The Chattooga County Student/Parent Handbook And Discipline Code 2026-2027

Revised August 20, 2026

The Chattooga County School District does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its programs, activities, or employment practices.

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Chattooga County Schools
2026-2027 Academic Calendar

July 21, 2026	:	Pre-Planning	
July 22, 2026	:	Pre-Planning	
July 23, 2026	:	Pre-Planning	
July 24, 2026	:	First Day for Students	
September 14, 2026		District Teacher PL Day	
October 6-9, 2026	:	Fall Break	
November 11, 2026	:	½ School Day ½ Parent Conference	
November 24-27, 2026	:	Thanksgiving Break	
December 22, 2026-January 1, 2027	:	Christmas Break	
January 5, 2027	:	Teacher Workday/Student Holiday	
March 25, 2027	:	½ School Day ½ Parent Conference	
April 6-9, 2027	:	Spring Break	
May 21, 2027	:	Last Day for Students	
		CHS Graduation	
May 25, 2027	:	Post Planning	
		Bad Weather Make Up Dates	
November 11, 2026	:	Full Day for Students	
March 25, 2027	:	Full Day for Students	
March 8, 2027	:	Make Up Day	
March 29, 2027	:	Make Up Day	
		End of Term/Report Card Dates	
Semester 1	:	July 24, 2026– December 17, 2026	76 days
Semester 2	:	December 18, 2026- May 21, 2027	76 days
1st 9wks	:	July 24, 2026 – September 25, 2026	37 days
2nd 9wks	:	September 29, 2026 – December 17, 2026	39 days
3rd 9wks	:	December 18, 2026 -March 10, 2027	38 days
4th 9wks	:	March 11, 2027- May 21, 2027	38 days
Mid-Term	:	August 25, 2026	
1st 9wks Grading Ends	:	September 25, 2026	
Report Card	:	October 2, 2026	
Mid-Term	:	November 6, 2026	
2nd 9wks Grading Ends	:	December 17, 2026	
Report Card	:	January 8, 2027	
Mid-Term	:	February 4, 2027	
3rd 9wks Grading Ends	:	March 10, 2027	
Report Card	:	March 17, 2027	
Mid-Term	:	April 20, 2027	
4th 9wks Grading Ends		May 21, 2027	

Chattooga County Schools
2026-2027 Test Windows

Aug 4 – Aug 21, 2026	EOC Mid-month August
Aug 11 – Aug 14, 2026	Amira Screener #1
Aug 12 – 15, 2026	MAP/Beacon #1 (K-8: ELA 12th ; Math 13th) (9th grade Math 12th-13th)
Sept 4, 2026	GKIDS Readiness Check
Sept 15 – Sept 25, 2026	EOC Mid-month September
Oct 13- Oct 16, 2026	EOC Mid-month October
October 21, 2026	PSAT Administration
Nov 3 – Nov 13, 2026	EOC Mid-month November
Dec 8 – 11, 2026	Amira Screener #2
Dec 9 – 10, 2026	MAP/Beacon #2 (K-8: ELA 9th; Math 10th) (9th grade Math 9th–10th)
Jan 6 – Feb 26, 2027	ACCESS
Jan 19 - 29, 2027	EOC Mid-month January
Feb 9 – 19, 2027	EOC Mid-month February
March 2 - 12, 2027	EOC Mid-month March
March 23 - April 30, 2027	GAA (Main)
Mar23 – 26, 2027	Amira Screener #3
March 23 – April 1, 2027	MAP/Beacon #3 (K-8: ELA 23rd ; Math 24th) (9th grade Math March 31st – April 1st)
April 27 - 30 , 2027	GA Milestones EOG Main Admin (ELA 27th – 28th, Math 29th , Sci/SS 30th)
April 28 – May 7, 2027	GA Milestones EOC Main Admin (Lit. II 28th & 29th; Alg. 5th; Biology 6th; US History 7th)
April 30, 2027	GKIDS
June 8 - 9, 2027	GA Milestone EOG Summer Re-Test (ELA 8th, Math 9th)
June 8 – July 9, 2027	GA Milestone EOC Summer Main
July 6, 2026-May 17, 2027	GKIDS Administration Window

SAT	**ACT**
Saturday, August 22, 2026	Saturday, July 11, 2026
Saturday, September 12, 2026	Saturday, September 19, 2026
Saturday, October 3, 2026	Saturday, October 17, 2026
Saturday, November 7, 2026	Saturday, December 12, 2026
Saturday, December 5, 2026	Saturday, February 27, 2027
Saturday, March 6, 2027	Saturday, April 10, 2027
Saturday, May 1, 2027	Saturday, June 12, 2027
Saturday, June 5, 2027	Saturday, July 10, 2027

Chattooga County Board of Education

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

School Board Meetings
The Board of Education will meet on the 3rd Thursday of each month at 6:00 p.m. The meeting will be held at the Chattooga County Education Center, located at 206 Penn St., Summerville, GA 30747. All meetings of the Board of Education are open to the public.

School Board Members
Mr. Chad Dodd – Member
cdodd@chattooga.k12.ga.us

Mrs. Lori Brady – Chairman of the Board
lbrady@chattooga.k12.ga.us

Mrs. Tiffany Lawrence – Vice Chairman of the Board
tlawrence@chattooga.k12.ga.us

Mr. Derrick Eckroat— Member
deckroat@chattooga.k12.ga.us

Mrs. Bonnie Fletcher – Member
bfletcher@chattooga.k12.ga.us

Chattooga County Schools—Contact Information

Chattooga High School—989 Highway 114, Summerville, GA 30747, Telephone: (706) 857-2402, FAX: (706) 857-7790
Principal: Roger Wilkinson
Assistant Principal/Athletic Director: Mark Turner
Assistant Principal/Curriculum Specialist: Renee Beasley
Assistant Principal/CTAE Director: Angie Culbert
Counselor: Courtney Driskell & Natalie Ramsey
Secretary: Dejsha Bankston
Attendance: Snow Kinnamont
Bookkeeper: Breanna Deberry

Leroy Massey Elem. School—403 Dot Johnson Dr**,** Summerville, GA 30747, Phone: (706) 857-6660, FAX: (706) 857-5898
Principal: Alissa Hanrahan
Assistant Principal: Amanda Mayo
Assistant Principal: Kanousha Martin
Counselor: Scarlett Mosley
Secretary: Reba Cargle & April Clayton
Bookkeeper: Rose Kinsey

Lyerly Elementary School—150 Oakhill Road, Lyerly, GA 30730, Telephone: (706) 895-3323, FAX: (706) 895-2848
Principal: Michael Shank
Counselor: Courtney Murray
Secretary: Jessica Ware
Bookkeeper: Julia Cavin

Menlo Elementary School—2430 Highway 337, Menlo, GA 30731, Telephone: (706) 862-2323, FAX: (706) 862-2360
Principal: Richard Rutledge
Bookkeeper: Cherri Elliott
Secretary: Shinice Stout
Counselor: Katie Harris

Summerville Middle School—200 Middle School Rd, Summerville, GA 30747, Phone: (706) 857-2444, FAX: (706)857-7769
Principal: Brandi Bowman
Assistant Principal: Kip Klein
Counselor: Mary Beth Housch
Secretary: Jennifer Ratledge
Bookkeeper: Wynne Wilkinson

Chattooga Crossroads Academy/Chattooga Learning Center – 286 Maple Drive, Summerville, Georgia, 30747
Telephone: 706-857-1112
Principal: Barry Peppers

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

Special Ed Department—206 Penn Street**,** Summerville, Georgia 30747, Telephone: (706) 822-9902, FAX: (706) 822-9906
Director: Kelli Johnson
Secretary: Crystal Elrod
School Psychologist: Andrea Riley
Secretary: Amy Price

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

Technology Department—286 Maple Drive**,** Summerville, Georgia 30747, Telephone: (706) 857-5323
Director: Patrick Clifton
Network Administrator: J.T. Maddux
Tech: Darien Aguilar
Tech: Trey Tucker

Student Enrollment -- 286 Maple Drive**,** Summerville, Georgia 30747, Telephone: (706) 857-8909, FAX (706) 857-1674
FTE/Data Collections Director: Emily Mobbs
Enrollment/Student Record Facilitator: Jannie Burrage

Chattooga County Schools: Mission Statement

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

Chattooga County Schools: Vision Statement

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

Chattooga County Schools: Motto

Expect Success

Chattooga County Schools: Beliefs

1. Our students, personnel, and parents deserve a safe, inviting, non-threatening learning environment where they are treated with dignity and respect within an environment that promotes student learning.

2. Teachers, administrators, parents, the community, and students share the responsibility for academic success.

3. Students learn best when they are actively engaged in the learning process.

4. The commitment to continuous improvement is imperative if our schools are going to enable students to become confident, self-directed, life-long learners.

5. Student achievement should be the primary focus of all decisions impacting the work of the school.

School Hours
School buildings will not open before 7 a.m.

School Name	*TARDY BELL*	*DISMISSAL*
Leroy Massey Elem.	**8:00 a.m.**	**3:30 p.m.**
Menlo Elem.	**8:00 a.m.**	**3:30 p.m.**
Lyerly Elem.	**8:00 a.m.**	**3:30 p.m.**
Summerville Middle	**8:00 a.m.**	**3:30 p.m.**
Chattooga High	**7:45 a.m.**	**3:30 p.m.**

Weapons Prohibited

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

Georgia Law O.C.G.A. 16-11-127.1
"Weapon" means and include any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made of metal, thermoplastic, wood, or other similar material; blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser.

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

Tobacco and Vaping Use

The Chattooga County Schools Board of Education recognizes that the use of tobacco and vaping products is a health, safety and environmental hazard for students, employees, visitors, and school facilities. Chattooga County Schools do not allow any products containing CBD, THC-8, THC-9, or THC-10. CBD products with THC or without THC are prohibited. In accordance with the "Georgia Smoke Free Air Act of 2005", tobacco and vaping use shall be prohibited at any time in any school building or property owned or leased by the Chattooga County Schools Board of Education; or at any system-owned vehicle, including any school buses, or at any school-sponsored activity on campus or off campus. Students who violate this policy may be subject to disciplinary action in accordance with the student code of conduct in the student/parent handbook.

Inclement Weather Information

If inclement weather is approaching our area and it becomes necessary to cancel school/close school early, the announcement will be made on all Metropolitan Atlanta and Chattanooga TV stations (ABC, CBS, NBC, and FOX) as well as the following radio stations: 1180 AM Radio, South 107 FM, and 95.7 FM. Additionally, school closings will be posted on the school district's website, at www.chattooga.k12.ga.us. Chattooga County School District also has an automated calling system that the district uses to notify parents/guardians of student attendance, announcement of school events, inclement weather, school closing, and emergency notifications. Parents/guardians can sign up for this service to be notified by this system at your student's school. Parents are responsible for making sure the school has correct contact information.

Rules for bus transportation and student drivers during severe weather:

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

School Websites

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

See the Chattooga County Internet Acceptable Use Policy on pages 13-14.

PLAN TO INFORM
Notification
Constant on School and System Websites

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

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

A statement should be placed in Student Handbooks indicating that the Management Plan covering Asbestos Information is available in the School or Central Office-Board of Education of the School System. Also, a

notice should be placed on a bulletin board or such in the Staff Work Room area of the Local School and System Site.

Chattooga County School District
AHERA "Annual Notification"
Available on School System and School Websites

On October22, 1986, Congress promulgated the Asbestos Hazard Emergency Response Act (AHERA), Public Law 99-519. AHERA mandated that EPA develop regulations to respond to asbestos in schools.

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

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

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

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

The Chattooga County Schools Local AHERA Designated Contact person is our Director and Supervisor of Facilities and Maintenance. They may be contacted for further information if needed at the Chattooga County Board of Education Central Office at the Following number: 706-857-3447.

Chattooga County Schools: Internet Acceptable Use Board Policy

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

being used responsibly, the System-wide Technology Staff reserves the right to review files and network communications.

Internet - Terms and Conditions

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

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

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

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

Use appropriate language.

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

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

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

Security - Security on any computer system is a high priority, especially when the system involves many users. Protect your password and personal information.
Vandalism - Vandalism will result in cancellation of privileges, as well as the possibility of other disciplinary or legal action.

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

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

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

Artificial Intelligence Policy

Introduction

Artificial Intelligence (AI) is the simulation of human intelligence in machines programmed to think and learn. It can perform tasks that typically require human intelligence, such as understanding language, recognizing patterns, solving problems, and making decisions in an educational context.

Purpose

At Chattooga County Schools, we recognize the potential of AI to enhance learning experiences and prepare students for a future where AI will be an integral part of many careers. However, AI must be used responsibly and ethically within our school community. This policy outlines the guidelines for students and staff's acceptable and unacceptable use of AI. We aim to harness AI's potential to enhance educational outcomes while safeguarding our students' and staff's privacy, security, and well-being. This policy applies to all AI technologies and platforms accessed or used by students and staff within the school premises for school-related tasks or through school-provided devices and networks. To accomplish this goal, this policy will:

- Provide clear guidelines on the appropriate use of AI tools.
- Encourage responsible and ethical use of AI.
- Prevent misuse of AI in ways that could undermine academic integrity or personal privacy.
- Foster an environment where students can learn about and explore AI technologies safely and constructively.

Guidelines For Student Use of AI

- Educational Use:
    - Any student's use of AI should align with approved instructional standards and curriculum.
    - AI tools should be used to complement and enhance learning experiences
    - Students may use AI for research and problem-solving and as a supplement to their studies, provided it is used transparently and with proper attribution.
    - Students should only use AI with explicit permission from their teachers.

- Academic Integrity:
    - Any use of AI must comply with the school's academic integrity policies. Plagiarism, cheating, or any dishonesty facilitated by AI is prohibited.
    - Students must clearly distinguish their original work from AI-generated work and provide proper attribution where AI tools are used.
    - Relying solely on AI to generate and deliver instructional material is not acceptable.

- Privacy and Data Collection:
    - Students must not use AI to collect, share, or disseminate personal information without consent.
    - AI tools that analyze or process personal data should not be used without explicit permission from the individuals involved.
    - AI tools that infringe on students' privacy rights or fail to comply with data protection laws, such as FERPA and COPPA, are not to be used.

- Ethical Use:
    - AI should be used ethically, respecting the rights and dignity of others. Any form of AI misuse that could harm individuals or groups is prohibited.
    - The use of AI technologies should not violate copyright laws, privacy norms, and the intellectual property rights of others.
    - Students should engage in discussions about the ethical implications of AI and be aware of biases and limitations inherent in AI technologies.

- Supervision and Monitoring:
    - AI tools must undergo a rigorous evaluation before being approved for classroom use.
    - Teachers and staff will guide the appropriate use of AI and monitor student activities involving AI to ensure compliance with this policy.
    - Any misuse of AI tools will be subject to disciplinary action per the schools' code of conduct.

- Implementation
    - Training and Resources
        - Awareness Sessions: Conduct sessions to familiarize students with AI concepts, uses, and potential ethical concerns.
        - Skill Development: Integrate AI-related skills into the curriculum, such as coding, data analysis, and critical thinking about AI's impact.

Guidelines for Staff Use of AI

Staff may use AI to complete their work. This may include, but not be limited to, drafting communications, notes, images, and content development for instructional or administrative purposes, as well as analyzing data and information. The following requirements shall be adhered to by staff when using AI in the completion of work:

- Staff shall disclose their use of an AI tool if failure to do so would:
    - Violate the terms of the use of the AI tool;
    - Would mislead a supervisor or others about the nature of the work and
    - It would be inconsistent with the teacher's code of ethics.

- Staff shall take all reasonable steps to ensure the security of private student data when utilizing AI programs.

- Outputs from AI programs shall be verified by reliable sources and approved before use to reduce the risk of errors and inaccuracies.

- AI outputs shall not be incorporated into proprietary content or works.

- AI should not replace essential human elements of teaching a student's academic progression. It should support, not replace, educators' professional judgment.

- Without human oversight, it is inappropriate to use AI for high-stakes decisions, such as determining a student's academic progression, grading, or disciplinary actions.

- Implementation

    - Training and Resources
        - Introductory Workshops: Provide workshops on the basics of AI, its potential applications in education, and ethical considerations.
        - Advanced Training: Offer more detailed sessions focusing on integrating specific AI tools into lesson plans, using AI for data analysis, and enhancing personalized learning.
        - Ongoing Professional Development: Schedule regular updates and refresher courses to inform educators about new AI advancements and best practices.

- Evaluation and Feedback
    - Training Effectiveness: Periodically assess the effectiveness of training programs through surveys, feedback sessions, and performance evaluations.
    - AI Implementation: Monitor the integration of AI tools in the classroom and administrative processes to ensure they meet educational goals and policy standards.

- **Continuous Improvement:**
    - Establish procedures for receiving feedback from educators, students, and staff on AI tools and training effectiveness.
    - Regularly review and update the AI policy and training programs based on feedback and technological advancements.

Conclusion

Artificial Intelligence (AI) presents significant opportunities for enhancing K-12 education, but it must be used with careful consideration of ethical, privacy, and educational standards. This policy will be reviewed annually to adapt to evolving technologies and academic needs, ensuring that AI remains a positive and powerful tool for learning and development in Chattooga County Schools.

Visitor/School Guest Sign-In Procedures

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

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

Guidelines for Parents Visiting Schools during Lunch Times

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

Guidelines for Classroom Observations by Parents

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

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

Privacy Issues, Phones/Cameras/Recorders & other electronic devices

Be advised: Chattooga County School System uses video surveillance in all facilities.

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

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

Social Media

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

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

Consequence: SECONDARY (6-12) Grades

- Discretion of the principal
- First offense: device is confiscated and returned to parent/guardian
- Second offense: device is confiscated and returned to parent/guardian, plus in school suspension of up to 3 days may be imposed.
- Third offense: device is confiscated and returned to parent/guardian, plus in school suspension of up to 5 days may be imposed.
- Subsequent violations: student will be disciplined according to "Not Following Directions".

Consequence: ELEMENTARY (PK-5) Grades

- Discretion of the principal

Alcohol/Drug Abuse

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

Child Abuse or Neglect

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

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

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

Title IX

The Chattooga County Board of Education, in accordance with Title IX, states that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Title IX Director: Jeremy Heathcock Phone**:** 706-857-3447 Address**:** 33 Middle School Road, Summerville, GA, 30747

Notice of Rights of Students and Parents under Section 504

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

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following:
Mrs. Kelli Johnson
Chattooga County Education Center
206 East Penn Street
Summerville, GA 30747
Phone: 706-822-9902
Email: kjohnson@chattooga.k12.ga.us

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

a. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
b. 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
c. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
d. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
e. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35
f. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35
g. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
h. 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.

i. 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.
j. If your child is eligibility under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
k. You have the right to notice prior to any action by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
l. You have the right to examine your child's educational records. 34 CFR 104.36.
m. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
n. 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.
o. 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.
p. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

Procedures to Request an Impartial Hearing

Any student, parent, or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding a student's identification, evaluation, or educational placement under Section 504.

NOTE: The grievant **does not** have to go through the grievance process first before requesting an impartial hearing. An impartial hearing can be requested at any time.

Request for an impartial hearing must be in writing to the school system's Section 504 Coordinator; **however,** a grievant' 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.

A school administrator and/or the school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

Hearing Request

The Request for Hearing must include the following:

a. The name of the student
b. The address of the residence of the student
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 student

g. The name and contact information of the grievant

Within 10 business days of receiving the grievant's Request for Hearing, the System Section 504 Coordinator will acknowledge the Request for Hearing in writing and will schedule a time and place for a hearing.

If the written Request for Hearing does not contain the necessary information noted above, the System Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

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 both 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 or resolution, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

Hearing Procedures

a. The System Section 504 Coordinator will obtain an impartial review official who will conduct a hearing withing 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
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 System Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the System 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 by achieved satisfactorily. 34.CFR 104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
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 expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

Complaint Procedure

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

Student Enrollment Requirements

The Chattooga County School District does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its programs, activities, or employment practices.

- Students must reside in Chattooga County with their parent/guardian and must register in the local school of residence.
- Students must provide proof of residence.
- Students must have a certified copy of their birth certificate.
- Students must have a Certificate of Immunization, Department of Human Resources Form 3231, Certificate of Eye, Ear and Dental Examination, Department of Human Resources Form 3300
- Students are requested to present their Social Security Card

Student Enrollment Age Requirements

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

School Reassignment and Student Transfer Options

Parents/guardians interested in school reassignment should review the current Chattooga School Board Policy regarding school assignment/reassignment. The school reassignment policy can be found on the Chattooga County Board of Education website, at:

Student Reassignment and Transfer Guidelines

The Annual School Choice Parent Notification Letter may be found on the Chattooga County Board of Education website at:

Annual School Choice Parent Notification Letter

The Parent Transfer Request Form can be found at:

Parent Transfer Request Form

Release of Student Directory Information

The school district has designated the following student-based information as "directory information" under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) and may disclose information upon request by appropriate institutions/agencies:

- Student's name
- Student's address
- Student's phone number

Medication Policy

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

Medication Authorization Form

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 parent/guardian to the school office immediately upon arrival to school and must be in the original pharmaceutical containers, clearly labeled with the name of the student, name of medication, appropriate dosage, and time for dosage. Medication is not allowed to be transported on the school bus. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the Chattooga County School's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

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

The school is not responsible for supplying medication for students.

Transport of medication on the school bus is prohibited.

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

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

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

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

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

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

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

Head Lice

Parents of children identified as host for parasitic head lice or egg material will be contacted by the school nurse or a school administrator. Any student diagnosed with live head lice will not be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun and they have been cleared by the school nurse or an administrator. Parent must accompany their child(-ren) to school on the first day of return to be cleared for school attendance and bus transportation (if necessary).

Chattooga County Schools

33 Middle School Road
Summerville, Georgia 30747
706-857-3447
706-857-3440 fax

Dr. Michelle Helie, Superintendent
Mr. Jeremy Heathcock, Asst. Superintendent/Federal Programs
Mr. Robert Beach, Chief Academic Officer
Mrs. Kelli Johnson, Special Education Director

Board Members
Mrs. Lori Brady (Chair)
Mrs. Tiffany Lawrence (Vice-Chair)
Mrs. Bonnie Fletcher
Mr. Chad Dodd
Mr. Derrick Eckroat

Right to Know Professional Qualifications of Teachers and Paraprofessionals

Date: July 1, 2026

Dear Parents,

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

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

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

Sincerely,

Robert Beach
Chief Academic Officer
Chattooga County Schools

Expect Success

The Chattooga County School District does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its programs, activities, or employment practices.

Notification of Rights: The Family Educational Rights and Privacy Act

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent of the eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible students believe to be inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

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

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

Notes:

- The Teen and Adult Driving Responsibility Act (40-5-22) requires all Georgia school districts to report students, age 15-17, found in violation of attendance and/or discipline standards established within that code, to the Georgia Department of Driver Safety (DDS).

- School officials reserve the right to comply with court orders requesting student record information, or provide law enforcement agencies/officials with appropriate student records when the immediate safety/welfare of students or staff are jeopardized.

Notification of Rights: The Pupil Rights Amendment

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

- *Consent* before students are required to submit a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole, or part, by a program of the U.S. Department of Education

    - Political affiliations or beliefs of the student or student's parent;

    - Mental or psychological problems of the student or student's family;

    - Sex behavior or attitudes;

    - Illegal, anti-social, self-incriminating, or demeaning behavior;

    - Critical appraisals of others with whom respondents have close family relationships;

    - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

    - Religious practices, affiliations, or beliefs of the student or parents, or;

    - Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity for student to opt-out of:*

    - Any other protected information survey, regardless of funding;

    - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and

    - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use:

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

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

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

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

Parents who believe their rights have been violated may file a complaint with: **Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. S.W., Washington, DC 20202-5901**

Notice of Rights: Health Insurance Portability and Accountability Act (HIPAA)

(A) <u>This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.</u>

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

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

(B) Uses and disclosures of your Protected Health Information: the following categories describe different ways that we use and disclose PHI.

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

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

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

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

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

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

- We may use or disclose your PHI for any purpose required by law. For example, the school district may be required by law to use or disclose your PHI to respond to a court order.
- We may disclose your PHI for public health activities, such as reporting of disease, injury, birth and death, and for public health investigations.
- We may disclose your PHI to the proper authorities if we suspect child abuse or neglect; we may also disclose your PHI if we believe you to be a victim of abuse, neglect, or domestic violence.
- We may disclose your PHI if authorized by law to a government oversight agency (e.g., a state insurance department) conducting audits, investigations, or civil or criminal proceedings.
- We may disclose your PHI in the course of a judicial or administrative proceeding (e.g., to respond to a subpoena or discovery request).
- We may disclose your PHI to the proper authorities for law enforcement purposes.
- We may disclose your PHI to coroners, medical examiners, and/or funeral directors consistent with law.
- We may use or disclose your PHI for cadaver organ, eye or tissue donation.
- We may use or disclose your PHI for research purposes, but only as permitted by law.
- We may use or disclose PHI to avert a serious threat to health or safety.

- We may use or disclose your PHI if you are a member of the military as required by armed forces services
- We may disclose your PHI to workers' compensation agencies for your workers' compensation benefit determination.
- We will, if required by law, release your PHI to the Secretary of the Department of Health and Human Services for enforcement of HIPAA.

(C) RIGHTS THAT YOU HAVE

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

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

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

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

Request for Confidential Communications – You have the right to request that communications regarding your PHI be made by alternative means or at alternative locations. We are required to accommodate reasonable requests if you inform us that disclosure of all or part of your information could place you in danger. Requests for confidential communications must be in writing, signed by you or your representative, and sent to the school district at the address below. Right to a Copy of the Notice – You have the right to a paper copy of the Notice of Privacy Practices upon request by contacting the school district at Chattooga County Board of Education, 33 Middle School Road, Summerville, GA 30747 or by phone at 706-857-3447.

Complaints – If you believe your privacy rights have been violated, you can file a complaint in writing to Chattooga County Board of Education, 33 Middle School Road, Summerville, GA 30747. You may also file a complaint in writing with the Secretary of the U.S. Department of Health and Human Services in Washington, D.C., within 180 days of a violation of your rights. There will be no retaliation for filing a complaint.

ABSENCES AND EXCUSES

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

Excused Absences:

As permitted under state law and State Board of Education policies, students may be excused lawfully for the following reasons: personal illness, serious illness or death in the family, special and recognized religious holidays observed by one's faith, absence as mandated by order of governmental agencies, to serve as a Page in the Georgia General Assembly, 4-H sponsored activities, conditions rendering school attendance impossible or hazardous to one's health or safety, registering to vote or voting for a period not to exceed one day or allowable school events. Additionally, any student whose parent or guardian is in the U.S. Armed Forces/National Guard, and said parent or guardian has been called to duty for, or is on leave from, an overseas deployment to a combat zone or combat support posting, shall be granted up to five excused absences per school year, for the day(s) missed from school to visit with the parent or legal guardian prior to such deployment or during such leave. Parent notes may be written to excuse students, however, parent notes can only be used to excuse 3 absences (days) per semester. Once 3 absences (days) have been excused by parent note, all other absences will require a doctor's note in order to be excused.

Requirements/Time Limits for Student Excuses:

Excuses for student absences will be furnished to the school in writing on the day the student returns to school, and will be evaluated by the principal or a designee to determine if the absence is excused or unexcused. For purposes of accurate record-keeping and student accountability, all absences must be resolved within three schools days of the student's return to school—excuses received after that time limit will not be considered unless the Principal deems extenuating circumstances exist.

Truancy:

Georgia's compulsory attendance law O. C. G. A. § 20-2-690 requires all children under the age of sixteen (16) who are at least six (6) years old attend school (i.e. public, private, or home study). Any kindergarten student (age 5) who enters school and remains in school for twenty (20) school days is subject to the Compulsory School Attendance Law.

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

Hospital/Homebound Services:

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

Attendance Credits:

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

Tardiness and/or Early Check-outs:

Any unexcused tardy (arriving to school/class beyond the posted school start-time) or early check-out (leaving school/class before the posted school end-time) can negatively impact a student's attendance record and jeopardize his/her overall achievement due to lost instructional time. In grades 9-12, students will be counted absent for any class in which they miss over 30 minutes of instructional time checking in late. In grades 9-12, students will be counted absent for any class in which they miss over 30 minutes of instructional time checking in late.

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

Before a student can be checked-out early, the person must be on the check-out list and show proper identification. There will be no check-outs after 3:00 in grades 9-12 except in cases of emergency.

Detention

Detention is defined as the requirement that a student report to a specified school location and to a designated teacher or school official to make up work missed or to receive specific instruction in behavior management. Detention may require the removal of the student from his/her attendance before school, after school or during a scheduled class or school activity time to a specified location.

CHS FINAL EXAM POLICY:

Students with five or less total absences in a class period may exempt the final exam as long as they have a passing score in the course. Five tardies and/or early checkouts during a class period will equal one absence when determining final exam exemption eligibility.

Students may not exempt from EOC tests. However, these courses will give a unit exam during final exam week in which the exemption policy will apply.

MAKE-UP WORK:

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

The responsibility for arranging to complete work missed is to be assumed by the student and parent/guardian in conjunction with the teacher. Make-up work is to be completed at the time specified by the

teacher/principal. The time limit is not to exceed ten (10) school days. Exceptions will be decided by the parent/guardian, student, teacher and principal, with the principal having the final decision

GRADING SYSTEM:

Kindergarten:

First grade placement decisions are made on an individual basis, using the results from NWEA MAP* in conjunction with teacher recommendations, Chattooga County Schools Non-negotiables for ELA and Mathematics, and other relevant formative and summative information.

*MAP (Measures of Academic Progress) is an adaptive test which measures what students know and informs what they're ready to learn next. A MAP score will not be converted to a grade.

Grades 1st- 12th:

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

The maximum grade that can be given by a teacher is 100%.

GRADE POINT AVERAGE (GPA):

The Grade Point Average summarizes each student's academic performance in high school. GPA is used in determining eligibility for numerous awards, activities and college applications. Extra points are awarded for in-house ranking only for completing advanced courses.

CHATTOOGA HIGH SCHOOL COURSE GRADING POLICY

For advanced courses, grades may exceed 100 points due to the weighting of courses per College Board: Dual Enrollment (DE) enrollees will receive 7 additional points, Advanced Placement (AP) will receive 5 points, and gifted/honors (G/H) will receive 3 points. These points will be added to their final average for in-house class ranking only.

ACADEMIC LETTERS REGULAR DIPLOMA

CHS students who maintain an academic average of 90 for the 27 weeks of the current year will receive an honor letter or bar.

*Academic average is derived from courses taken in English, Math, Science, Social Studies and Foreign language.

STAR STUDENT

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

class academically. The deadline for receiving the final SAT scores must be prior to the December administration of the test in the senior year, and nominees are usually chosen by the end of January. Please check with the guidance counselors for exact dates and details that apply to this year.

HONOR GRADUATES

- Honor graduates will be determined by academic grades of all high school courses taken through the end of the 27 weeks in the 12th grade.
- In order to be an honor graduate, a student must take at least one advanced course for a minimum of 6 semesters: honors, gifted, AP, or dual enrollment and carry a full academic course load.
- For high school students enrolled beginning 2018-19 and after, academic grades will be derived only from English, Math, Science, Social Studies, and foreign language courses. Computer Science may be used as a foreign language course.
- Academic grades earned in grades 9, 10, 11, and 12 will be used in determining rank in class and honor graduates. In addition, grades earned from high school classes taken in the 8th grade will also be used. If students transfer from other schools, all previous grades earned must be from a high school accredited by SACS or an equivalent regional accrediting agency.
- Averages will be determined by adding academic grades on record and dividing by total number of grades.
- The student receiving the highest academic average will be declared first honor graduate and will deliver the valedictory address. The student receiving the second highest academic average will be declared the second honor graduate and will deliver the salutatory address at graduation. A student must be enrolled at Chattooga High for one full semester prior to the selection.
- In case of a tie, no student will receive superior rank. They will be co-valedictorians or co-salutatorians. Divisions will be carried to the nearest one hundredth.
- All students having an average of 90 or above from their academic grades will make up the honor group of the graduating class. It cannot be 89.99. It has to be 90.00 or above.
- All senior averages will be figured by the counselors and checked by senior sponsors, and the principal.

ACADEMIC TOP TEN

Each spring the Academic Top Ten will be announced in each grade level. Any regular education CHS students carrying a full load will be considered for this honor. For students in grade 9, the calculations are based on an average of academic core grades from the 27 week grading period of the current school year including academic core high school courses taken in the 8th grade. The calculations for grades 10-12 will include all academic core transcript grades averaged equally with the 27 week academic core grades from the current school year.

HOUSE BILL 402: WATER SAFETY

Pursuant to HB 402, public schools and local school systems are required provide water safety education information upon initial enrollment to parents and guardians of students under 18 years of age and directly to student 18 years of age and older.

THE RED CROSS WATER SAFETY RESOURCE

THE YMCA WATER SAFETY RESOURCE

Senate Bill 289 and House Bill 175 (Online Learning)

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

EOC "Test-Out" Option

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

Test security

The Chattooga County School System understands the importance of having a high quality student testing program. Each school Test Coordinator provides regular training for school test examiners according to the system procedures and the Georgia Department of Education regulations. At all times when secure testing materials are in use for testing, they are stored in a secured, locked room and only school administrators have keyed access. Your school's principal and school test coordinator carefully monitor all state testing to ensure procedures are followed. For more information on system test security procedures, and consequences, please contact Michelle Helie at mhelie@chattooga.k12.ga.us or call 706-859-3045.

Dual enrollment

Under this program, students can simultaneously receive credit toward high school graduation and college credit. There are prerequisites to being admitted to this program. Contact the high school guidance counselor with questions.

Chattooga County Learning Center

Under this placement program, students earn high school credit toward graduation requirements to obtain on-track status with their cohort. Placement is determined through an *enrollment assessment* and at the discretion of the high school principal and Director of Alternative Education.

Promotion, placement and retention

The Board of Education of Chattooga County acknowledges that the awarding of grades and all decisions relative to promotion, placement and retention are serious responsibilities. Promotion, Placement and Retention Policy (IHE) outlines appropriate pupil progression and provides additional information based upon

State Board of Education (SBOE) requirements. The policy, which is available on the Chattooga County School System website, defines promotion, placement and retention for all grades, K-12.

Local Board policy states that promotion of a student in grades 3, 5 or 8 to the next grade will be determined by a collection of evidence to include the achievement level on the Georgia Milestones Test or an alternative assessment instrument in the absence of in reading and/or mathematics and meeting local promotion standards and criteria. A committee shall meet to determine placement when promotion requirement are not met.

Requirements to go to the next grade:

Chattooga County Schools have developed Non-Negotiables for Kindergarten through fifth grade. The Non-Negotiables are listed, beginning on page 34. This will be used to help determine placement, promotion, or retention of students.

Kindergarten Non-Negotiables

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

English Language Arts/ Reading

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

Mathematics

- Count to 100.
- Recognize and write all numbers 0-20.
- Know shapes: square, circle, triangle, rectangle.
- Add and subtract within 10; fluently within 5.

Kindergarten Sight Word List

Pre-Primer Dolch List (40 words)

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

jump
little
you
look

Primer Dolch List (26 words)

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

Grade 1 Non-Negotiables

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

English Language Arts/ Reading

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

Mathematics

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

Grade 1 Sight Word List

Primer Dolch List (26 Words)

please
pretty
ran
ride
saw
say
she
so
soon
that
there
they
this
too
under
want
was
well
went
what
white
who
will
with
yes

1st Grade Dolch List (41 words)

after
again
an
any
her
him
his
how
round
some
stop
take

as	just	thank
ask	know	them
by	let	then
could	live	think

Grade 1 Sight Word List-Continued

every	may	walk
fly	of	were
from	old	when
give	once	
going	open	
had	over	
has	put	

Grade 2 Non-Negotiables

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

English Language Arts/ Reading

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

Mathematics

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

Grade 2 Sight Word List

2nd Grade Dolch List (46 words)

always	or
around	pull
because	read
been	right
before	sing
best	sit
both	sleep
buy	tell
call	their
cold	these
does	those

don't
fast
first
five
found
gave
goes
green
its
made
many
off
upon
us
use
very
wash
which
why
wish
work
would
write
your

Grade 3 Non-Negotiables

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

English Language Arts/ Reading

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

Mathematics

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

Grade 3 Sight Word List

3rd Grade Dolch List (41 Words)

about
better
bring
carry
clean
cut
done
draw
laugh
light
long
much
myself
never
only
own

drink
eight
fall
far
full
got
grow
hold
hot
hurt
if
keep
kind
pick
seven
shall
show
six
small
start
ten
today
together
try
warm

Grade 4 Non-Negotiables

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

English Language Arts/Reading

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

Mathematics

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

Grade 5 Non-Negotiables

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

English Language Arts/ Reading

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

Mathematics

- Identify place value from millions through thousandths (number names and rounding).
- Add, subtract, multiply, divide decimals to hundredths.
- Convert larger/smaller units of measure within the same measurement unit.
- Add and subtract fractions and mixed numbers with unlike denominators (with answers in simplest form).
- Generate a number or shape pattern that follows a given rule.

- Derive and apply the formula to find the volume of rectangular prisms and irregular shapes made of rectangular prisms.
- Multiply and divide fractions using models.
- Graph and interpret points and ordered pairs on a coordinate plane.
- Write and solve expressions containing parentheses, brackets, and braces.

Ninth through twelfth grade requirements to go to next grade:

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

End-of-Term/Report Card Dates:

Mid-Term	End of Term	Report Card Day	Total Days in Term
August 25, 2026	September 25, 2026	October 2, 2026	37
November 6, 2026	December 17, 2026	January 8, 2027	39
February 4, 2027	March 10, 2027	March 17, 2027	38
April 20, 2027	May 21, 2027	May 21, 2027	38

- These dates are subject to change due to days missed as a result of school closings.
- Elementary Schools: End-of-Year report cards will be sent home the last day of school
- Middle/High Schools: End-of-Year report cards will be available to pick up within one week of the last day of school.

Advanced Academic Programs:

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

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

Eligible elementary school students are served through Cluster Grouping and/or Resource Class Models. Identified gifted students are served through Cluster Grouping at least two segments per day in an otherwise heterogeneous classroom, rather than dispersed among all of the rooms at that grade level. Differentiated

instruction, student assessment and flexible grouping allow highly motivated and/or high achieving non-gifted eligible students to participate in these advanced curriculum opportunities.

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

Middle school students who meet gifted eligibility are served by a certified teacher of the gifted and talented through advanced content and/or resource in the areas of Language Arts, Literature, Math, Science, and/or Social Studies.

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

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

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

Health Resource Instruction:

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

Print Materials, Equipment, Technology

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

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

CHARGES FOR REPAIRS AND REPLACEMENTS

Screen - $85 Track pads - $40 Charger - $25 Keyboards - $100 Screen Bezel - $45 New Device--$350

The above policy applies to print materials, equipment or technology when utilized by a student on school grounds.

In cases involving damaged print materials, equipment or technology, such materials shall become the property of the student and his/her parents/guardians once replacement funds are received by the school. Students who do not pay for print materials, equipment or technology which have been lost or damaged shall not be issued additional print materials, equipment or technology or receive grade reports, transcripts, or diplomas until their debts are accounted for.

Please see Appendix A for the Chattooga County Student Device Agreement Form.

SY27 Breakfast and Lunch Prices

School	Meal	Student-Regular Price	Student-Reduced Price	Adult Staff	Visitors (Adults/Child)
Elementary	Breakfast	$1.50	$0.30	$3.00	$3.25
Elementary	Lunch	$2.25	$0.40	$5.25	$5.25
Middle/High	Breakfast	$1.50	$0.30	$3.00	$3.25
Middle/High	Lunch	$2.75	$0.40	$5.25	$5.25

Charging of Meals

All cafeterias have computerized cashiering with pre-payment ability. We encourage pre-payments for the students' convenience. Parents/Guardians may check student balances and make payments at www.linqconnect.com. This website will allow families to see current transactions, monitor cafeteria balances, and make payments on cafeteria accounts. There are also options to set up alerts for low-balances, and other important alerts that families may find beneficial.

Cafeteria balance letters will be sent home with students each month to keep families informed of outstanding cafeteria account balances. Limited cafeteria charges are allowed for students; however, if charges are not paid and become excessive, students may be denied participation in various rewards, including but not limited to field trips, field days, and other reward incentives. In addition, the Nutrition Department will also make phone calls to parents/guardians who do not respond to monthly cafeteria balance letters and maintain documentation of contact attempts on file in the nutrition department. If a successful resolution is not met, the administration may make a referral to the school social worker or seek reimbursement through any legal means.

Free and reduced lunch application procedure

- Every student receives a free and reduced meal application on the first day of each school year or on the first day of his/her enrollment in this system.
- After completion of the application, it should be submitted to the lunchroom manager. (Note: If a family has more than one child in the school system, only one application is needed.)
- The manager will send the application to the Food Service Department at the Central Office.
- The Food Service Department will enter the information provided on the application for approval. A letter will be sent to the home with students indicating whether the student has been approved for free or reduced meals or denied benefits, along with an explanation of the determination.
- Free and reduced meal applications are valid for one school year only. Applications must be filled out each year the child is enrolled in our system. However, students who received free and reduced meals the previous year may continue eligibility for up to 30 days of the new school year while a current application is being processed.
- Families may choose to complete an online application instead of the paper copy. The application can be found at www.linqconnect.com. Once submitted online, this is sent directly to the School Nutrition Director for processing.

Any child without a previously approved application on file is responsible for paying for any meals they eat until their application is complete, turned in, and approved.

Lunch Period

It is required that **every** student go through the serving line during lunch periods. The only exception to this is if a student has brought their own lunch from home. Students should only be held in classrooms or allowed to sit at a cafeteria table after going through the serving line. Classroom parties and other incentives involving food must be done after the final meal service for the day has ended.

Community Eligibility Program (CEP)

For school year 2026-2027, all schools within the Chattooga County School District will participate in the Community Eligibility Program (CEP) through the Chattooga County School Nutrition Department. This program allows students to receive one free breakfast and one free lunch per day.

Snacks and Extras

Snacks and extra menu items (a la carte items) are available for purchase. However, students with outstanding cafeteria balances cannot purchase snacks or a la carte items. All snacks sold during the school day must meet

Smart Snack guidelines. This includes fundraiser items and items sold in the school office, school store, vending machines, and anywhere on the school campus during school hours.

Food and Beverages Brought on Campus

Chattooga County Schools' Wellness Policy states that outside food and beverages brought onto school campuses for individual student consumption during mealtimes must adhere to regulations surrounding competitive food and competitive food sales. This means no outside food or beverage items, specifically items purchased at restaurants, will be permitted on campus in restaurant branded containers for individual student consumption.

Student Accident Insurance

School Accident Insurance is offered through the School District to students. Several insurance plans are available to provide protection against medical expenses resulting from accidental injury to your child. Information regarding School Accident Insurance can be found on the Chattooga County School's website under the Parents and Students Tab > Student Insurance.

Safe usage of school facilities/equipment

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

Student activity code of conduct

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

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

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

School-sponsored clubs and organizations

Schools are responsible for annually notifying parents regarding all school-sponsored clubs and organizations. While this notification may be done through the school's websites, schools will determine the most appropriate vehicle for this notification. Additionally, parents must be given the opportunity to withhold

participation of their students in all, or selected, clubs via written notification to the school for their student to opt out of participation in any club or organization.

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

Home School Students Participating in Extracurricular and Interscholastic Activities

Due to the passing of Senate Bill 51 (Dexter Mosley Act), home-schooled students will now be allowed to participate in extracurricular and interscholastic activities in the student's resident public school system. If your child has intentions of participating as a home-schooled student, please contact the principal of the school for more information at least 30 calendar days before the first day of the semester in which the student would like to participate.

A student who withdraws from a public school to participate in a home study program shall be ineligible for participation in any extracurricular or interscholastic activity for 12 months from the date of the declaration of intent to utilize a home study program provided to the Department of Education as provided under paragraph (2) of subsection (c) of Code Section 20-2-690; provided, however, that such 12 month restriction on eligibility may be waived due to hardship according to the same rules and procedures applied by a resident school, a resident school system, or an athletic association to receive, review, and grant or deny hardship waiver applications on behalf of students who attend public or private schools.

Home School Student-Parent Guidance

SB24 Participation

SB42 Q & A

No pass/no participate

(a) GRADES 6-8: COMPETITIVE INTERSCHOLASTIC ACTIVITIES are defined as any school-sponsored programs involving competition between individuals or groups representing two or more schools. Cheerleading is included in this definition. Students participating in competitive interscholastic activities shall be enrolled fulltime during the grading period of participation and pass five (5) subjects in the semester immediately preceding participation. Board Policy IHE states that eligibility for competitive interscholastic activities in grades 6-8, as defined in the Georgia Board of Education Rule 160-5-1-10, cannot be met during summer school. Eighth grade students playing on ninth grade teams must also meet these requirements. Students in grades 6-8 who participate in competitive interscholastic athletics and cheerleading shall have an annual physical examination prior to participation in any tryout, practice, or conditioning, whichever comes first.

(b) GRADES 9-12: COMPETITIVE INTERSCHOLASTIC ACTIVITIES are defined as any school sponsored program involving competition between two or more schools. Cheerleading is included in this definition. These activities must meet the requirements listed below. Student must pass 5 out of 7 classes each semester. All academic requirements are based on a minimum passing grade of 70. Approved high school summer school is an extension of the second semester. A maximum of two Carnegie units may be earned in summer school for eligibility purposes. **NOTE:** Georgia High School Association (GHSA) is the governing body for athletics and other inter-school competitions; some activities will require specific GHSA compliance.

REQUIREMENT	COMPETITIVE INTERSCHOLASTIC ACTIVITIES
All Students Grades 9-12	• Pass 5 classes the semester immediately preceding participation • Be enrolled in a minimum of 5 classes during the semester of participation; unless a homeschool student.
First Year Students (9th)	• First semester: No Requirements • 2nd semester: Pass a minimum of 5 classes previous semester.
Second Year Students	• Pass a minimum of 5 classes previous semester • Accrue 5 units leading toward graduation.
Third Year Students	• Pass a minimum of 5 classes previous semester • Accrue 11 units leading toward graduation.
Fourth Year Students	• Pass a minimum of 5 classes previous semester • Accrue 17 units leading toward graduation.
Fifth Year Students	• Not eligible
Age	• Must NOT have attained the 19th birthday prior to May 1st preceding the year of participation.
Enrollment	• Meet the Chattooga County School System Policy JBC: Admissions and Enrollment.
Residency	• Must reside within the school's designated attendance zone with a custodial parent/guardian and have not previously attended another school (public or private) while living in this attendance zone as required for GHSA activities.
Medical	• Must satisfy medical clearance procedures including an annual physical exam/medical history, proof of insurance, consent form as required for certain GHSA activities.

RETENTION FOR ATHLETIC PURPOSES

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

SPORTS EQUITY

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

Obtaining/maintaining a valid Georgia driver's license or learner's permit

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

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

Contact Chattooga High School for further information.

Obtaining/maintaining a valid Georgia work permit

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

Current State Law (§ 39-2-11) requires that a student 15 years of age who is seeking employment must obtain a signed Work Permit from their school regarding the student's current enrollment status. While this permit does not require documentation of good attendance, it purposely imposes set limits on daily work hours and the amount of weekly work hours in an attempt to promote good school attendance and student achievement. A copy of the student's Birth Certificate and Social Security Card is required.

Multi-Tiered Student Support

Georgia Board of Education Rule 160-4-2-.32 MTSS

Chattooga County Schools uses the Multi-Tiered Student Support method for meeting the instructional needs of students who are experiencing academic and/or behavior problems in school and assisting the teachers in addressing those problems. The MTSS provides services through the regular education program, including instructional planning and consultation that includes those individuals responsible for the education and well-being of the student.

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

Each school has a MTSS committee. The purpose of this team of professionals is to recommend alternative instructional strategies for students who are having behavioral or academic difficulty in school. Students are referred through the MTSS process. Upon referral all available information about the individual student will be reviewed and considered to explore a wide range of educational options including special placements.

The MTSS process consists of a six-step process which includes:
1. Identification of learning and/or behavior problems.
2. Assessment, if necessary.
3. Educational plan.
4. Implementation.
5. Follow-up and support.
6. Continuous monitoring and evaluation

COUNSELING

School Counselors are assigned to each of the Chattooga County Schools as a free service for your student. If you choose for your child to not participate in school counselor activities, you can opt out by simply writing a letter stating such and sending it to your child's principal.

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

ELEMENTARY/MIDDLE SCHOOL

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

HIGH SCHOOL

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

SCHOOL BUS SAFETY

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

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

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

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

SCHOOL BUS RULES

- Students should be at the bus stop five (5) minutes before the bus arrives, waiting in a safe place, clear of traffic, and a safe distance from the road. If a student misses the bus in the AM, a parent/guardian is responsible for finding alternative transportation. If a student misses the bus after school, the parent or emergency contact is called to arrange for transportation.
- Quickly go to your assigned seat and remain properly seated: back against the back of seat, bottom against bottom of seat, hands to yourself, with feet, legs and belongings out of the aisle.
- Students should be courteous and obey all the driver's instructions.
- Items students should not bring or use on the bus include, but are not limited to, tobacco, vaping technology and/or associated paraphernalia, alcohol, illegal drugs, animals, glass objects, balloons, matches, nuisance items, hazardous materials, weapons, items too large to hold, or any objects that might distract the driver.
- Georgia Law 20-2-751.5 states that students shall be prohibited from using any electronic devices during the operation of a school bus, including, but not limited to cell phones, pagers, audible radios, tape or compact disc players without headphones, or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; and students shall be prohibited from using mirrors, lasers, flash cameras or any other lights or reflective device in a manner that might interfere with the school bus driver's operation of the school bus.
- Students should not eat, drink, or chew gum on the bus.
- Students will not extend body parts or any object out of the bus window.
- Students shall be totally silent at Railroad Crossings until the bus is completely across the tracks.

- No object is to be thrown into, out of, or inside the bus.
- Fighting or physical play is prohibited-classroom conduct is expected at all times.
- Do not damage or litter the bus. The student or his/her parents must pay for any deliberate damage to the bus. Failure to do this may result in suspension from riding the bus until restitution is made.
- The emergency exits are to be used only at the direction of the bus driver, including roof hatch/vents. Nothing should ever be placed in the aisle to prevent easy exiting.
- Students must provide a bus pass to the bus driver giving them permission to ride a different bus or to get off the bus at a different bus stop. This bus pass must be stamped with a school administrator's signature.
- If a student drops something under or near the bus, ask the driver what he/she wants you to do. If the student has already crossed the street, he/she should wave their arms to get the driver's attention. A student should **NEVER** go back into the road without the driver giving them verbal permission to retrieve the item. No item is worth this risk!

Video Surveillance on Buses

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

Bus tardy

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

K-5th grades bus drop-off

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

Pick-up and Drop-off Safety Rules

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

Repeated bus violations resulting in cumulative referrals

Consequence: PK-12

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

- Punishment at the discretion of the Principal depending on circumstances of the violation.

Bus Discipline

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

Buses

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

Driving a Bus

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

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

Drug Testing of Drivers

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

Emergency Evacuation Procedures

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

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

Police Involvement with Unruly Students on the Bus

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

Student parking

Student parking on campus is a privilege not a "right". It is a reasonable expectation that students who receive the privilege to drive to school should demonstrate a high level of responsibility, self-discipline, and maturity before, during and after school.

All students who drive to school are to park in the student parking lot in the assigned area and in their assigned and numbered space. Students are to leave their cars and report to the building immediately upon arriving on campus. Students are to observe all safe driving practices and laws on campus. Students are not to return to the parking lot during the school day without being accompanied by an administrator or the Resource Officer. Students are reminded that the speed limit on campus is 15 MPH. It is a violation of Georgia Law for students under 18 to ride in the bed of a pick-up truck. Speeders and reckless drivers will lose the right to operate a vehicle on campus.

The purchase of a parking permit entitles students to park on school grounds in a designated area. All parking spots are the same. Students are not allowed to park in spaces that are designated for faculty, staff, visitors, handicapped, etc. All student cars must have a parking permit. To obtain a parking permit, students must show a valid driver's license and proof of insurance. The price of a parking permit is $20.00 per year. Parking permits are tags and should be hung on the rear view mirror in such a way that they can be seen from the outside. The parking permit is to be used only by the student to whom it is issued. Parking spaces may not be sold, traded or shared with another student. Students found breaking this rule will lose their driving privileges. Since driving a vehicle to school is a privilege and not a right, students may lose driving privileges for rule infractions and attendance problems. The school reserves the right with reasonable suspicion to search student vehicles. Vehicles without a parking permit will be towed with the driver being responsible for the towing fee.

Student Infractions and Discipline Procedures

The Chattooga County School District does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its programs, activities, or employment practices.

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

Pursuant to SB413, all information regarding school clubs and organizations are to be made available for parents/guardians. This information includes the name, mission or purpose, name of faculty advisor, planned or past activities of the club or organization.

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

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

Behaviors

In general, each student is expected to:

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

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

Authority

School rules and the authority of the Chattooga County School System to administer discipline apply whenever the interest of the Chattooga County School System is involved. The code of conduct specifically applies to offenses that students commit while on school property or while using the school technology resources. Inappropriate use of technology/social media using computers or the internet or cell phones for extortion, hazing, and harassing of students and/or staff on campus or off campus, (EX: Facebook, text messaging, etc.)

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

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

School technology resources include, but are not limited to:

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

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

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

Students 18 years of age or older may complete the release form as appropriate. The content of these records may be challenged by appealing to the Superintendent or designee.

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

IEP - Committee Review for Students with Disabilities

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

Any student who is receiving special education services or has been identified as a student with a disability under the Individuals with Disabilities Act (IDEA) and whose acts are determined by the Principal, or designee,

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

Student Searches

School officials may conduct searches, at the discretion of the administration whenever circumstances indicate a need for such action. These searches may include clothing, book bags, purses, lockers, automobiles or any other property on school grounds. Searches may be conducted at any time before, during, or after school hours, or at any school-sponsored activity. Hand-held metal detectors may be used to search students or student's property. Dogs may be used to search automobiles, lockers, and personal book bags.

Suspension/Expulsion

When at all possible, it is the preferred policy of the Chattooga County Board of Education that disruptive students be placed in alternative education settings, in lieu of being suspended or expelled.

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

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

Chattooga Academy

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

Dress Code for all Chattooga County Schools

PANTS AND SHORTS

- Length must be appropriate but at a minimum mid-thigh
- Size appropriate-waist, seat and inseam

SKIRTS AND DRESSES

- Skirts must be size appropriate and be worn at waistline;
- Shoulders must be covered and arm holes must be tight fitting;
- Length must be appropriate but at a minimum mid-thigh
- Slits in skirts must be appropriate (no slit above mid-thigh);

SHIRTS AND BLOUSES

- Must be size appropriate;
- Long or short sleeved, dress shirt, polo type, sleeveless with appropriate, tight-fitting armholes (no tank tops, no halter tops, no spaghetti straps);
- T-shirts or sweatshirts must have no writing, pictures, or graphics that unreasonably attract the attention of other students or cause disruption or interference with the operation of the school (e.g., vulgarity, sexual innuendo);
- Shirttails must be below the belt line even with arms raised above the head or when the student is seated;

SHOES

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

UNDERGARMENTS

- Appropriate undergarments must be worn at all times.

ACCESSORIES

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

NOT APPROVED FOR SCHOOL WEAR

- Approved school wear is at principal discretion
- **No** holes above mid-thigh;
- See-through clothing; form fitting clothing
- Sleeveless shirts, blouses, without appropriate (tight-fitting) armholes;
- Deep-scooped necklines;
- Clothing that shows the bare midriff, bare back or the bare shoulders;
- Pajamas, bedroom shoes, or other sleep wear;
- Articles of clothing which advertise or display the symbols of drugs, tobacco (vaping technology and/or associated paraphernalia) products or alcoholic beverages;
- Clothing which displays or implies profane or obscene language or symbols;

- Patches, Emblems, insignias, badges, tattoos or other symbols where the effect thereof is to unreasonably attract the attention of other students or cause disruption or interference with the operation of the school;
- Hats, sunglasses and caps are not to be worn in the school building unless approved for special occasions (All hats and caps shall be properly stored during the school day).
- Chains hanging from wallets or clothing;
- Exposure of undergarments of any type;
- Jewelry that is disruptive distracts or is studded or pointed is unacceptable. Heavy chains are not allowed.
- Display or wearing of any gang articles, paraphernalia or clothing that can be construed as being gang related (e.g., bandanas, sweatbands, head rags, etc.);

Notes: *Uniforms for school related activities are acceptable as approved by the school administration. Female cheerleaders must wear warm-ups under cheerleading uniforms except during games and pep rallies. The school administration reserves the right to alter the dress code for special occasions or extracurricular activities. Parents who require an exemption from the dress code for religious, cultural, or short-term medical reasons may make application to the principal.*

TEACHER AUTHORITY

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

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

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

Chronic Disciplinary Problems

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

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

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

In compliance with 160-4-8-.15, the principal or principal's designee shall send written notification to the teacher and to the student's parents or guardians of the student support services being utilized or the disciplinary action taken within one school day and shall make a reasonable attempt to confirm receipt of such

written notification by the student's parents or guardians. Written notification shall include information regarding how student's parents or guardians may contact the principal or principal's designee.

PLACEMENT REVIEW PROCEDURES FOR REMOVING STUDENTS FROM CLASS

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

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

APPOINTMENT AND FUNCTION OF LOCAL PLACEMENT REVIEW COMMITTEE

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

or out-of-school suspension. In-school suspension or out-of-school suspensions may be for up to ten (10) days. Any and all disciplinary action will be sent to the parents in writing, by either letter or copy of the Student Discipline Referral form, with a note to the parent to confirm receipt of the notice.

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

Tribunal Hearing Procedures

The initial and ongoing tribunal training course will be provided by the local board of education and will be made available to all Qualified Student Discipline Hearing Officers and Disciplinary Tribunal or Panel Members prior to the individual(s) serving in such capacity. The local board of education will ensure initially trained student discipline hearing officers and disciplinary tribunal or panel members undergo continuing education so as to continue to serve in such capacity.

The local board of education will observe Georgia law in developing and implementing disciplinary hearings held by a disciplinary hearing officer, disciplinary panel, or disciplinary tribunal pursuant to O.C.G.A 20-2-751 through 20-2-759 including the ability to honor disciplinary orders of private schools and other public schools/school systems pursuant to O.C.G.A 20-2-751.2.

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

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

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

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

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

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

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

Student Infractions

The following are standards for student behavior during school hours, at school-related functions, on school buses, and at school bus stops. Students are expected to behave themselves in such a manner so as to facilitate a learning environment for themselves and other students, respect each other and school district employees, obey student behavior policies adopted by the local board of education, and obey student behavior rules established by individual schools.

This Student Code of Conduct shall be distributed to the parents and guardians of each student at the beginning of the school year, or upon enrollment of the student. A signature will be required to verify each parent/guardian has received and read the Student Code of Conduct on the following pages. The signature forms will be contained within the student record, which is kept at attending school.

Student Codes of Conduct shall be available in each school and in each classroom. The Code of Conduct is available for viewing on the Chattooga County School District's website, under Parent/Student Handbook.

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

Consequence: (Pk-12th)

- Discretion of the principal, depending on circumstances.

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

Consequence: PK-12th Grades

Parents/Guardians:

- Must attend truancy meeting if scheduled for such a meeting.
- Judges may invoke the following consequences for this misdemeanor offense:
- $25 - $100 fine for each offense after five (5) unexcused absences
- Imprisonment for up to 30 days for each offense
- Community Service
- Any combination of the above

- If juvenile charges are filed, then the parent, and/or student, may be placed under a court order and must abide by the rules set forth by the Judge.

Students:

- A truant student may be subject to a disposition for an unruly child in accordance with O.C.G.A. § 15-11-67.
- Students who have attained the age of fifteen may find their eligibility for a Georgia instruction permit or driver's license impacted. Reference O.C.G.A. State Statute 40-5-22 (2010).
- Juvenile charges may be filed against any student having five (5) or more days of unexcused absences.

When a student accumulates three (3) unexcused absences, the school will notify the parent or guardian of the consequences and penalties of excessive unexcused absences. After two (2) reasonable attempts to notify the parent, guardian, or person having charge or control of a student of five (5) unexcused absences without response, the school will send written notice by certified mail, return receipt requested, or first class mail.

Principals, assistant principals, and school counselors may refer a student to the school social worker anytime when, in their judgment, the intent of the Compulsory Attendance Act is not being adhered to by a student.

Disrupting Class:

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

Consequences: Secondary (6th-12th) Grades

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

Consequences: Elementary (PK-5th) Grades

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

Classroom and/or School Disturbance:

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

Consequences:

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

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

Consequences:

- Immediate suspension with hearing

Off-Campus Behavior

Committing any act off-campus which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. GA Code § 20-2-768 authorizes local boards of education to refuse to readmit or enroll any student who has been suspended or expelled for being convicted of, being adjudicated to have committed, being indicted for, or having information filed for the commission of any felony or any delinquent act under Code sections 15-11-602 and 15-11-707 which would be a felony if committed by an adult.

Consequences:

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

Skipping Detention:

Skipping detention and leaving campus.

Consequence: Secondary (6th-12th) Grades

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

Consequence: Elementary (PK-5th) Grades

- Discretion of the principal.

Skipping School:

Skipping school and leaving campus.

Consequences: Secondary (6th-12th) Grades

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

Consequences: Elementary (PK-5th) Grades

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

Inappropriate Behavior:

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

- Use of profane, vulgar or obscene words or gestures; racial or ethnic slurs.
- Indecent exposure, inappropriate public display of affection.
- Any sexual act on school property or at any school activity. (Contact detective)
- Possession or transmission of obscene, profane, or vulgar materials including but not limited to images within cell phones, cameras or other electronic devices.
- Other such actions which disrupt the school program or threaten the health or safety of others.

- Inappropriate use of technology/social media (ex: Facebook, texting), including using computers, the internet or cell phones for extortion, hazing and harassing of students and/or staff on campus or off campus.

If such actions are disruptive to the school:

Consequences: Secondary (6th-12th) Grades

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

Consequences: Elementary (PK-5th) Grades

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

Misbehavior:

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

Consequences: Secondary (6th-12th) Grades

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

Consequences: Elementary (PK-5th) Grades

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

Cheating/Plagiarism:

Cheating and/or plagiarism on school assigned work.

Consequences: Secondary (6th-12th) Grades

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

Consequences: Elementary (PK-5th) Grades

- The student will receive a reduction in credit, or no credit, for any test, project or other school assignment for which the student was found to have cheated or plagiarized. The amount of credit received by the student in this situation will be determined by the teacher, with approval from the principal. Additionally, at the discretion of the principal, and upon notification of the parent(s), the

following consequences may be added to the disposition regarding any student found to have cheated or plagiarized a test, project or other school assignment: Detention, and/or in-school suspension. This disposition may also include requiring the student to properly complete the previous assignment where there was cheating/plagiarism.

Leaving Class without Permission:
Skipping class or required school activities including detention and being in unauthorized areas as defined by school officials.

Consequences: Secondary (6th-12th) Grades
- Discretion of the principal.
- 1st offense - In-school suspension of up to 3 days.
- 2nd offense - In-school suspension of up to 5 days
- 3rd and subsequent offense - In-school suspension of up to 10 days, short term suspension, long term suspension, and/or possible recommendation to Chattooga Academy.

Consequences: Elementary (PK-5th) Grades
- Discretion of the principal.

Leaving School without Permission/Being in Unauthorized Area:
Skipping class or required school activities including detention and/or being in unauthorized areas as defined by the school officials.

Consequences: Secondary (6th-12th) Grades
- Discretion of the principal.
- 1st offense- In-school suspension of up to 3 days.
- 2nd offense- In-school suspension of up to 5 days
- 3rd and subsequent offense – In-school suspension of up to 10 days, short term suspension, long term suspension, and/or possible recommendation to Chattooga Academy.

Consequences: Elementary (PK-5th) Grades
- Discretion of the principal.

Dress Code Violation:
Failure to comply with the Chattooga County School District dress code (as outlined on page 62)

Consequences: Secondary (6th-12th) Grades
- Discretion of the principal. Circumstances will determine which one or more of the following alternatives will be considered:
    - Parent notification, counseling with student and/or parents to include opportunity to correct dress
- Refusal to comply with the dress code, repeated offenses, or violations of a severe nature may result in a higher degree of discipline as outlined in the disciplinary code under such offenses as “Disrupting Class”, “Inappropriate Behavior”, “Misbehavior”, and “Not Following Directions”.

Consequences: Elementary (PK-5th) Grades
- Discretion of the principal.

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

Consequences: Secondary (6th-12th) Grades

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

Consequences: Elementary (PK-5th) Grades

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

Disrespect to Teachers:
Discourteous or inappropriate language and/or behavior or gestures directed to school employees.

Consequences: Secondary (6th-12th) Grades

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

Consequences: Elementary (PK-5th) Grades

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

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

Consequences: Secondary (6th-12th) Grades

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

Consequences: Elementary (PK-5th) Grades

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

No Parking Permit/Reckless Driving:
Parking on school property without a permit, or reckless or careless operation of a vehicle on or near school property, or near a school bus, etc., is prohibited.

Consequences: Secondary (6th-12th) Grades

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

suspension, long term suspension, expulsion, and/or be referred to the Disciplinary Tribunal, and/or be referred to Chattooga Academy

Threatening Students/Staff:

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

Consequences: Secondary (6th-12th) Grades

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

Consequences: Elementary (PK-5th) Grades

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

Misconduct on Bus:

Repeated bus violations resulting in cumulative referrals.

Consequences: PK-12th Grades:

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

Willful Harassment/Bullying:

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

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

a. On the school grounds at any time;
b. Off the school grounds at a school activity, function, or event, or the use of texting or social media off or on or off school property before, during or after school hours;
c. En route to and from school or school-sponsored activity;
d. Inappropriate use of technology/social media including using computers or the internet or cell phones for extortion, hazing, and harassing of students and/or staff on campus or off campus.

Prohibited acts of sexual harassment include verbal harassment such as sexual jokes or comments about an individual or his/her physical characteristics; physical harassment such as unwanted touching; visual

harassment such as the display of sexually suggestive objects or pictures; or requests or demands for sexual involvement, accompanied by implied or explicit threats**.**

No employee or student shall harass any person through racially disparaging conduct or communication based upon the person's race or ethnic origin. Racial harassment includes:

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

Consequences: Secondary (6^{th}-12^{th}) Grades

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

Consequences: Elementary (PK-5^{th}) Grades

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

The Georgia Bullying Law

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

(a) As used in this Code section, the term "bullying" means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system that is:

(1) Any willful attempt to threat to inflict injury to another person, when accompanied by an apparent present ability to do so;

(2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or

(3) Any intentional written, verbal, or physical act, which is reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

(A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1;

(B) Has the effect of substantially interfering with a student's education;

(C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment, or

(D) Has the effect of substantially disrupting the orderly operation of the school.

Bullying Policy **Descriptor Code: JCDAG**

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

Bullying is defined as follows: An act that is:

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

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

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

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

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

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

Physical Aggression:

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

Consequences: K-12

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

Other Non-Serious:

Other offenses not heretofore covered in this rule.

Consequences: K-12

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

Weapons Policy **Descriptor Code: JCDAE**

It is the policy of the Chattooga County School District that any object used in a threatening or aggressive manner will be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

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

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

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

Reporting Requirements

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

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

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

The Georgia Department of Education has identified the following criminal offenses as ones that are to be reported annually to the State by local school districts upon determination the offense occurred during the violation of a school rule: (a) aggravated battery to employee; (b) aggravated battery to student; (c) aggravated child molestation; (d) aggravated sexual battery; (e) aggravated sodomy; (f) armed robbery; (g) first degree arson; (h) kidnapping; (i) murder; (j) rape; or, (k) voluntary manslaughter.

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

CONTINUATION OF INCIDENT CONTEXT AND LOCATION FOR THE SAME DISCIPLINE EVENT

(01 State Code)

ALCOHOL

Alcohol 1- Unintentional possession

Alcohol 2- Under influence without possession

Alcohol 3- Sale, purchase, transportation, possession, consumption of alcohol

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

Consequence:

- First Offense: Discretion of the principal, depending on circumstances. I day in school suspension (ISI) along with "dangers of alcohol use" assignment
- Second Offense: Discretion of the principal, depending on circumstances. 3 days out of school suspension (OSS)
- Third Offense: Punishment will be at the discretion of the principal. Circumstances will determine which one or more of the following alternatives will be considered: Counseling with student; Notification of parents; Suspension from school for one to nine school days; Recommendation for expulsion/long-term assignment to alternative school at the discretion of the principal. If the offense occurs on a bus, in addition to the school disposition, the student may be suspended from bus transportation.

(02 State Code)

ARSON

Arson 1- NA
Arson 2 – Arson without property damage
Arson 3 – Arson with property damage

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

Consequence:

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

(03 State Code)

BATTERY

Battery 1 – Battery with no injuries
Battery 2 – Battery with mild or moderate injuries
Battery 3 – Battery with severe injuries; three or more offenses in same school year

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

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

Possible Dispositions for ALL Students:

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

Additional Possible Dispositions for Students K-8:

- Expulsion, with the opportunity to attend an alternate educational site until completing grade 8, followed by an opportunity to re-enroll in the regular public schools for grades 9-12.
- Expulsion, with no opportunity to attend an alternative educational site, followed by the opportunity to re-enroll in the regular public schools for grades 9-12.

Additional Possible Dispositions for Students K-6:

- Allow the student to re-enroll in the public school system if no alternative educational site is available.
- The student will be afforded an automatic review by the school board. The school board shall review such cases, and while accounting for the disciplinary panel's recommendation, make a determination relative to the student. This disposition shall be in accordance with the provisions of GA Code § 20-2-751.6, which are contained in the aforementioned menu of possible dispositions to also be considered by the disciplinary panel.

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

(04 State Code)

BREAKING AND ENTERING/BURGLARY

B&E/Burglary 1- NA
B&E/Burglary 2- NA
B&E/Burglary 3- Any incident involving breaking and entering/burglary

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

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

(05 State Code)

COMPUTER TRESPASS

Computer Trespass 1 - NA
Computer Trespass 2 – Computer misuse
Computer Trespass 3 – Unlawful use of computer or altering records

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

Consequence:

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

(06 State Code)

DISORDERLY CONDUCT

Disorderly Conduct 1 – Minor disturbance
Disorderly Conduct 2 – Moderate disturbance; three or more minor disturbances in same school year
Disorderly Conduct 3 - Severe disruption; three or more moderate disturbances in same school year

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

Consequence:

- Punishment will be at the discretion of the principal. Circumstances will determine which one or more of the following alternatives will be considered: (a) Counseling with student, parents, and teachers, (b) In-school suspension, (c) After school detention, and (d) Removal from class for a period of time, (e) alternative school or suspension from school for one to nine school days.
- Recommendation for expulsion/long-term assignment to alternative school if disturbances continue.
- If offense occurs on a bus or at a bus stop, in addition to the school disposition, the student may be suspended from bus transportation.

(07 State Code)

DRUGS

Drugs 1 - Unintentional possession
Drugs 2 – Failure to turn over to office upon arrival
Drugs 3 – Possession or distribution of unlawful drugs

- Any use of alcohol and illicit drugs is illegal and harmful.
- Medications at school must be handled in compliance with school guidelines. Forms acknowledging possession of asthma inhalers, epi pens, insulin, etc. are available from your school.
- Possession of drug or smoking paraphernalia. This includes but not limited to counterfeit drugs. (Look alike drugs)
- Possession, use, or transmitting CBD products, whether containing THC or not containing THC; THC-8, THC-9, and THC-10 are violations.

Consequence:

Offenses:

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

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

(08 State Code)

FIGHTING

Fighting 1 – Fighting with no injuries
Fighting 2 – Fighting with minor or moderate injuries
Fighting 3 - Fighting with severe injuries; three or more fights in same school year

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

Consequence:

Punishment is at the discretion of the principal depending on circumstances. Circumstances will determine which one or more of the following alternatives will be used: Counseling/Peer mediation, in-school suspension,

External suspension or alternative school of 1 to 9 school days, Recommendations for long-term assignment to alternative school or expulsion at the discretion of the principal for repeated violation or if the safety of others is seriously affected

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

(09 State Code)

Homicide

Homicide 1 – NA
Homicide 2 – NA
Homicide 3 – Any incident involving homicide

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

Consequence:

- Expulsion, Reported to proper authorities.

(10 State Code)

Kidnapping

Kidnapping 1- NA
Kidnapping 2 - NA
Kidnapping 3- Any incident involving kidnapping

- A person commits the offense of kidnapping when he abducts or steals away any person without lawful authority or warrant and holds such person against his will.

(Georgia Code Section 16-5-1)

Consequence:

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

(11 State Code)

Larceny/Theft

Larceny/Theft 1 – Unlawful taking of property with a value between $25 and $100
Larceny/Theft 2 – Unlawful taking of property with a value between $100 and $250
Larceny/Theft 3 – Unlawful taking of property with a value exceeding $250; three or more offenses in the same school year

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

Consequence:

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

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

(12 State Code)

Motor Vehicle Theft

Motor Vehicle Theft 1 - NA
Motor Vehicle Theft 2 - NA
Motor Vehicle Theft 3 - Any incident involving Motor Vehicle Theft

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

Consequence:

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

(13 State Code)

Robbery

Robbery 1 – NA
Robbery 2 – Robbery without a weapon
Robbery 3 – Robbery with a weapon

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

Consequence:

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

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

(14 State Code)

Sexual Battery

Sexual Battery 1 – NA
Sexual Battery 2 – NA
Sexual Battery 3 – Any incident involving Sexual Battery

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

Consequence:

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

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

(15 State Code)

Sexual Harassment

Sexual Harassment 1 – Unwelcome comments not directed towards individuals
Sexual Harassment 2 – Unwelcome comments directed towards individuals
Sexual Harassment 3 – Violation of sexual harassment policy; three or more offenses in the same school year

- Sexual harassment is generally defined as unwelcome sexual advance, request for favors or other verbal and/or visual contact of a sexually-directed nature including, but not limited to reference to body parts, reputations, gestures, or acts, sexually oriented jokes, innuendoes, or obscenities, displaying of sexually suggestive objects, pictures, cartoons or posters, sexually suggestive letters, notes or invitation.

Any student alleging a complaint of sexual harassment should take immediate steps to inform an employee of the Chattooga County School District responsible for student supervision.
• Upon receiving the complaint, the responsible employee will provide/assist the student with an "Allegation of Student Sexual Harassment" form and immediately notify the principal/work location administrator. This form will be completed by the student, and an appropriate inquiry on the local level by the principal or his/her designee will occur.
• If in the initial inquiry by the principal or designee, supporting information is found that would merit a more thorough investigation, all information will then be transmitted to the Chief of Police.

Consequence:

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

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

(16 State Code)

Sex Offenses

Sex Offenses 1 – Inappropriate sexually-based physical contact
Sex Offenses 2 – Inappropriate sexually-based behavior
Sex Offenses 3- Consensual sexual activities; three or more offenses in the same school year

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

Consequence:

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

(17 State Code)

Threat/Intimidation

Threat/Intimidation 1 – NA
Threat/Intimidation 2 – Individual threat or intimidation
Threat/Intimidation 3 – School-wide threat or intimidation

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

Consequence:

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

(18 State Code)

Tobacco

Tobacco 1 – Unintentional possession of tobacco products
Tobacco 2 – Intentional use or possession of tobacco products
Tobacco 3 – Distribution or sale of tobacco products; Three or more offenses in the same school year

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

Consequence:

Offenses:

- First Offense: Discretion of the principal, depending on circumstances. I day in school suspension (ISI) along with "dangers of tobacco use" assignment
- Second Offense: Discretion of the principal, depending on circumstances. 3 days out of school suspension (OSS)
- Third Offense: Punishment will be at the discretion of the principal. Circumstances will determine which one or more of the following alternatives will be considered: Counseling with student; Notification of parents; Suspension from school for one to nine school days; Recommendation for expulsion/long-term assignment to alternative school at the discretion of the principal. If the offense occurs on a bus, in addition to the school disposition, the student may be suspended from bus transportation.

(19 State Code)

Trespassing

Trespassing 1 – NA
Trespassing 2 – Unauthorized presence on school property
Trespassing 3 - Refusing to leave school property; Three or more offenses in the same school year

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

Consequence:

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

(20 State Code)

Vandalism

Vandalism 1 – NA
Vandalism 2 – Minor damage or defacement of property
Vandalism 3 - Malicious destruction or damage to property; Three or more offenses in the same school year

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

Consequence:

- The punishment will be at the discretion of the principal depending on the circumstances of the violation. Circumstances will determine which one or more of the following alternatives will be considered to include, but not limited to: restitution; community service; loss of privilege (i.e., prom; athletics; student government; parking; graduation ceremony; detention; counseling; in-school, out-of- school suspension; alternative school; recommendation for expulsion/long-term assignment to alternative school.

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

(22 State Code)

Weapons /Knife

Weapon/Knife 1 – Unintentional possession of a knife with no intent to harm or intimidate
Weapon/Knife 2 – Intentional possession of a knife with no intent to harm or intimidate
Weapon/Knife 3 - Intentional possession of use of a knife with intent to harm or intimidate

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

Consequence:

- Immediate suspension for 1-9 school days and a Tribunal will be scheduled (Tribunal Waiver may replace Tribunal)

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

(23 State Code)

Weapons /Other

Weapons/Other 1 – NA
Weapons/Other 2 – Unintentional possession of a weapon (not including knife or firearm)
Weapons/Other 3 - Intentional possession or use of a weapon (not including knife or firearm)

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

- Any defensive device (e.g., gas repellent, mace, stun-gun, chemical or pepper sprays, slingshot, etc.);
- Any "martial arts" device; or

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

Consequence:

- Immediate external suspension for nine days and a Tribunal will be scheduled, with the recommendation for expulsion for a minimum of one year (Tribunal Waiver may replace Tribunal).

(24 State Code)

Other Discipline Incident

Other Discipline Incident 1 – Other minor incidents resulting in disciplinary action
Other Discipline Incident 2 – Three or more offenses in the same school year
Other Discipline Incident 3- NA

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

Consequence:

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

(25 State Code)

Weapons/Handgun

Weapons/Handgun 1 – NA
Weapons/Handgun 2 – NA
Weapons/Handgun 3 – Any incident involving a handgun

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

Consequence:

- Immediate external suspension for nine days.
- Tribunal will be scheduled, with recommendation for expulsion for a minimum of one year.

(26 State code)

Weapons/ Rifle/Shotgun

Weapons/Rifle/Shotgun 1 – NA
Weapons/Rifle/Shotgun 2 – NA
Weapons/Rifle/Shotgun 3 – Any incident involving a rifle/shotgun

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

Consequence:

- Immediate external suspension for nine days and a tribunal will be scheduled, with the recommendation for expulsion for a minimum of one year (Tribunal Waiver may replace Tribunal).

(27 State Code)

Serious Bodily Injury

Serious Bodily Injury 1 – NA
Serious Bodily Injury 2 – NA
Serious Bodily Injury 3 – Any incident involving serious bodily injury

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

Consequence:

- Immediate external suspension for nine days and a tribunal will be scheduled, with the recommendation for expulsion for a minimum of one year (Tribunal Waiver may replace Tribunal).

(28 State Code)

Weapons/Other Firearms

Weapons/Other Firearms 1 – NA
Weapons/Other Firearms 2 – NA
Weapons/Other Firearms 3 – Any incident involving other firearms

Anything other than listed in State Code 25 & 26

Consequence:

- Punishment at the discretion of the principal.

(29 State Code)

Bullying

Bullying 1 – First incident of bullying
Bullying 2 – Second incident of bullying
Bullying 3 – Three or more incidents of bullying in the same school year

See Bullying Law O.C.G.A. 20-2-751.4 in Willful Harassment/Bullying Section on page 66

(30 State Code)

Other-Attendance Related

Attendance Related 1 – Any incident involving attendance
Attendance Related 2 – NA
Attendance Related 3 – NA

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

Consequences:

- Punishment at the discretion of the principal.

(31 State Code)

Other-Dress Code Violation

Dress Code Violation 1 –Non-invasive or non-suggestive clothing
Dress Code Violation 2 – Invasive or suggestive clothing
Dress Code Violation 3- Three or more offenses in the same school year

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

Consequences:

- Punishment at the discretion of the principal.

(32 State Code)

Academic Dishonesty

Academic Dishonesty 1 – Unauthorized assistance on classroom assignments or projects
Academic Dishonesty 2 – Plagiarism or cheating on classroom assignments or projects
Academic Dishonesty 3 – Plagiarism or cheating on major exams or statewide assessments; three or more offenses in the same school year

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

Consequences:

- Punishment at the discretion of the principal.

(33 State Code)

Other-Student Incivility

Student Incivility 1- General disrespect or failure to follow instructions
Student Incivility 2- Blatant insubordination; profanity directed toward school staff
Student Incivility 3- Issuing false reports on school staff; Three or more offenses in the same school year

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

Consequences:

- Punishment at the discretion of the principal.

(34 State Code)

Other-Possession of Unapproved Items

Possession of Unapproved Items 1 – Possession of unauthorized items
Possession of Unapproved Items 2 – Use of unauthorized items
Possession of Unapproved Items 3 – Possession or use of items construed to be dangerous or harmful; Three or more offenses in the same school year

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

Consequences:

- Punishment at the discretion of the principal.

(35 State Code)

Gang Related

Gang Related 1 – NA
Gang Related 2 – Wearing or possession of gang-related apparel; conveying personal membership or affiliation with a gang
Gang Related 3 – Gang-related solicitation, violence, threats, defacement of property

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

Consequences:

- Punishment at the discretion of the principal.

(36 State Code)

Repeated Offenses

Repeated Offenses 1 – Collection of minor incidents
Repeated Offenses 2 – Collection of moderate incidents
Repeated Offenses 3- Collection of severe incidents

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

Consequences:

- Punishment at the discretion of the principal.

(40 State Code)

Other Non-Disciplinary Incident

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

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.

(42 State Code)

Vaping Technology and/or Associated Paraphernalia

Use and/or possession of vaping technology and/or associated paraphernalia is prohibited.

Consequences:

- First Offense: Discretion of the principal, depending on circumstances. 1 day in school suspension (ISI) along with "dangers of vaping use" assignment
- Second Offense: Discretion of the principal, depending on circumstances. 3 days out of school suspension (OSS)
- Third Offense: Punishment will be at the discretion of the principal. Circumstances will determine which one or more of the following alternatives will be considered: Counseling with student; Notification of parents; Suspension from school for one to nine school days; Recommendation for expulsion/long-term assignment to alternative school at the discretion of the principal. If the offense occurs on a bus, in addition to the school disposition, the student may be suspended from bus transportation.

(43 State Code)

Electronic Devices

(Including but not limited to: smartphones, smartwatches, earbuds, tablets, e-readers, headphones, paging devices, cellular phones, iPods, MP3 players, walkie-talkies, cameras, tracking devices, or other devices with functionalities such as wireless communication, internet access, messaging, video recording, gaming, social media access, or data transmission)

PK – 8

Students are not permitted to access personal electronic devices while on school premises during school hours (arrival on campus through departure from campus).

Access is defined as viewing, holding, wearing or otherwise using a device for the purpose of communication, internet access, gaming, recording, listening to music, or any other function commonly associated with personal electronic devices. Taking pictures and/or videos at school or while using school-based transportation is prohibited unless approved in advance by an administrator or supervising adult.

Consequences Elementary PreK – 8

- Discretion of the principal using a progressive discipline process.
- First Violation: All personal devices are to be relinquished to the school office daily for 5 consecutive days – to be returned to the student or parent/guardian (at discretion of the principal) at the end of each day.
- Second Violation: All personal devices are to be relinquished to the school office daily for 10 consecutive days – to be returned to the student or parent/guardian (at discretion of the principal) at the end of each day.

- Third Violation: All personal devices are to be relinquished to the school office daily for 20 consecutive days – to be returned to the student or parent/guardian (at discretion of the principal) at the end of each day.
- Forth Violation: All personal devices are to be relinquished to the school office daily for 30 consecutive days – to be returned to the student or parent/guardian (at discretion of the principal) at the end of each day.

An increase by 10 days of relinquishing all devices to the school office daily for each subsequent violation.

CHS ELECTRONIC DEVICE PROCEDURES

In accordance with Georgia law, Chattooga High School has established the following procedures governing student possession and use of cell phones and electronic devices during the school day. These procedures are intended to maximize instructional time, minimize distractions, and maintain a safe, productive learning environment for all students.

Students shall not access cell phones or other electronic devices once they enter the school building to begin the day. We encourage those students who drive to leave devices in their vehicles before entering the building. Electronic devices include, but are not limited to, cell phones, smart watches, headphones, earbuds, air pods. None of these items are permitted to be used during the school day.

Students who enter the building with devices are required to place them securely in a Yondr pouch and lock them for the entire school day. The pouches will be unlocked as the student exits the school building for the day.

Any electronic device found in a student's possession outside of a locked Yondr pouch during the school day will be considered a violation of these procedures, regardless of whether the device is being used.

Parent Communication with Students:
Parents needing to contact students during the school day should do so through the school office. Students may also request to contact a parent through the office when necessary.

Procedures for Students with IEPs/504s/Medical Plans:
Students with documented accommodations requiring access to an electronic device will follow procedures outlined in their IEP, 504 plan, or Health Plan.

Morning Procedures:
1. Students entering the building from either the bus loop or the front doors should pick up a Yondr pouch from the provided bins located in the main hallways inside these doors.

2. Students are to place their phones in the pouch and show the teacher on duty that it is locked.

Afternoon/Dismissal Procedures:
1. Students will have access to unlocking devices located in the main hallways of the building near the cafeteria before exiting through the main or bus loop doors.
2. Students are to unlock their Yondr pouch and then place the empty pouch in one of the provided bins in the hallway for use the next morning.

There will be wall mounted unlocking devices, handheld devices used by administrators and teachers, as well as devices mounted on carts that will be available to all students at the end of the end of the school day.

Students who check-in late to school will get a pouch from the main office and will place their phone and lock it in the presence of office staff.

Students who sign out/check out prior to school dismissal will have their pouch unlocked by office staff once the student has signed out on the kiosk. The office staff will keep these pouches.

Administration may conduct compliance checks throughout the school day to ensure adherence to these procedures.

Please help us keep these pouches in great condition for everyone. If a pouch is intentionally damaged, we may ask for a replacement fee.

Consequences for violation of the Electronic Device Procedure:
Consequences may be adjusted based on the severity or circumstances of the violation in accordance with the Student Code of Conduct.

First Offense - Student phone will be held in the office and returned to student at end of day, parent will be notified and student will serve one day In School Suspension.
Second Offense - Student phone will be held in office until parent can pick it up from administration. Parents will be notified and the student will serve two days In school Suspension.
Third Offense - Student phone will be held until parent picks it up. Parent contact and student will be OSS for one day.

Any further violations will result in multiple days of OSS and the student will be placed on a behavior contract.

(44 State Code)

Violence Against a Teacher

- Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher.

Consequences:

- Punishment at the discretion of the principal.

Chattooga County Schools

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Dr. Michelle Helie, Superintendent
Mr. Jeremy Heathcock, Asst. Superintendent/Federal Programs
Mr. Robert Beach, Chief Academic Officer
Mrs. Kelli Johnson, Special Education Director

Board Members
Mrs. Lori Brady (Chair)
Mrs. Tiffany Lawrence (Vice-Chair)
Mrs. Bonnie Fletcher
Mr. Chad Dodd
Mr. Derrick Eckroat

Chattooga County Student Device Agreement Form

PURPOSE:

The Chattooga County School System will issue devices (Chromebooks, iPad, or MiFis) for academic use in the 2026-2027 school year. Each student in grades 6-12 will be assigned a Chromebook during the first few weeks of school and take the device home at night to use and charge as necessary. Students in grades K-5 will be assigned a device to use at school and may take it home upon request or if needed during school closures. K-12 families may check out MiFi devices based on need and on a first-come, first-serve basis. This agreement provides guidelines and information about the school's limitations on using these resources and the financial responsibilities of the student and parent or guardian. Students and parents are asked to sign an agreement for the use of these devices. There is no fee during the year for the use of the device; however, the user can be held responsible for damages.

The student is responsible for the care of the device in such a manner as to prevent loss or damage. The student should also abide by the following:

- ✓ Keep the device secure and damage-free.
- ✓ Notify the teacher immediately if anything occurs with the device issued.
- ✓ Do not loan the device to anyone else.
- ✓ Do not leave the device unattended.
- ✓ Keep the device from the table, desk edges, or floor.
- ✓ Do not stack objects on top of the device.
- ✓ Charge the device nightly and return it to school each day.
- ✓ Only use the device for school-appropriate tasks. Chattooga County Schools are not liable for student misuse of devices for inappropriate tasks.

CHARGES FOR REPAIRS AND REPLACEMENTS

Screen -- $85 Track pads - $40 Charger - $25 Keyboards -- $100 Screen Bezel -- $45 New Device--$350 MiFi device - $50

STUDENT:

By signing below, I agree to abide by the above-mentioned conditions and assume responsibility for the care and proper use of Chattooga County Schools' technology. I understand that should I fail to honor all the terms of this agreement and other agreements and policies referenced within this agreement, future internet and other electronic media accessibility use and access to any school computers, including Chromebooks and other devices, may be denied. Furthermore, I may be subject to disciplinary action as outlined in the Chattooga County Schools Student Code of Conduct. I am responsible for paying for necessary repairs on the damaged device or replacement of the device is lost.

Student (Please Print): _____

Student Signature: _____Date:_____

PARENT/GUARDIAN:

By signing below, I permit Chattooga County Schools to assign my child a device under the above conditions. As the parent/guardian, my signature indicates that I have read and understand the terms of this agreement and other agreements and policies referenced within this agreement. Furthermore, I understand my child may be subject to disciplinary action as outlined in the Chattooga County Schools Student Code of Conduct. He/she may also be held responsible for paying for necessary repairs on the damaged device or replacing the device is lost.

Parent/Guardian (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

Expect Success

The Chattooga County School District does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its programs, activities, or employment practices.

Appendix A