be notified by phone if their child (children) is involved in or connected to anything found during a conducted search.

## ● **EXPECTED STUDENT BEHAVIOR**

Students enrolled in Chattahoochee County Schools are expected to:

- **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, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.
- **Avoid behavior that impairs his or her own or other students' educational achievement.** Students should know and avoid the behaviors prohibited by this code, take care of books and other instructional materials, and cooperate with others.
- **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.
- **Report any behavior (regardless of how minor) to the office immediately.** Oftentimes problems are not reported to the office and result in larger discipline problems between students.

## ● **GANG ACTIVITY**

Any student involved in gang-type activity or who is involved in any off-campus activity that causes or could cause problems at school is subject to appropriate disciplinary action including referral to law enforcement.

## ● **SEARCH & SEIZURE**

Pursuant to the Fourth Amendment and its applications to schools, school officials or designees have access to students, student lockers, automobiles, and personal belongings while under school supervision and when there is reasonable suspicion for search and seizure. Discovery of contraband and/or dangerous or illegal materials shall be reported to the proper authorities.

## ● **SUSPENSION**

Suspension is used as a disciplinary action to deter inappropriate student behavior including violation of school rules, policies, and procedures. A student who has been suspended from school for any disciplinary reason shall not be entitled to be present on the school campus for ANY REASON AT ANYTIME during the term of the suspension. In addition, a student who is assigned out-of-school suspension or alternative school for disciplinary reasons shall not be entitled to participate in or attend school-sponsored extracurricular activities.

The exclusion from attendance at or participation in school-sponsored extracurricular activities shall begin when the suspension is imposed by the appropriate school official. Eligibility will be restored on the day that the student returns to the regular classroom. Students are responsible for obtaining all assignments from teachers during the suspension period. All work will be due upon the day the student returns to school, any unfinished or unsubmitted work will result in a zero.

## ● **TRIBUNAL**

A tribunal is a committee of administrators and/or faculty who hear student discipline cases in which long-term suspension (more than 10 days), expulsion, or alternative school placement is considered. School administrators will present all evidence related to the student's discipline problem during the tribunal panel. This may include witnesses and other documentation. The student and parent/guardian will have the right to present information related to the case. This may be in the form of history or any other information on behalf of the student. The student may be represented by a legal counsel, but if the legal counsel is present for the student, then school officials will require 24 hours prior notification. Tribunals will be held regardless of the presence of students and/or parents/guardians. Specific information will be provided to students and parents/guardians if a tribunal is convened.

Tribunals will be held when the school administration believes a student should be:

- A. Suspended beyond 10 days;
- B. Placed in the Alternative School or Expelled for the remainder of the semester, year, or permanently;

- **WEAPONS:** Policy JCDAE

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

**Weapons may include, but are not limited to:**

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

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

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

- **REPORTING REQUIREMENTS**

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

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

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

- **NOTICE**

IT IS UNLAWFUL FOR ANY PERSON TO CARRY, POSSESS, OR HAVE UNDER CONTROL ANY WEAPON AT A SCHOOL BUILDING, SCHOOL FUNCTION ON SCHOOL PROPERTY, OR A BUS OR OTHER TRANSPORTATION FURNISHED BY THE SCHOOL. THE TERM "WEAPON" MEANS AND INCLUDES ANY PISTOL, REVOLVER, OR ANY WEAPON DESIGNED OR INTENDED TO PROPEL A MISSILE OF ANY KIND, OR ANY DIRK, BOWIE KNIFE, SWITCHBLADE KNIFE, BALLISTIC KNIFE, OR ANY OTHER KNIFE, ESPECIALLY THOSE KNIVES HAVING A BLADE OF THREE OR MORE INCHES, STRAIGHT-EDGED RAZOR OR RAZOR BLADE, SPRING STICK, METAL KNUCKS, BLACKJACK, OR ANY FLAILING INSTRUMENT CONSISTING OF TWO OR MORE RIGID PARTS, CONNECTED IN SUCH A WAY TO ALLOW THEM TO SWING FREELY, WHICH MAY BE KNOWN AS A NUNCHUCK, OR FIGHTING CHAIN, THROWING STAR OR ORIENTAL DART, OR ANY WEAPON OF LIKE KIND, ANY STUN GUN OR TASER. \*\*VIOLATION MAY RESULT IN EXPULSION FROM SCHOOL\*\*



## ● **SEXUAL HARASSMENT OF A STUDENT:** Policy JCAC

The intent of this policy is to comply with the Title IX federal regulations concerning sexual harassment. To the extent that additional requirements are specified in federal law or regulations, the District shall comply with such requirements.

### **DEFINITIONS**

- **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or to any official or employee of the District. This notice requirement is not met when the only District official or employee with actual knowledge is the respondent.
- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment. If the complainant is under the age of 18, the parent or legal guardian can file a complaint and act on behalf of the student.
- **Days** for the purpose of this policy means "school days."
- **Deliberately indifferent** means a response to sexual harassment that is clearly unreasonable in light of the known circumstances.
- **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in a District education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator in the District's nondiscrimination notice posted on its website.
- As used in this policy, the phrase "**document filed by a complainant**" means a document or electronic submission (such as by electronic mail or through an online portal provided by the District) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.
- Where the **Title IX Coordinator** signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy.
- **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:
  1. An employee of the District conditioning the provision of a District aid, benefit, or service on an individual's participation in **unwelcome sexual conduct**;
  2. **Unwelcome conduct** determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
  3. "**Sexual assault**"- an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation; or

**"Dating Violence"**- sex-based violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship; or

**"Domestic Violence"**- sex-based violence which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction;

**"Sex-based Stalking"** - engaging in a course of conduct directed at a specific person that would cause a reasonable person to-(A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

- **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. The District shall presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The grievance process will be followed before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### **NONDISCRIMINATION POLICY**

It is the policy of the Board of Education to comply fully with the requirements of state law, Title IX and its accompanying regulations.

The School District prohibits discrimination based on sex and sexual harassment of students by other students, employees, volunteers or others over whom the District has authority in any District education program or activity. Education program or activity includes locations, events, or circumstances over which the District exercises substantial control over both the respondent and the context in which the sexual harassment occurs.

The District shall respond promptly in a manner that is not deliberately indifferent when it has actual knowledge of sexual harassment against a person in an education program or activity.

The District shall require that any individual designated and authorized as a Title IX Coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

The District shall ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, will receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including questioning, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

The District shall ensure that decision-makers receive training on any technology to be used during questioning, and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

The District also shall ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, shall not rely on sex stereotypes and shall promote impartial investigations and adjudications of formal complaints of sexual harassment.

Reports or complaints made to the School District regarding alleged sexual harassment in violation of Title IX shall be processed in accordance with the following process:

### **GRIEVANCE PROCESS**

1. Reports or complaints may be verbal or written and may be made at any time (including during non-business hours), in person, by mail, by telephone, or by electronic mail using the contact information posted on the school and/or district website.

2. Any student, employee, parent or other person wishing to report or file a complaint alleging a violation as described above shall promptly notify either the principal or counselor at his/her school or the Title IX Coordinator designated and authorized by the District. Any employee who receives information from a student alleging sexual harassment shall report it to the principal or Title IX Coordinator. If the alleged offending individual is the principal, the report or complaint should be made by the complainant to the Title IX Coordinator.

3. The Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures as defined in this policy, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The District shall treat complainants and respondents equitably by following this grievance process before punishing the respondent or providing remedies to the complainant. Remedies will be designed to restore or preserve equal access to the District's education program or activity. Such remedies may include the same individualized services described as "supportive measures." However, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

#### **4. Formal Complaint:**

Upon receipt of a formal complaint, the District shall within 10 days provide the following written notice to the parties who are known:

(A) Notice of the District's grievance process;

(B) Notice of the allegations potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice shall include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice shall inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice shall inform the parties of any provision in the code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process. The notice shall describe the range of or list the possible disciplinary sanctions and remedies that the District may implement following any determination of responsibility.

(C) If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the notice provided pursuant to paragraph

4 (B), the District shall provide notice of the additional allegations to the parties whose identities are known.

## 5. Dismissal of a formal complaint.

The District shall investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined herein even if proved or did not occur in the District's education program or activity or in the United States, then the District shall dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX; such a dismissal does not preclude action under another provision of the District's code of conduct.

(A) The District may dismiss the formal complaint or any allegations therein, if at any time during the investigation: A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the District; or specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

(B) Upon a dismissal required or permitted pursuant to paragraph (5), the District shall promptly send written notice of and reason(s) for the dismissal simultaneously to the parties.

## 6. Consolidation of formal complaints.

The District may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references to the singular "party," "complainant," or "respondent" include the plural, as applicable.

## 7. Investigation of a formal complaint.

After providing written notice to the parties of the receipt of a formal complaint, the District shall have 15 days to investigate. When investigating a formal complaint and throughout the grievance process, the District shall—

(A) Assume the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility and not place such burdens on the parties provided that the District cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the District obtains that party's voluntary, written consent to do so;

(B) Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

(C) Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

(D) Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

(E) Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate;

(F) Provide both parties an equal opportunity to inspect and review any non-privileged evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the District shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties shall have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. The District shall make all such evidence subject to the parties' inspection and review available at any meeting to give each party equal opportunity to refer to such evidence during the meeting, including for purposes of cross-examination; and

(G) Create within 5 days an investigative report that fairly summarizes relevant evidence, and at least 10 days prior to the determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

(H) If at any point in the investigation of reported sexual harassment of a student, the investigator determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation. Reported sexual harassment determined not to be sexual harassment as defined under Title IX may be investigated in accordance with Policy JAA.

#### 8. Questions.

After the District has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker(s) shall afford a 10 day period for each party to have the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The District shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. The decision-maker(s) shall explain to the party proposing the questions any decision to exclude a question as not relevant.

#### 9. Determination regarding responsibility.

The decision-maker(s), who cannot be the same person(s) as the Title IX Coordinator or the investigator(s), shall, within 10 days of the conclusion of the question and answer period, issue a written determination regarding responsibility. To reach this determination, the District shall apply the preponderance of the evidence standard of evidence to formal complaints against students, to formal complaints against employees and to all complaints of sexual harassment.

The written determination shall include—

- (A) Identification of the allegations potentially constituting sexual harassment as defined in this policy;
- (B) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
- (C) Findings of fact supporting the determination;
- (D) Conclusions regarding the application of the District's code of conduct to the facts;

(E) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and

(F) The District's procedures and permissible bases for the complainant and respondent to appeal.

(G) The District shall provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the District provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

(H) The Title IX Coordinator is responsible for effective implementation of any remedies.

## 10. Appeals.

The District shall offer both parties 10 days after a decision for an appeal from a determination regarding responsibility, and from a District's dismissal of a formal complaint or any allegations therein, on the following bases:

(A) Procedural irregularity that affected the outcome of the matter;

(B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

(C) The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

(D) As to all appeals, the District shall:

(i) Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

(ii) Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

(iii) Ensure that the decision-maker(s) for the appeal complies with the training standards set forth in this policy;

(iv) Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

(v) Issue a written decision describing the result of the appeal and the rationale for the result; and

(vi) Provide the written decision simultaneously to both parties within 10 days of the receipt of the appeal.

## 11. Informal resolution.

The District shall not require as a condition of enrollment or continuing enrollment or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this policy. Similarly, the District shall not require the parties to participate in an informal resolution process and shall not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the District—

(A) Provides to the parties a written notice disclosing: The allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

(B) Obtains the parties' voluntary, written consent to the informal resolution process; and

(C) Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

## 12. Recordkeeping.

The District shall maintain for a period of seven years records of—

(A) Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;

(B) Any appeal and the result therefrom;

(C) Any informal resolution and the result therefrom; and

(D) All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website, or if the District does not maintain a website, shall make these materials available upon request for inspection by members of the public.

(i) For each response required under the District's process for responding to a sexual harassment formal complaint, the District shall create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a complainant with supportive measures, then the District shall document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

## 13. Confidentiality.

The District shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by federal or state law or regulations, or to carry out the purposes of Title IX requirements, including the conduct of any investigation or judicial proceeding arising thereunder.

## 14. Retaliation Prohibited.

(A) No District or person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under Title IX. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Complaints alleging retaliation may be filed in accordance with the procedures specified in Policy JAA.

(B) The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under subparagraph (a).

(C) Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation prohibited under subparagraph (a); provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

#### 15. Time Frame.

The District shall allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

#### **NOTICE:**

The District is required by Title IX and its implementing regulations to notify employees, students, parents or legal guardians, applicants for admission and employment, and professional organizations holding professional agreements with the District that the District does not discriminate on the basis of sex in the operation of its education programs or activities, including admissions and employment.

Contact information for the District's Title IX Coordinator is located on its website and in all handbooks or catalogs that the District makes available to employees, students, parents or legal guardians, applicants for admission and employment, and professional organizations holding professional agreements with the District.

Inquiries about Title IX and its implementing regulations may be referred to the District's Title IX Coordinator, to the Assistant Secretary of the U.S. Department of Education, or both.

The Superintendent has designated individuals who are responsible for coordinating the school system's effort to implement this harassment policy. Inquiries concerning the application of the Perkins Act, Title VI, Title IX, ADA or Section 504 to the policies and practices of the school system may be addressed to the Superintendent or designee at the Chattahoochee County School System, 326 Broad Street, Cusseta, Georgia 31805. 706-989-3774

The following individual has been designated as the District's Coordinator:  
Title IX Coordinator: Student Information Coordinator



# RULES AND DISPOSITIONS

## Student Discipline Code 2023-2024

### NOTICE:

You are duly informed that the principal of any Chattahoochee County School authorized representative and/or School Resource Officer(s) possesses the authority to conduct reasonable interviews/investigations of students to investigate and punish student misconduct without parental consent properly. This includes the authority to search students and their property, including personal vehicles parked on campus, when there is reason to believe that the search could prevent danger or disruption to the school or the continued violation of established laws.

Chattahoochee County's Discipline Code is progressive. Below are violations of the Student Discipline Code (SDC) and the appropriate minimum dispositions of the SDC. While administrators have discretion in handling each breach of the SDC as they occur, each subsequent violation will be addressed with appropriate proclivity following progressive discipline procedures.

## **A. AGGRESSIVE BEHAVIOR**

Verbal assault of another student; threatening or intimidating another student.

1. Without physical contact:

### **DISPOSITION:**

1st Offense: 1 Day ISS  
2nd Offense: 2 days ISS  
3rd Offense: 3 days ISS

2. With physical contact:

### **DISPOSITION:**

1st Offense: 3 days ISS  
2nd Offense: 5 days ISS  
3rd Offense: 3 days OSS

## **B. ALCOHOL/ILLEGAL DRUGS/INHALANTS:**

Drug paraphernalia will be confiscated and delivered to SRO/law enforcement for testing. If drug residue is found, student(s) will be considered in violation of rules B-1, 2, and 3.

Note: Any student found violating category B 1-4 after the first offense will follow the disposition expectations outlined according to the category of the 2nd or future offense committed.

### **1. PARAPHERNALIA:**

No student shall possess, transmit, store, buy, sell, or otherwise distribute or possess with intent to sell any drug-related paraphernalia.

**DISPOSITION:** (All Offenses) Referral to School Resource Officer, 10 Days OSS & Referral to a tribunal with a recommendation of:

1st Offense: minimum of 90 days Alternative School  
2nd Offense: minimum of 180 days Alternative School  
3rd Offense: Expulsion

### **2. DRUGS:**

No student shall possess, consume, transmit, store, be under any degree of influence of, buy, sell or otherwise distribute or possess with intent or attempt to buy, sell or otherwise distribute, or possess with intent to distribute drugs, narcotics, hallucinogens, amphetamines, barbiturates, any vapes or edible substances containing marijuana THC and/or Delta 8, or any other substances under the Georgia Controlled Substances Act or any substance believed by the student to be an illegal drug.

**DISPOSITION:** (All Offenses) Referral to School Resource Officer, 10 Days OSS & Referral to a tribunal with a recommendation of:

1st Offense: minimum of 90 days Alternative School  
2nd Offense: minimum of 180 days Alternative School  
3rd Offense: Expulsion

### **3. ALCOHOL:**

No student shall possess, consume, transmit, store, be under any degree of influence of, buy, sell, or otherwise distribute or possess with intent or attempt to buy, sell, or otherwise distribute, or possess with intent to distribute alcoholic beverages (including related products such as “near” beer, non-alcoholic beer and non-alcoholic wine coolers) or any other substances under the Georgia Controlled Substances Act or any substance believed by the student to be an alcoholic product. Legal intoxication is not required of this Code of Conduct.

#### **A. Alcohol Possession**

**DISPOSITION:** (All Offenses) Referral to School Resource Officer, 10 Days OSS & Referral to a tribunal with a recommendation of:

1st Offense: minimum of 90 days Alternative School  
2nd Offense: minimum of 180 days Alternative School  
3rd Offense: Expulsion.

#### **B. Alcohol Consumption**

**DISPOSITION:** (All Offenses) Referral to School Resource Officer, 10 Days OSS & Referral to a tribunal with a recommendation of:

1st Offense: minimum of 90 days Alternative School  
2nd Offense: minimum of 180 days Alternative School  
3rd Offense: Expulsion

### **4. INHALANTS:**

No student shall sniff or be under the influence of inhalants and/or other substances.

**DISPOSITION:** (All Offenses) Referral to School Resource Officer, 10 Days OSS & Referral to a tribunal with a recommendation of:

1st Offense: minimum of 90 days Alternative School  
2nd Offense: minimum of 180 days Alternative School  
3rd Offense: Expulsion

### **C. ATTENDANCE VIOLATIONS:**

NOTE: Chattahoochee County Schools expects all students to attend school based on the attendance code provided in this handbook. The office should be contacted in person or parents may send a signed note, with a phone number, for any student desiring to leave during the school day. We do not accept phone calls or emails for Early Dismissals. Every student who leaves school must be signed out at the office by a parent or guardian. If a student presents a medical appointment card, he/she will be allowed to sign out. If a student leaves school for a dental or doctor's appointment, he/she should, upon returning, have a note from that office certifying the appointment.

Students signing out to leave school for personal illness must be picked up by a parent or parent-designated adult. Students signing out to leave school for personal illness who have their transportation must have written parental approval before checking out. Parents should notify the school of any special medical considerations.

Signing out to leave town, to take care of personal business, to go shopping, etc. are examples of unacceptable absences and therefore will not be excused.

Students who are dismissed from school before the end of the school day are to leave campus and not return unless they check into the office and obtain a pass to class.

#### **1. TRUANCY:**

A student shall be truant by failing to attend school in compliance with the Georgia Compulsory Attendance Laws.

#### **2. SKIPPING:**

No student shall miss or be tardy to any class/activity for which he/she is enrolled without a valid excuse from a teacher or administrator. Students reporting ten (10) minutes or more late to class are considered skipping and will be marked absent.

**DISPOSITION:**

1st Offense: 1 day ISS (Admin. Discretion)  
2nd Offense: 3 days ISS  
3rd Offense: 5 days ISS

### **3. UNAUTHORIZED AREA:**

An unauthorized area is any location a student is not given specific permission to go (gym, restroom, lockers, student/teacher parking lot, hallways, Media Center, offices, more than one person in a restroom stall at a time, etc.).

#### **DISPOSITION:**

1st Offense: 1 day ISS (minimum-See T2A)  
2nd Offense: 3 days ISS  
3rd Offense: 5 days ISS

### **4. LEAVING CAMPUS:**

Students shall not leave school grounds once they come onto campus without the permission of a parent and the school principal or designee. This includes students arriving on campus before the 7:25 bell. Students must follow the established procedures for checking in or out of school before leaving campus. The school must be notified before the student leaves campus.

#### **DISPOSITION:**

1st Offense: 3 days ISS  
2nd Offense: 5 days ISS  
3rd Offense: 3 days OSS

### **5. TARDIES TO CLASS:**

No student shall be tardy to any class/activity for which he/she is enrolled without a valid excuse from a teacher or administrator. (This category includes car ride passengers who are consistently late.) To be excused, the student must have a note of a valid excuse on the same day of the infraction.

#### **DISPOSITION:**

1st Unexcused Tardy: Teacher documentation in the class  
2nd Unexcused Tardy: Teacher documentation in the class  
3rd Unexcused Tardy: Teacher referral to /Counselor or designee for intervention.  
4th Unexcused Tardy: Discipline Referral/ ISS 1 day  
5th Unexcused Tardy: Discipline Referral/ ISS 3 days  
6th Unexcused Tardy: Discipline Referral/ ISS 5 Days

### **5. A. TARDIES TO SCHOOL**

Students who have driving privileges and continue to arrive late to school without a valid excuse will have driving privileges revoked based on the following: (Passengers who are consistently late to school will be addressed as Tardy to class and punished appropriately.) Students must have a valid excuse on the day of infraction to be excused.

#### **DISPOSITION:**

1st Offense: Warning  
2nd Offense: Administrative Conference  
3rd Offense: 5 days loss of driving privileges & Admin. Detention  
4th Offense: 10 days loss of driving privileges & Admin. Detention  
5th Offense: 20 days loss of driving privileges  
6th Offense: Permanent loss of driving privileges.

## **D. BOMB THREATS / TERRORISTIC THREATS:**

### **1. BOMB THREATS:**

Bomb threat is defined as transmitting in any manner a false alarm to the effect that a bomb or other explosive of any nature is concealed on school property creating a potentially dangerous situation.

**DISPOSITION:** Referral to School Resource Officer/Law Enforcement, 10 Days OSS, and Recommendation for Tribunal

### **2. TERRORISTIC THREATS:**

A terroristic threat is defined as: an offense in which a student willfully threatens to commit a crime that will result in death or bodily harm; an offense in which a threat is made with specific intent; or an offense in which a threat causes reasonable fear.

**DISPOSITION:** Referral to School Resource Officer/Law Enforcement, 10 Days OSS, and Recommendation for Tribunal

## **E. BULLYING/HARASSMENT:**

### **1. HARASSMENT:**

No student will create a hostile school environment or intimidate another student in any electronic, written, verbal, or physical manner with the intent of harm.

#### **DISPOSITION:**

- 1st Offense: 3 days ISS and referral to a counselor
- 2nd Offense: 5 days ISS (Second offense may be considered bullying.)

### **2. BULLYING:**

Bullying behavior is defined as willful attempts or threats to inflict injury, physical and/or mental stress on another person, when accompanied by apparent present ability to do so; or intentional displays of force such as would give the victim reason to fear or expect immediate bodily harm. No student shall engage in electronic, verbal or written harassment, threat or abuse (physical or otherwise) of, or towards, another student or students. (O.C.G.A. 20-2-751.4)

#### **DISPOSITION:**

- 1st Offense: 3 days OSS - Minimum
- 2nd Offense: 5 days OSS – Behavior Contract
- 3rd Offense: Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. Such consequences shall include, at a minimum and without limitation, disciplinary action or counseling, as appropriate under the circumstances. However, upon finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to the alternative school.

## **F. CHEATING:**

When it has been determined that a student has been involved in cheating, the student will receive a zero on the assignment and will not be allowed to retake that assignment and/or make up that grade.

The following are considered scholastic dishonesties:

1. Taking unauthorized information of any form into a test situation.
2. Plagiarism (any person who uses a writer's ideas without giving due credit through documentation).
3. Taking test questions to provide assistance in later situations or the theft of a test, or any other instructional material.
4. Copying the work of others including, but not limited to, homework.
5. Giving or taking information concerning a test after one individual has taken a test and the same form of the test is to be given later.
6. Taking unauthorized information from a computer.

#### **DISPOSITION for ALL OFFENSES:**

Zero on assignment, no retake privilege, and parent notification.

## **G. CHRONIC MISBEHAVIOR:**

Students who willfully and persistently violate the student discipline code for the same or a variety of offenses may be recommended for tribunal.

#### **DISPOSITION:**

Administrative Discretion

## **H. 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. 3 Days ISS
- 3rd + Offense: The teacher confiscates, and the parent is required to pick up the device. Student referred for Insubordination (see I.9)

### **2. HEADPHONES/EARBUDS**

Headphones/Earbuds can be used during class time with teacher approval. For safety purposes, students are limited to headphones/earbuds to one ear while in the halls.

##### **DISPOSITION:**

- 1st Offense: Teacher confiscates and device is returned at the end of the day. Parents will be notified and made aware of consequences for the next offense.
- 2nd Offense: Teacher confiscates and parent is required to pick up the device. 3 Days ISS
- 3rd + Offense: Teacher confiscates and parent is required to pick up the device. Student referred for Insubordination (see I.9).

### **3. FILMING FIGHTS**

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

##### **DISPOSITION:**

- 1st Offense: 3 Days ISS
- 2nd Offense: 5 Days ISS
- 3rd Offense: 3 Days OSS

## **I. CONDUCT:**

### **1. RUDE/DISRESPECTFUL (1): (Adults: Teachers, Faculty/Staff)**

No student shall at any time be disrespectful towards any adult. This includes, but is not limited to, arguing with, walking away from, raising their voice, interrupting, being offensive in any manner, displaying a poor attitude, intimidating, threatening, and/or any other action that is deemed to not be polite.

##### **DISPOSITION:**

- 1st Offense: 3 days ISS
- 2nd Offense: 5 days ISS
- 3rd Offense: 3 days OSS or 10 days OSS with possible recommendation for tribunal

Note: Disposition may vary based on severity and could immediately include OSS for any offense.

### **2. RUDE/DISRESPECTFUL(2):(Other students)**

Disrespectful conduct towards other students.

##### **DISPOSITION:**

- Administrative Conference (Minimum)

### **3. PROFANITY: TO ADULTS, TEACHERS, FACULTY/STAFF**

No student shall verbally assault or use any type of profane, vulgar, obscene, abusive, or offensive language (written or oral) and/or gestures toward any administrator, faculty, staff, or guest on school property or at a school-sponsored event. This includes hand signs, ethnically offensive language, suggestive initials, jewelry or jargon commonly known to mean something disrespectful. This includes profanity not directly aimed at, but in the presence of an adult and any threatened violence.

#### **DISPOSITION:**

1st Offense:	3 days ISS
2nd Offense:	5 days ISS
3rd Offense:	5 days OSS or 10 days OSS with possible recommendation for tribunal

Note: Disposition may vary based on severity and could immediately include OSS for any offense.

### **4. PROFANITY: TO STUDENTS**

No student shall use any type of profane, ethnically offensive language, vulgar, obscene, abusive, or offensive language (written or oral) or gestures about another student and/or that may be overheard by an administrator, teacher, adult, faculty/staff, guest on school property or at a school-sponsored event.

#### **DISPOSITION:**

1st Offense:	Administrative Conference (Minimum)
2nd Offense:	1 day ISS
3rd Offense:	3 days ISS

### **5. OBSCENE MATERIALS:**

No student shall possess or distribute profane, vulgar, pornographic, obscene, or ethnically offensive materials.

#### **DISPOSITION:**

5 days ISS up to 10 days OSS with a possibility of a Tribunal at Administrative Discretion

### **6. FALSE REPORTS:**

No student shall knowingly and willfully make false reports or statements, whether orally or in writing; falsely accuse other students or school staff of wrong actions; falsify school records; or forge signatures.

#### **DISPOSITION:**

5 days ISS up to 10 days OSS at Administrative Discretion

### **7. DRESS CODE:**

No student shall repeatedly violate the school dress code. Students must follow the school's Dress Code policy. All dress and grooming issues are at the discretion of CCSD administration/designee.

Any student wearing a hat, headgear, hood, etc., will have it confiscated. Parents or guardians will be required to retrieve it from the administration.

#### **DISPOSITION:**

1st Offense:	Warning/ giving an opportunity to correct the violation. (Student will be placed in ISS until the violation is corrected)
2nd Offense:	2 days ISS
3rd Offense:	3 days ISS

### **8. FAILURE TO ATTEND:**

No student shall fail to attend teacher detention, administrative detention, or give cause to be removed from in-School Suspension (ISS).

#### **DISPOSITION:**

For Teacher Detention:	Days doubled in Administrative Detention
For Administrative Detention:	Days served in ISS to be determined
For ISS:	OSS and remaining ISS must be completed upon return

## **9. INSUBORDINATION:**

A student is "Insubordinate" when he or she fails to comply with or follow instructions/directions given by an administrator, teacher, faculty, or staff. This includes but is not limited to, turning over cell phones/electronic equipment to authority, going where they were instructed to go, and disregarding directives. Insubordination also includes failure to identify oneself when asked.

### **DISPOSITION:**

- 1st Offense: 5 days ISS - Student may be suspended for an additional 5 days OSS for refusing to comply with an Administrator's directive.
- 2nd Offense: 3 days OSS - Student may be suspended for up to 5 days additional OSS for refusing to comply with an Administrator's directive.
- 3rd Offense: Administrative Discretion

## **J. DISRUPTION OF CLASS/SCHOOL:**

### **1. CLASS DISRUPTION:**

No student shall intentionally make noise or act in any manner so as to interfere with a teacher's ability to conduct class or another student's ability to learn.

NOTE: Teachers will address incidents as follows before administration is to be involved (All incidents will be documented by teachers.):

- 1st Incident: Conference with Student
- 2nd Incident: Conference or phone call with parent

All other incidents will be referred to administration

### **DISPOSITION:**

- 1st Offense: Admin. Conference
- 2nd Offense: 1 day ISS (Minimum)
- 3rd Offense: 3 days ISS (Minimum)

### **2. SCHOOL DISRUPTION:**

No student shall, in any manner, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption or obstruction of any such lawful mission, process, or function. (i.e. throwing food in the cafeteria)

### **DISPOSITION: ALL OFFENSES:**

Administrative Discretion (Minimum 3 Days OSS)

## **K. FALSE SAFETY REPORTS:**

No student shall make false calls to emergency services or report false fire alarms, which could potentially interrupt the normal school operation and harm the physical and emotional well-being of students and staff.

### **1. FALSE CALL TO EMERGENCY SERVICES:**

No student shall knowingly make or cause a false call to emergency services to be made.

**DISPOSITION:** Referral to School Resource Officer, 10 days OSS Recommendation for Tribunal

### **2. FALSE FIRE ALARM:**

No student shall knowingly give or cause a false fire alarm to be given.

**DISPOSITION:** Referral to School Resource Officer, 10 days OSS Recommendation for Tribunal

## **L. GAMBLING:**

No student shall participate in any gambling activity as defined by state law or that involves the wagering or betting of services, money, or other items.

Students will not be allowed to engage in card playing during class time.

### **DISPOSITION:**

- 1st Offense: 3 days ISS
- 2nd Offense: 5 days ISS
- 3rd Offense: 3 days OSS

## **M. GANG-RELATED ACTIVITY:**

The Chattahoochee County Board of Education establishes this procedure to eliminate or prevent the influence and activities of gangs in schools. For this procedure, a "gang" is defined as any group or association, whether formal or informal, which encourages, solicits, promotes, urges, counsels, furthers, advocates, condones, assists, causes, advises, procures, or abets any illegal or disruptive activity or behavior of any kind, whether on school campuses, during school-related events, or in the community. A gang member is defined as an individual who, as a representative on behalf of, participates in any of the activities associated with gangs. Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property are harmful to the education process. The use of hand signals, graffiti, or the presence of any apparel, tattoos, jewelry, accessory, or manner of grooming which, under its color, arrangement, trademark, symbol, or any other attribute, indicates or implies membership or affiliation with such a group, disrupts the school environment. Such behaviors are contrary to educational objectives and promote an atmosphere where unlawful acts or violations of school regulations may occur.

1. No student shall recruit or solicit membership in any gang or gang-related organization or activity.
2. No student will be allowed to wear, display, or carry any clothing, apparel, tattoos, hairstyle, or article indicating or implying membership/affiliation with a gang or gang activity. The principal or designee will have the final decision in determining the presence of a gang relationship.
3. No student will be allowed to exhibit behavior or gestures that symbolize gang membership or cause and/or participate in activities that intimidate or seek to cause bodily harm or affect the attendance of another student.

School officials reserve the right to discipline any other gang-related behavior that is subversive to the good order and discipline in the school, even though such behavior is not explicitly identified in the preceding rules.

### **DISPOSITION:**

Referral to School Resource Officer, 10 days OSS, with the possibility of Recommendation for Tribunal, which could result in expulsion.

NOTE: Students who violate this policy may be subject to arrest.

## **N. INCENDIARY DEVICES:**

No student shall possess, light, and/or discharge smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or similar devices.

### **DISPOSITION:**

1st Offense: Administrative Discretion

NOTE: Any activity deemed arson will result in referral to the School Resource Officer, 10 days OSS, and possible recommendation for a tribunal.

## **O. OFF CAMPUS OFFENSES:**

Students shall be disciplined for engaging in off-campus conduct that affects the safety and welfare of the school, staff, students, and/or property at the school, property of others, or that disrupts the discipline or educational environment of the school.

Off-campus misconduct for which a student shall be disciplined includes, but is not limited to, any off-campus conduct that is:

1. Prohibited by the State of Georgia or United States criminal codes;
2. Punishable as a misdemeanor or felony if committed by an adult.
3. Conduct for which a student has been arrested, indicted, or adjudicated to have committed, or convicted.
4. Conduct outlined in the Work-Based Learning and/or Youth Apprenticeship Program (YAP) student agreement form.

### **DISPOSITION:**

Administrative Discretion



## **P. OTHER BEHAVIORS:**

No student shall participate in any activity that is subversive to the good order and discipline of the school not explicitly addressed in any other sections of this handbook.

### **DISPOSITION:**

Administrative Discretion

## **Q. PRESCRIPTION / NON-PRESCRIPTION DRUGS**

### **1. OVER-THE-COUNTER MEDICATIONS:**

Possession of all over-the-counter medication on school property must comply with Chattahoochee County School Board policies. A student is prohibited from selling, distributing, or possessing with intent to distribute any over-the-counter medication

### **DISPOSITION:**

Administrative Discretion up to Referral to School Resource Officer, 10 days OSS and Recommendation for Tribunal

### **2. PRESCRIPTION DRUGS:**

No student shall have prescription medication not prescribed for that student. All prescription medication prescribed for a student must comply with Chattahoochee County School Board policies. In addition, a student shall not sell, distribute, or possess with intent to sell or distribute any prescribed medication on school property.

### **DISPOSITION:**

Referral to School Resource Officer, 10 days OSS and Recommendation for Tribunal

## **R. PHYSICAL OFFENSES:**

Principals or designees will continue to exercise professional discretion in determining incidents of horseplay, physical altercation, fighting, or physical bullying. They will also have the authority to assign consequences based on behavior related to specific incidents. This may include differentiated discipline assigned on a case-by-case basis.

### **1. HORSEPLAY**

### **DISPOSITION:**

1st Offense: Admin. Conference  
2nd Offense: 1 day ISS (Minimum)  
3rd Offense: 3 days ISS (Minimum)

Any subsequent offenses are subject to suspension

### **2. FIGHTING:**

No students shall participate in any fighting, physical altercation, or physical harassment.

### **DISPOSITION:**

3 Days OSS Minimum

NOTE: Multiple fights in one year may lead to referral to School Resource Officer, 10 Days OSS with recommendation for Tribunal

### **3. A. BATTERY ON STUDENTS:**

No student shall physically attack another student. Battery is considered when significant bodily harm is caused.

### **DISPOSITION:**

Referral to School Resource Officer, 10 Days OSS with possible Recommendation for Tribunal

### **3. B. BATTERY ON ADMINISTRATORS, FACULTY, STAFF**

No student shall physically attack an administrator, faculty member, or staff member.

#### **DISPOSITION:**

10 days OSS Referral to Tribunal

NOTE: Any student who commits physical violence against an administrator, teacher, school bus driver, or other school personnel will be suspended for ten days pending tribunal. The tribunal panel will adjudicate the referral based on guilty or not guilty. A determination of guilt may result in expulsion for the remainder of the student's eligibility to attend public schools.

### **4. GANGING UP:**

No student shall gang up with any other student or students and physically attack another student or other persons.

#### **DISPOSITION:**

Referral to School Resource Officer, 10 Days OSS with possible recommendation for Tribunal

NOTE: Any student who touches, places hands on, pushes or obstructs a teacher, faculty member, or Administrator will be charged at a minimum with simple battery. Students will be referred to the School Resource Officer, 10 days OSS and recommended for a tribunal.

## **S. PROPERTY RELATED OFFENSES:**

NOTE: Parents and/or students will be held responsible for restitution of the full value of any damaged or stolen property. There is the possibility of notification of law officials where a student appears to be in violation of the law.

### **1. VANDALISM:**

No student shall intentionally cause damage to the personal property belonging to a school employee or another student. No student shall damage, destroy, or vandalize private property or school property on school grounds or during a school activity, function, or event off school grounds.

**DISPOSITION:** (All Offenses) Referral to School Resource Officer

1st Offense:	up to 5 days ISS
2nd Offense:	3 days OSS minimum
3rd Offense:	5 days OSS minimum

Students will be responsible for cleaning or repairing damaged property.

### **2. PROPERTY DAMAGE:**

Willful and malicious destruction, defacement, and/or vandalism of, and/or threat to destroy school or private property of school system employees or to the personal property of any person legitimately at the school. Private property will include, but not be limited to, vehicles, building structures, and grounds. Defacement of or damage to property of other schools will be treated in the same manner as if the damage were done to Chattahoochee County School's property.

**DISPOSITION:** Referral to School Resource Officer (All Offenses)

1st Offense:	5 days ISS (minimum)
2nd Offense:	5 days OSS (minimum)
3rd Offense:	10 days OSS and possibly referred for tribunal

## **T. SEXUAL OFFENSES:**

The following are prohibited on school property, school buses, at school-sponsored events, activities or functions, or while using school technology resources.

### **1. PDA:**

No student shall engage in Public Displays of Affection, such as kissing or inappropriate touching, while on school property or attending school events.

#### **DISPOSITION:**

1st Offense:	Administration Discretion and Parent Notification
2nd Offense:	3 days ISS
3rd Offense:	5 days ISS

### **2. SEXUAL MISCONDUCT:**

All sexual-related incidents will be referred to the School Resource Officer and system Social Worker

#### **A. CONSENSUAL SEXUAL ACTIVITY**

- No student shall consent to and/or participate in any form of sexual activity.
- No student shall expose one's intimate body parts or "moon" in public.
- No student shall purposefully fondle another student or himself/herself in a sexual manner.

Note: any student found in a stall with another person may be considered as engaging in sexual contact

#### **DISPOSITION:** Referral to School Resource Officer (All Offenses)

1st Offense:	10 days OSS and Referral to Tribunal with a minimum recommendation of 90 days Alternative School
2nd Offense:	10 days OSS and Referral to Tribunal with a minimum recommendation of 180 days Alternative School
3rd Offense:	10 days OSS and Referral to Tribunal with a recommendation for Expulsion.

#### **B. SEXUAL HARASSMENT:**

No student shall participate in physical, verbal, or visual conduct of a sexual nature (including, but not limited to, unwelcome sexual advances, requests for sexual favors, sexually offensive drawings or posters directed towards another person, including the use of an electronic device) where there is a pattern of harassing behavior or a single significant incident.

#### **DISPOSITION:**

1st Offense:	5 days ISS up to 10 days OSS and possible Recommendation for Tribunal
2nd Offense:	5 days OSS up to 10 days OSS and possible Recommendation for Tribunal
3rd Offense:	10 days OSS and Recommendation for Tribunal

#### **C. SEXUAL BATTERY:**

Sexual battery is defined as a student intentionally making physical contact with the intimate parts of the body of another student and/or adult without the consent of that person.

**ALL OFFENSES:** Referred to School Resource Officer and system Social Worker

#### **D. SEXUAL MOLESTATION:**

Sexual molestation is defined as a student doing any immoral or indecent act to or in the presence of another person without that person's consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person. This includes a student forcing another student to make physical contact with the student's intimate body parts.

**T.2. B-C. DISPOSITION:** 1st Offense: Referral to School Resource Officer.  
10 days OSS and possible Recommendation for Tribunal

## **U. TECHNOLOGY OFFENSES:**

School technology may not be used for purposes other than school-related ones, and computer privileges may be revoked for misuse.

1. Students will not purposely look for security problems because such action may be considered an unauthorized attempt to gain access to school technology resources.
2. Students will not attempt to or disrupt the school technology resources by destroying, altering or otherwise modifying technology. Hacking is strictly prohibited.
3. No student shall attempt to, threaten to, or damage, destroy, vandalize, or steal school property while using school technology resources on or off school grounds. Students will not use school technology resources to distribute or display inappropriate material.
4. Students shall not attempt to search, visit, and/or view internet websites that have not been approved.
5. Inappropriate uses of video/picture-taking devices will not be tolerated.

### **DISPOSITION:**

Administrative Discretion (Minimum 3 days ISS)

## **V. THEFT:**

No student shall steal or possess stolen private property or school property.

### **A. Theft (Item Value less than \$50)**

#### **DISPOSITION:**

Referral to School Resource Officer, 3 days OSS up to 10 Days OSS and Possible Recommendation for Tribunal

### **B. Theft (Item Value \$50 or more)**

#### **DISPOSITION:**

Referral to School Resource Officer, 10 days OSS and Possible Recommendation for Tribunal

## **W. TOBACCO:**

Possession and/or the use of tobacco in any form are prohibited on campus, on school buses, and at school activities or functions. Cigarettes, lighters, matches, dips, and tobacco alternative products, including dipping, chewing, e-cigarettes, vapor devices and smokeless non-tobacco products, will be confiscated. "Spit cups" are evidence of tobacco and carry the same disposition.

### **DISPOSITION:** Referral to School Resource Officer

1st Offense: 3 days OSS

2nd Offense: 5 days OSS subsequent offenses may result in a recommendation for the Tribunal

## **X. WEAPONS:**

A student shall not possess, handle, transmit, or cause to be transmitted, use or threaten to use, sell, attempt to sell, or conspire to sell a weapon, either concealed or open to view, on school property or at a school-sponsored function, event, or activity. Administrative discretion will be used to determine any weapon's legitimate threat level. (O.C.G.A. 16-11-127.1)

### **DISPOSITION:**

1st Offense: Expulsion for one Calendar year ( recommendation of school)  
Referral to School Resource Officer, 10 days OSS and Possible Recommendation for Tribunal

## **Y. BUS CONDUCT:**

All students attending the Chattahoochee County Middle/High School 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.

All dispositions are administrative discretion, including being removed from the bus when warranted.

1st Offense:	1 Day bus suspension
2nd Offense:	3 Day bus suspension
3rd Offense:	5 Day bus suspension

NOTE: Any misconduct that threatens the health, safety or well-being of others may result in the immediate removal of the student from the school and/or school function and suspension for up to ten (10) days pending disciplinary investigation of the allegations. The school may choose to involve the Chattahoochee County School Board, the School Resource Officer, and/or other law enforcement agencies as deemed appropriate.

# SUSPENSION AND CAMERA POLICIES

## ● IN-SCHOOL SUSPENSION (ISS):

In-school suspension is assigned for behavioral infractions. Refusal to attend ISS will result in out-of-school suspension and the assigned ISS. Removal from ISS for disciplinary reasons will result in out-of-school suspension. Students suspended for any part/fraction of a day will not receive credit for attending ISS that day and will be required to make that day up. Students will be required to complete all remaining ISS days and assignments once they have returned to school.

### **In-School Suspension Rules:**

1. In addition to all regular school rules, students serving ISS will also adhere to posted ISS rules.
2. Students assigned to/serving ISS will not be allowed to leave ISS early for any reason.
3. The ISS teacher may recommend suspension for any student assigned to ISS for insubordination for the remainder of the day. The student will then be assigned an additional day of ISS. Parents will be notified by the ISS teacher to pick up their child from the ISS office.

## ● OUT-OF-SCHOOL SUSPENSION (OSS):

Students may not attend any school-related activities while suspended. Students under out-of-school suspension may not participate in conditioning, tryouts, practice, or games until they return to class (GHSA rule). Example: If suspension is through Friday, students cannot play on Saturday. Suspension is considered to end when a student is readmitted to the classroom.

## ● SURVEILLANCE CAMERA PROCEDURE:

CCSD recognizes a need to balance the individual's right to be free from invasion of privacy and the school's duty to promote a safe environment for all students and faculty.

### The purpose of video surveillance is to:

1. Promote a safe environment by deterring acts of harassment or assault.
2. Deter theft and vandalism and assist in the identification of individuals.
3. Assist law enforcement agencies in investigating any crime that may be depicted.
4. Assist in the daily monitoring of student conduct and behavior.

While surveillance cameras are posted in hallways, the school store, gymnasium, lunchroom, outdoor walkways, and some classrooms/labs, they are not mounted inside restrooms. Surveillance cameras are, however, mounted outside restroom doors so that if an incident does occur, the person leaving the restroom will be easily identified.

Any person purposely touching, blocking, damaging, and/or causing a surveillance camera to malfunction will be charged with vandalism of school property.

Surveillance cameras operate 24 hours daily, seven days a week, and record continuously for several months. Cameras are monitored by designated school officials who may include but are not limited to, administrators, teachers, and School Resource Officers (SRO).

Surveillance DVDs will not be viewed by or provided to students or parents. However, this does not preclude an administrator or deputy sheriff (SRO) from obtaining the aid of students, faculty, and staff in identifying persons of interest who may be implicated in a surveillance recording. A request to view surveillance evidence will require Superintendent approval.

Surveillance evidence may be used to corroborate or verify an act has taken place, identify a specific person(s) involved in an act/incident, and/or to witness the extent to which an act has been committed.

# CHATTCO PARENT RIGHT-TO-KNOW LETTER

## ● CHATTAHOOCHEE COUNTY PARENT RIGHT-TO-KNOW LETTER

Guidance C-6 is for Advising Parents of the Right to Know Information about a Teacher's Qualifications as Required by NCLB [Section 1111(6) (A) ESEA.]

Dear CCSD Families:

In Chattahoochee County Schools, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education.

As a Title I school, we are required to meet federal regulations under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (NCLB) related to teacher qualifications.

In compliance with the requirements of the ESEA/NCLB, you have the right to request information about your child's teachers' training and credentials.

### **The following information may be requested:**

Whether the teacher met the Georgia Professional Standards Commission requirements for certification for the grade level and subject area in which the teacher provides instruction;

Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;

What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration; and

Whether your child is provided services by paraprofessionals, and if so, their qualifications.

Please rest assured that our staff is committed to helping your child reach his or her maximum academic potential throughout their school career. That commitment includes ensuring that all our teachers and paraprofessionals are highly skilled and deliver quality instruction to your child.

If you wish to request information concerning a teacher's qualifications, please call the school's principal.

Thank you for your interest and involvement in your child's education.