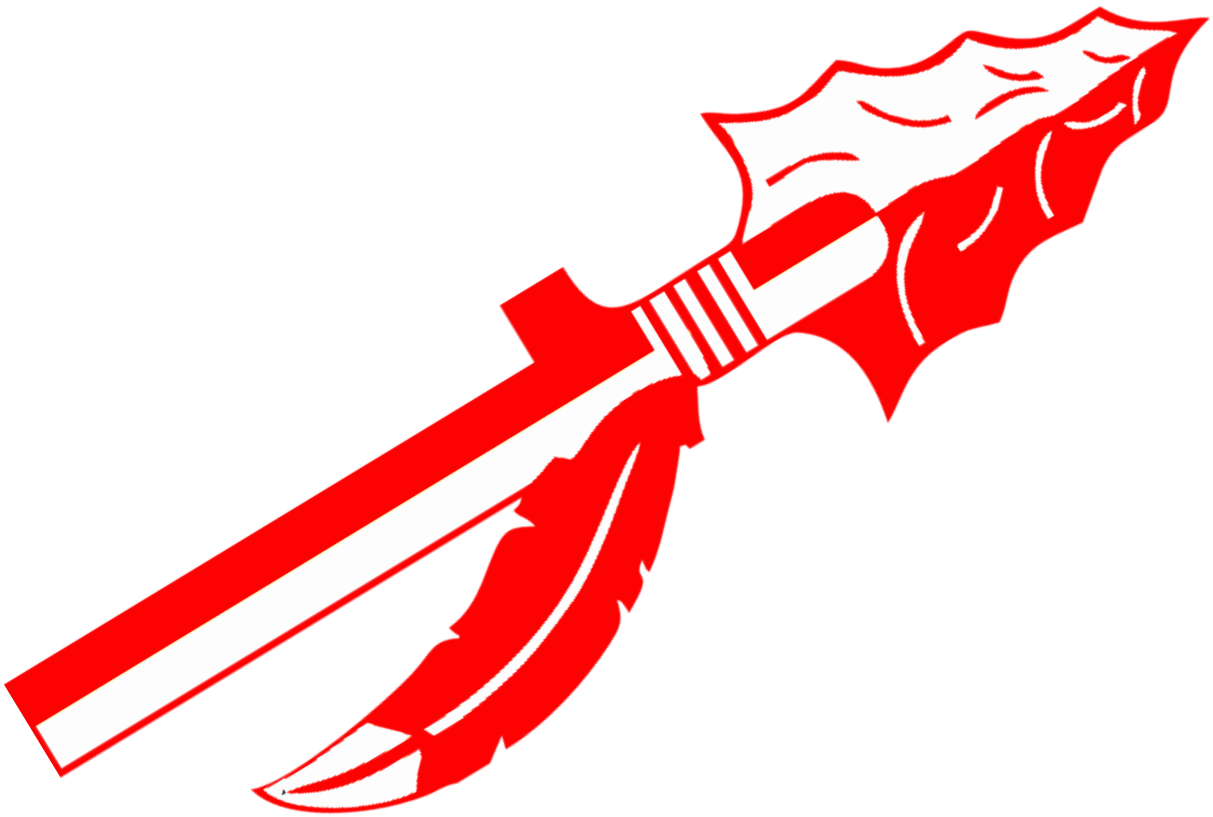
Charlton County High School



2026-2027

Student Handbook

(912) 496-2501

Charlton County High School

994 Indian Trail
Folkston, Georgia 31537
PHONE: 912-496-2501
FAX: 912-496-3732

CCHS *Vision Statement*
All students will graduate from CCHS prepared for post-secondary success as productive citizens who are college or career ready.

CCHS Mission Statement
At CCHS, our mission is to create a safe, supportive, challenging environment to provide students with academic and career studies to achieve their potential. **One Tribe, One Goal: College and Career Ready!**

CCHS Beliefs
- All students can learn, achieve, progress and succeed.
- High academic expectations promote academic excellence.
- Technology empowers 21st century learners.
- Students, parents, teachers, and the community share responsibility for supporting the mission, safety and comfort of the school environment.
- Community stakeholders are accountable and recognize that choices impact individual and collective performance.
- Student individuality, learning styles, interests, and abilities require diverse comprehensive programs.
- The strength of our diverse learning community depends on our ability and commitment to move forward together.

CHARLTON COUNTY SCHOOL DISTRICT

CCS Vision
To provide the resources, instruction, and opportunities necessary for every student to experience equity and excellence in education.

CCS Mission
Create an environment where students can learn, grow, and thrive to reach their maximum potential.

CCS Core Values
- Every child can learn, and we will ensure they do.
- Having a trained, caring, and professional staff is essential to student success.
- The emotional, mental, psychological, and physical development of each child is as important as their academic learning.
- Strong relationships with parents and community members are critical to a school system.

Strategic Goals and Action Steps
1. **GOAL 1** - Growth in **literacy** at every grade level
    a. ACTION STEPS:
        i. Focus on people, not programs - prioritize professional learning for literacy instruction across all grade levels
        ii. Targeted data collection and immediate intervention in the primary grades
        iii. Utilize all financial and human resources available to ensure students read proficiently by the 3rd grade

2. **GOAL 2** – Provide opportunities and experiences for students to ensure career readiness
    b. ACTION STEPS:
        i. Enhance business partnerships to provide financial resources as well as real-world learning opportunities for students (internships, job shadowing, career fairs and demonstrations)
        ii. Expand and revise Career and Technical Education programs to meet the needs of students and the community
        iii. Capitalize on the bond with Coastal Pines Technical College to expand college opportunities
        iv. Counseling sessions for every student to set post-graduation goals

2. **GOAL 3 – Ensure mental, emotional, and physical well-being of every student.**

a. ACTION STEPS:
    i. Expand mental health services available to students
    ii. Continue use of the components of Positive Behavior Interventions at all grade levels
    iii. Provide professional learning in the area of Social Emotional Learning for staff

Principal's Message:

Dear Students,

Welcome to a new school year at Charlton County High School! We're excited to begin this journey with you as we open the doors to new opportunities, challenges, and experiences. Whether you're stepping into our halls for the first time or returning to continue your high school journey, we are glad to have you as part of our school community. At CCHS, we believe in the power of hard work, respect, and personal growth. This handbook is a guide to help you understand the expectations, policies, and resources available to ensure your success both academically and personally. It reflects our shared commitment to a safe, inclusive, and respectful learning environment. As the year begins, we encourage you to set goals, stay curious, and take advantage of the many academic and extracurricular opportunities available to you. Get involved, ask for help when you need it, and remember that every challenge is a chance to grow.

Wishing you a successful and inspiring school year,

Tommy Harris
Principal, CCHS

Charlton County Board of Education

Mr. Curtis Nixon, Chairman
Mr. John Canaday, Vice Chairman
Mr. Wesley Green, Member
Mr. Brian Kern, Member
Mrs. Deborah Young, Member

County Administration

Superintendent	Mr. Kelly Murray

CCHS Administration

Principal	Mr. Tommy Harris
Assistant Principal	Mr. Thad Marchman
Counselor	Ms. Crystal Brooks
Instructional Coach	Mrs. Meagan Bell
CTAE Director/Alternative School Director	Mr. Dale Cooper
Athletic Director	Mr. Jeff Schwing

Foreword

The contents of this handbook have been adopted by the Charlton County Board of Education as policy for Charlton County High School. The intent of this book is to establish and communicate consistent guidelines which will contribute to the smooth operation of the school. Students and parents are responsible for being aware of all of the information in this book and should keep a copy for reference.

The Charlton County Board of Education does not discriminate on the basis of sex, race, religion, creed, age, national origin, marital status, or handicapping condition in its educational programs, admissions to its facilities, or in its employment practices.

CCHS Nondiscrimination Notice: State Law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. & 20-2-315). Students are hereby notified that Charlton County local school system does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is Jeff Schwing, 994 Indian Trail, Folkston, GA 31537, (912) 496-2501. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

The Charlton County Board of Education's Equal Opportunity Complaint procedure is used to process alleged discrimination complaints and grievances. This complaint procedure is available to students, employees, and the general public through School Board Policy Manuals in all school offices, media centers, and central office facilities. In addition, one may contact the coordinator of compliance activities listed below:

Title II, Title IV, Title VI, Title IX and Section 504/ADA

Coordinator: Dr. Sherilonda Green
37 Touchdown Lane
Folkston, Georgia 31537
(912) 496-2596

PARENT'S RIGHT TO KNOW TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

In compliance with the requirements of the *Every Student Succeeds Act* of 2015, the Charlton County School System would like to inform you that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

3. 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.

4. 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 qualification, please contact your child's principal (See front of handbook for contact information).

Georgia House Bill 251 Public School Choice
Annual Parent Notification
Public School Choice for 2026 -2027

State law allows parents or guardians of students currently enrolled in the Charlton County School System to request a transfer for their student to another public school in the Charlton County School System for the upcoming school year. **Parent Responsibilities:** As a parent or guardian, you can request to have your child transferred to another public school within your school district of residence as long as the school district has determined that there is available classroom space at the school after all assigned students have been enrolled. Please keep in mind that if you choose to transfer your child to another school in the district, **the law requires you to assume all costs and responsibilities related to the transportation of your child to and from the school as long as your child remains at that school.** In order to process your request, you will need to complete and submit a "Transfer Request Form," which can be obtained from the local Board of Education located at 37 Touchdown Lane in Folkston. Transfer requests will be considered based on the capacity of the buildings, class size, and by grade and subject. If you have questions regarding this, or would like a Transfer Request Form mailed to you, please contact the Charlton County Board of Education at 912-496-2596.

Mr. Kelly Murray
Superintendent of Schools

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System-Wide Safety Protocols

- All schools have a video surveillance system.
- All schools have a "buzz-in" system with video at front entrances.
- All schools have weapons detectors at entrances.
- Enhanced armed law enforcement will have a greater presence at all schools. Specific details are not being released to the public.
- All staff members have a Centegix crisis alert safety management badge.
- All schools will utilize the Check-mate Plus System to check-out students and to monitor visitors/volunteers on campus. Picture identification will be required.

Charlton County High School Safety Protocols

- Once school begins each morning, all exterior doors will be locked and alarmed. Entrance to and exit from the building can only be obtained through the front office.
- Oversized duffle bags or backpacks are not allowed. Approved athletic bags are allowed. The administration will be glad to view bags for approval.
- All classroom doors should remain locked during the school day.
- Headphones or earbuds are prohibited unless they are being used in an instructional activity.
- No food deliveries for lunch will be made to CCHS.

Attendance and Absence from School

Regular and punctual attendance is necessary for success in school. Repeated tardiness and absence may cause students to become discouraged and lead to failure in school. Charlton County High School and the Charlton County Board of Education have an approved school calendar for the school year. This official calendar contains holidays and teacher in-service days on which students do not report to school. This calendar does NOT contain nor does the Charlton County Board of Education recognize any skip days or beach days during the school year. Absence from school is defined as the non-attendance of a pupil on any day school is in session. **YOUR ATTENDANCE AT SCHOOL EVERYDAY IS CRITICAL IF YOU EXPECT TO BE SUCCESSFUL. DO YOUR BEST TO BE HERE, ALL DAY, EVERY DAY.**

Truancy

A truant student is one who, while subject to compulsory school attendance, has more than five (5) days of unexcused absences during the school calendar year.

The superintendent shall establish rules to enforce the State of Georgia Compulsory School Attendance Law on any child absent from school in violation of the compulsory attendance law. O.C.G.A. 20-2-0698, 20-2-0701.

Absence from school may be excused for the following reasons:

1. Personal illness or attendance in school endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
2. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
2. Celebrating religious holidays that necessitate absence from school.
2. Conditions rendering attendance impossible or hazardous to student health or safety.
2. A period not to exceed one day is allowed for registering to vote or voting in a public election. Students shall be counted as present when they are serving as pages of the Georgia General Assembly.

Absences during the year:

1. Any student who has been absent from school shall bring a note signed by the parent or guardian explaining the reason for the absence. The note is due the day the student returns to school and should be turned into the front office. **No notes will be accepted after three (3) days have elapsed from the student's return to school from an absence. For personal illness, a maximum of three (3) days per semester may be excused by a parent note. After three (3) days per semester, a doctor's excuse will be required in order to receive an excused absence for the personal illness.**
2. It shall be the responsibility of the student to get assignments from his/her teacher and turn in any notes when he/she has an absence from class.
3. Unexcused absences may result in zeros (0) being recorded for daily grades. Students should refer to the course syllabus for each teacher's make up work policy.
4. Out of School Suspension is considered an unexcused absence and may result in zeros for all work during OSS. The school administration has the discretion to allow make-up work for students who have been suspended.

Attendance Procedures for Excessive Unexcused Absences and Tardies

Excessive Absences:

1. When a student has two (2) unexcused absences in any given class per semester, a parent/guardian contact will be made by call, email, or letter by the classroom teacher and documentation will be logged in Infinite Campus.
2. When a student has three (3) unexcused absences in any given class, the school will send a letter to a parent/guardian notifying them of the absences. The attendance clerk will send the letter to the parent/guardian and then make a referral to the counselor/graduation specialist.
3. When a student has reached five (5) unexcused absences, the counselor/graduation specialist will make contact with the parent/guardian and documentation will be logged in Infinite Campus. A referral will be made to the school social worker.

Excessive Tardies and Early Sign Outs

A LITTLE LATE IS TOO LATE. The student who is tardy to school or leaves school early loses valuable instructional time and often falls behind academically. This can lead to frustration and a negative attitude, which often creates an undesirable disruption in the classroom.

The penalty for excessive unexcused tardies/unexcused early sign outs will be at the principal's discretion and will depend upon the severity of the tardies and the circumstances surrounding the tardies. Possible penalties for excessive unexcused tardies/unexcused early sign outs are as follows:

1. Lunch detention - the student is sent to an alternate setting for lunch.
2. After school detention - the student will stay after school to make up missed work/assignments.
3. In School Suspension
4. Student on-campus driving privileges can be revoked
5. Other penalties at the discretion of the principal

Instructional Extension Time

Instructional extension time can be referred to as any of the following days/times, where students can be required to make up missed instructional time due to chronic absences:

- After school
- Teacher planning days/teacher work days
- Early release days

School Attendance and Participation in School Functions

School attendance is required on the day of any school function (activity) in which the student wishes to participate/attend (Example: In order to be eligible to be an active participant in homecoming activities Friday night, a student must have attended school that Friday).

- To be eligible to participate in any curricular or extracurricular activity after school hours, the student must be present at school for the entire school day. If a student is tardy, he or she must check in prior to 9:00 AM in order to be counted present for the entire day. If a student checks out prior to 2:30 PM, he or she is not considered present for the entire day. Exceptions to this rule will be at the discretion of the principal.
- If an extracurricular activity such as Prom, Grad Bash, or an athletic or club event occurs on a weekend or during a school holiday, then the student must have been present at school on the last regular school day for the entire day before the event. For example, if the Junior-Senior Prom is held on a Saturday, then the student must attend school the entire Friday before the event.
- If a student accumulates **three (3) or more unexcused absences in any nine weeks grading period**, then the student and parent/guardian will be required to meet with the coach and an administrator before they can participate in any team event. When the student reaches **four (4) unexcused absences in any nine weeks grading period**, the student is suspended from participating in any extra-curricular activity for the next competition. When the student reaches **five (5) unexcused absences in any nine weeks grading period**, the student is suspended from participating in any extra-curricular activity for the rest of the current nine weeks and the next nine weeks. If the student has good attendance during the suspension period, he or she will be reinstated to all extra-curricular activities. These activities include but are not limited to athletics, band, field trips, clubs, and other school activities that may or may not fall under GHSA. In addition, any student that drives on campus can lose his or her campus driving privileges.
- A student cannot participate in Prom and/or Grad Bash if he/she has **five (5) or more unexcused absences in either semester** of the current school year.

The preceding rules apply to all activities including sports or club meetings and practices, banquets, award programs, etc. Students not attending school on the day of an activity should not be spectators at the aforementioned activities.

Hospital Homebound

When a student needs to be absent due to a medically diagnosed physical condition, which is non-communicable and restricts him/her to the home or hospital, the parent/guardian may request Hospital Homebound service. The request is to be made through the Student Services Office and should be made as soon as the need is known. When a student is placed on this program, a teacher will be assigned to work with the student while he/she is out of school. The student remains on the roll and is counted present each day if the student is seen a minimum of three hours per week. However, parents/guardians and students should be aware that Hospital Homebound is a short-term program offering only three (3) hours of instruction per week. It should never be seen as a substitute for school attendance. When a student returns to school, he/she must complete work assigned while on the Hospital Homebound Program in a specified period of time as determined by the classroom teacher.

The student on Hospital Homebound must satisfy all requirements set by the subject matter teacher. Lab course (i.e. chemistry, typing, construction trades, auto mechanics, etc.) requirements may not be satisfied through Hospital Homebound. Therefore, a student who is on Hospital Homebound for an extended period may forfeit credit in lab courses.

Attendance/Behavior and the Teenage Driver Responsibility Act

Georgia's SB 100–requires schools to certify that a student is enrolled in, and not under expulsion from, a public or private school in order for the student to be eligible for a driver's license or learner's permit. This is called the **Certificate of School Enrollment** form. It will be available in the front office of Charlton County High School and must be requested at least 48 hours before needed to ensure school staff has time to produce the document.

School-Sponsored Trips

School-sponsored trips are defined as any time that a student will not be in his or her regularly scheduled class for a length of time longer than 45 minutes. School-sponsored trips include any school trip that takes place during regular school hours, including field trips, sports events, and other competitions or conferences. The student may be off campus or on campus but not in class. Students are not considered absent from class and are expected to make up any work missed. Appropriate permission slips from parents must be completed prior to a school-sponsored trip.

The sponsor for the trip must determine whether a student should be considered for Red X or Blue X and must notify the faculty as per the teacher handbook guidelines.

School-sponsored trips can be either extracurricular designated as a Red X or co-curricular designated as Blue X. Red X (extracurricular) is any time a student participates in a school-sponsored function that is not directly connected to Georgia's Standards of Excellence in the student's academic schedule. For example, students involved in all sporting events and any trips for clubs or organizations.

Blue X (co-curricular) is any time a student participates in a school-sponsored function that is directly connected to that student's current enrollment in a specific class. For example, students enrolled in Early Childhood Education teaching at the elementary school or the Forestry Science class working at the school forestry plot.

Each student may have up to five (5) Red X days and five (5) Blue X Days per semester. Red X and Blue X Days are counted by individual classes when a sponsored activity is shorter than a full day. Students who will exceed these maximums must request additional participation days.

Requests for additional days:

1. Students must be in good standing in all classes that will be missed with a current grade of 80 or above AND must have 5 or fewer absences per semester from the affected class (other than the Red or Blue X days).

2. Students who wish to request additional days and who meet the above criteria will meet with a committee of the following:
   - Principal or principal's designee
   - Teacher sponsoring the trip in question
   - The teachers of those classes to be missed
   - Student requesting additional days
   - His or her parent/guardian

If any person listed above is unable to attend this scheduled meeting, he/she will abide by the final decision of the group. The student and the sponsor for the trip are responsible for determining whether a request for additional days must be made. All requests for additional days must be made no less than one week in advance of the scheduled trip. If the student's request for additional days is denied, that student may not participate in the activity for which the additional days are requested.

Tardy to Class

Promptness to class is very important. Students who are not in the classroom at the time the tardy bell rings are considered tardy. Beginning with the first tardy and for each subsequent tardy to class, lunch detention will be assigned. It must be served on the following school day.

Leaving Campus

In order for a student to leave the school campus during the day, the following steps must be followed:

1. Upon arrival at school, the student must bring a note to the office from the parent/guardian requesting the student to leave early. The note must state the reason, time to leave, and phone number to verify dismissal of the student.
2. Parents/guardians will be notified (by phone through the office) to verify the note.
3. Students may leave campus after verification is obtained.
4. Students may leave with an adult other than their parent after the office verifies the request with the parent/guardian.
5. In an emergency, students may also leave after notification and verification from parent/guardian.
6. If a student has a doctor's appointment card, the call will be made to the doctor's office for verification.
7. **There will be no call-in checkouts.** If a parent needs to check out a student and has not written a permission slip, the parent or legal guardian must come to the attendance office to check out the student.
8. Only the Principal or Assistant Principal will approve leave if no phone contact has been made.

Excessive unexcused early sign outs will be treated as unexcused tardies resulting in make-up time for lost instructional time. Students cannot check out and return to school the same day unless they have a medical, court, or prior approval to return.

Students may not check out for lunch or bring food upon returning to school. The sharing of food or drinks at CCHS are prohibited for sanitary reasons.

Withdrawal/Dropouts:
A student who withdraws from CCHS for any cause must report to the Student Services Office to obtain a withdrawal form. This form must be signed, in person, by the student's parent/guardian in order to properly transfer records. Students must be withdrawn for one calendar year to attend CCHS prom as a guest.

Summer School:
Any student who has not successfully completed a course during either of the regular semesters of the school year or who has not earned a sufficient number of units to be on track for graduation shall be eligible to enroll in an approved summer school program. The following is required:

- An application must be made.
- Approval by counselor or other appropriate school official.
- Carnegie units awarded for courses will be completed online using the provided curriculum.

Bell Schedule

CCHS Regular	Bell Schedule	Early Release	Bell Schedule	CCHS CLUB	Bell Schedule
First Block	8:15-9:50	First Block	8:15-9:25	First Block	8:15-9:40
Second Block	9:54-11:25	Second Block	9:29-10:33	Club Period	9:44-10:14
Third Block	11:29-1:30	Fourth Block	10:37-11:41	Second Block	10:18-11:43
Lunch A	11:29-11:59	Third Block	11:45-1:15	Third Block	11:47-1:47
Lunch B	12:00-12:30	Lunch A	11:45-12:15	Lunch A	11:47-12:17
Fourth Block	1:34-3:10	Lunch B	12:16-12:46	Lunch B	12:18-12:48
		Release	1:15	Fourth Block	1:51-3:10

Dress Code Policy

Examples below which would be determined to be disruptive to the educational programs/atmosphere or interfere with the operation of Charlton County High School include, but are not limited to:

1. No hats, caps, bandannas, hoods, sunglasses, sweatbands, combs, picks, or hair curlers will be worn. Exceptions: Hats on fundraiser days.
2. Any clothing that tends to create a disturbance on campus or depicts death, violence, satanism, racism, guns, gambling, or any illegal activity is not allowed.
3. No halter-tops, tank tops less than 1.5 inches across the shoulder, no racerback tank tops, bare midriffs, see-through clothing, pajamas, bodycon dresses, cut-off blouses, or off-the-shoulder shirts are allowed.
4. No clothing or accessories bearing advertisement of alcohol or tobacco products, illegal drugs, sexual connotations, obscene or vulgar language will be allowed.
5. **Skin-tight clothing is not allowed.** This includes leggings, yoga pants, bicycle shorts, shirts, bodycon dresses or ANY other types of clothes that are skin-tight unless they are covered by non-skin-tight clothing or a shirt long enough to cover front ends AND rear ends.
6. Skirts, dresses, shorts, and other garments worn must not be shorter than 3 inches above the middle of the back of the knees even if skin tight clothing is worn underneath. Clothing with splits will be measured to the top of the split that is to be the highest point seen.
7. Shoes must be worn at all times. Proper dress does not include bedroom slippers. Flip-flops or similar shoes may not be worn while participating in certain classes such as, but not limited to, physical education, science labs, etc. Teachers of these classes will inform students about appropriate footwear.
8. Irregular armholes, cut-down shirts, or low-cut blouses are not appropriate dress for school. No clothing should in any way allow underwear to show, nor should underwear be worn as outerwear.
9. Jeans and pants must not be mutilated with tears or holes 3 inches above the knees.
10. All students must have pants snapped or buttoned and belts, suspenders, and overall straps fastened.
11. Shorts and pants should be worn as intended with the waistband at the waist. No sagging shorts/pants allowed.
12. No clothing fad or way of wearing clothes that isn't in good taste or is deemed distracting to the instructional process is allowed.
13. Cheerleaders, majorettes, and flag corps may wear their uniforms for the hour of the pep rally.
14. Blankets are not allowed as a cover-up or as any other clothing item.

The dress code should be observed in all classes. It is in effect until the student leaves campus for the day. **The dress code also applies to Graduation Practice and all Senior activities and functions.**

DRINK/FOOD POLICY

- No student shall have food or drinks in the classrooms without permission.
- Clear, plastic water bottles with a twist-on top may be allowed in classrooms if approved by the teacher.
- No fast foods or unsealed beverages are allowed on campus without administrative approval.
- No unapproved food taken out of the lunchroom or other designated eating areas.
- No YETI/Stanley-type cups will be allowed on campus during regular school hours.

PERSONAL ELECTRONIC DEVICE USE

GA House Bill 1009 prohibits students in grades 9-12 from using personal electronic devices—including cell phones, smartwatches, tablets, and similar internet-connected devices—from the first bell until the end of the school day. The Charlton County Board of Education agrees that students will benefit academically in a learning environment free from distraction due to the use of personal electronic devices. The Charlton County Board of Education intends to promote a distraction-free learning environment, which means a learning environment where access to personal electronic devices is restricted. Our goal is to minimize distractions, improve student attention and academic outcomes, encourage face-to-face interaction and reduce social isolation, and minimize emotional stress linked to social media and digital distractions. Students in grades K-12 are not permitted to access personal electronic devices while on school premises during school hours, including but not limited to cell phones, smartwatches, tablets, e-readers, headphones, earbuds, smart glasses such as meta-glasses, and other devices with functionalities such as wireless communication, internet access, messaging, video recording, gaming, social media access, or data transmission during school hours. Any student found in violation of this policy and/or its procedures during the school day shall be subject to progressive discipline consequences as outlined in the Student Code of Conduct. Parents wishing to reach their child during school hours should contact the front office.

This policy applies to students on school premises, during school hours. School activities such as trips, athletic events, and extracurricular activities may be used in accordance with the appropriate use guidelines in the Student Code of Conduct. A student whose Individualized Education Plan (IEP), Section 504 Plan, or medical plan explicitly mandates the use of a personal electronic device shall be permitted access to the device as necessary to fulfill the requirements of the respective program or plan.

The district or individual schools within the district shall not assume any responsibility or liability for the theft, loss, or damage to a personal electronic device.

Cell Phones - Students

- Students may not use, display, or possess cell phones - including in classrooms, hallways, gym, restrooms, or the cafeteria. Student drivers should leave their phones in their vehicles.
- If a student must bring a device for afterschool activities, etc., the device must be powered off and stored in his or her bookbag from arrival to campus until dismissal. Devices may not be carried on the student's body; this includes being carried visibly by hand or out-of-sight (pockets, underneath clothing, etc.).
- Permission to use a device may only be granted by a school administrator in an emergency situation or for medical reasons. Documentation from physicians will be considered when developing individual student plans (IEP's, 504's etc.).
- Any student who attempts to bypass the school's cell phone/electronic device policy by bringing more than one phone to school ("burner" phones, decoy phones, or non-functional devices) will be considered in direct violation of the policy and will receive an automatic third-level phone violation.

<u>Electronic Device Violation Progressive Discipline Policy:</u>

1. Device confiscated, parent or guardian must pick up the device from the front office. Device cannot be returned to the student prior to the 3:10 release bell.
2. One day of after school detention. Device confiscated, parent or guardian must pick up the device from the front office. Device cannot be returned to the student prior to the 3:10 release bell.
3. One day of ISS. Device confiscated, parent or guardian must pick up the device from the front office. Device cannot be returned to the student prior to the 3:10 release bell.
4. Any student who does not comply respectfully with this policy will be considered defiant and well be administered consequences accordingly.

Code of Student Conduct and Discipline

Academic Dishonesty (32) **Disposition Level 1, 2, 3**

A student shall not cheat or otherwise violate teacher regulations and instructions on tests, examination, projects, homework, or reports.

Alcohol (1) **Disposition Level 4**

A student shall not manufacture, sell, purchase, transport, possess, or use intoxicating alcoholic beverages or substances represented as alcohol during the school year.

Arson (2) **Disposition Level 3, 4**

A student shall not participate in the unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device. Examples include firecrackers, fireworks, and trashcan fires if they are contributing factors to a damaging fire.

Battery (3) **Disposition Level 3, 4**

A student shall not participate in the actual and intentional physical contact with students, teachers, and administrators, other school personnel and persons attending school related functions without their consent in an insulting, offensive, or provoking manner or in a way that physically harms the other person.

Breaking/Entering, Burglary (4) **Disposition Level 4**

A student shall not participate in unlawful entry into a building or other structure with the intent to commit a crime. This applies to school buildings or activities relating to a school function.

Bullying (29) **Disposition Level 2, 3, 4**

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

Buying/Selling/Trading Items (L1) **Disposition Level 1, 2, 3, 4**

A student shall not buy, sell, or trade personal items at school or on the bus.

Classroom and/or School Disruption (L2) **Disposition Level 1, 2, 3, 4**

A student shall not behave in a manner that interferes with school, classroom, or outside of school activities.
A student shall not:

- Refuse to identify him/her or give false identity upon the request of any authorized school personnel.
- Participate in a riot or pull the fire alarm to disrupt the orderly learning environment.
- Participate in verbal confrontations, tussles, or other minor confrontations.
- Exhibit conduct outside of school time/away from school that poses a threat to the school.
- Fail to comply with reasonable directions or commands of teachers, substitute teachers, teacher aides, principals, school bus drivers, or other authorized personnel in the classroom, on school grounds, at an event off school grounds, or while under school supervision.
- Only one student is permitted to occupy a bathroom stall at any given time (minimum 3 days ISS). No exceptions!
- Make excessive noise in building.
- Push or shove another student.
- Participate in activity that resembles gambling such as playing cards, flipping coins, etc.

Computer Trespass (5) **Disposition Level 1, 2, 3, 4**

A student shall not participate in the unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging or in any way causing the malfunction of the computer, network, program(s), or data.

Destruction of School or Private Property (L3) **Disposition Level 1, 2, 3, 4**

A student shall not destroy, damage, or deface school or private property.

Disorderly Conduct (6) **Disposition Level 4**

A student shall not behave in a manner that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others. Also, students are not to incite, advise, or counsel others to engage in such prohibited acts.

Drugs, Except Alcohol/Tobacco (7) **Disposition Level 3, 4**

A student shall not use, cultivate, manufacture, distribute, sell, purchase, possess, transport, or import any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics. This includes being under the influence of drugs or substances represented as drugs. This includes over the counter medications if abused by the student. All physical or mind-altering substances, containing any variation of any controlled substance (such as cannabis derivitives like Detlta 8, etc.), are prohibited and will be treated as level 4 disciplanary violations.

** All offenses involving narcotics, stimulant drugs, or other controlled drugs should be referred to the principal/designee for disposition.

False Notification (L4) **Disposition Level 1,2,3,4**

A student shall not participate in falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.

Falsifying Information (L5) **Disposition Level 1, 2, 3, 4**

A student shall not alter school records or misrepresent information, either verbally or in writing, to any school board employee. This includes, but is not limited to, illegitimate excuses for student absences. For example, submitting a doctor's note for an absence if the student did not actually attend a legitimate medical appointment (notes from family friends/acquaintances, etc).

Fighting (8) **Disposition Level 2, 3, 4**

A student shall not fight or cause a fight on school grounds or during a school function. This includes the mutual participation in a fight involving physical violence where there is no one main offender and no major injury. A fight does not include verbal confrontations, tussles, or other minor confrontations.

Gang Related (35) **Disposition Level 2, 3, 4**

A student shall not be involved in gang related activities on school grounds or at school functions. This includes dressing in a way that depicts a gang. Examples include but are not limited to the following: tattoos, visible markings on clothing, notebooks, book bags, lockers, etc.

Homicide (9) **Disposition Level 4**

A student shall not participate in the murder, non-negligent manslaughter, killing of one human being by another, or killing a person through negligence.

Insubordination (L6) **Disposition Level 2, 3, 4**

A student shall not refuse to accept disciplinary action.

Kidnapping (10) **Disposition Level 4**

A student shall not participate in the unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parents or legal guardian. **Notification of authorities**

Larceny/Theft (11) **Disposition Level 4**

A student shall not participate in the unlawful taking, carrying, leading, or riding away with the property of another person without threat, violence, or bodily harm. Included are pocket picking, purse or backpack

snatching if left unattended, theft from a building, theft from a motor vehicle, theft from a coin-operated machine, and all other types of larcenies. This incident code will be used only when the theft is serious enough to warrant calling the police or bringing in security.

Misbehavior on the Bus (L7) **Disposition Level 2, 3, 4**

The bus driver is responsible for each student while the student is on the bus. Therefore, each student is expected to cooperate with the bus driver.

The bus driver has complete charge of all students on the bus. The driver has the authority to enforce the student code of conduct and safety rules of the school system. These rules and regulations shall be posted in the buses and shall be included in the administrative regulation of this policy.

Each student code of conduct shall include the following specific provisions prescribing and governing student conduct and safety rules on all school buses:

20-2-751. Students shall be prohibited from acts of physical violence as defined by Code Section 6, bullying as defined by subsection (a) of Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other person on the school bus, and other unruly behavior;

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 devises in a manner that might interfere with the school bus driver's operation of the school bus.

If a student is found to have engaged in physical acts of violence as defined by Code Section 20-2-751.6, the student shall be subject to the penalties set forth in that Code section.

A meeting of the parent or guardian of the student and appropriate school district officials must be held to form a school bus behavior contract whenever

- A student is found to have engaged in bullying or
- A student is found to have engaged in physical assault or battery of another person on the school bus.
- The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

Video Camera Procedure for School Bus:

The Charlton County School District approves the use of video cameras to record student behavior on buses. Such video tape shall not be available for viewing by the public in general, by employees in general, by the media, or other individuals or for any purpose other than those articulated in this policy. Parents may request that recorded video footage from a specific bus on a designated date be reviewed by a school administrator. However, recorded footage shall not be kept or viewed except where the educational interest articulated by this policy will be advanced. Only the transportation supervisor (or designee), bus driver, principal or district administrator are authorized to view video tapes for the purpose of documenting a disciplinary problem and determining which students may be involved.

Misuse of Equipment (L8) **Disposition Level 1, 2, 3, 4**

A student shall not misuse P. E. equipment, lab equipment, computers, or any other equipment belonging to the school.

Motor Vehicle Theft (12) **Disposition Level 4**

A student shall not participate in the theft or attempted theft of a motor vehicle. This includes theft of car, truck, motorcycle, dune buggy, RV, or anything that is self-propelled.

Other (24) **Disposition Level 2, 3, 4**

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

Other - Attendance Related (30) **Disposition Level 1, 2, 3, 4**

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

Other - Dress and Grooming (31) **Disposition Level 1, 2, 3**

Refer to Apparel and Grooming

Other - Firearms (28) **Disposition Level 3, 4**

Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921.

Other Misbehavior (L9) **Disposition Level 1, 2, 3, 4**

The administration of the school system and the local school reserves the right to discipline for any behavior that is subversive to good order and discipline in the Charlton County School System, even though such behavior is not specified in the other written discipline rules.

Display of Affection

An outward display of affection through physical contact is inappropriate at school. Violation will result in a disciplinary referral and possible parent notification.

Inappropriate videoing/photographing/social media use

The use of technology to video or share video of school disruptions is forbidden.

Encouraging Disruptive Behavior

Students are prohibited from instigating or encouraging disruptive events at school or school events. This includes use of social media/texting/etc.

Other - Possession of Unapproved Items (34) **Disposition Level 1, 2, 3**

Cell Phones/ Electronic Devices

Students are not allowed to use (including charging electronic devices) any electronic devices during class time, including the time a class is moving to a lab or the media center, unless the device has been approved by the teacher for use for instruction. Electronic devices must be silenced at all times (no audible music, alarms, ringtones, etc. The use of external speakers is prohibited). At no time are students permitted to talk on cell phones. Recording or photographing without teacher or administrative approval during the school day is forbidden. Any student found in violation of these rules must hand the device over to his/her teacher and may then select one of the following disciplinary options:

- Pick up the phone at the end of the school day after a three day waiting period.
- Have a parent or guardian pick up the phone from the office.

The school shall not assume responsibility for these items if they are damaged, lost, or stolen.

Other unapproved items - Other prohibited items include any objects that the administration deems unsafe and/or unacceptable at school, such as knives less than two inches, toy guns, cigarette lighters, laser lights, wallet chains, stink or smoke bombs, noise makers, vapes/electronic cigarettes (including all accessories), remote controls or any other object which is potentially dangerous or disruptive.

Parking/Driving Violations (L10) **Disposition Level 3, 4**

A student shall not abuse school parking regulations or operate a motor vehicle in such a way as to endanger lives or limbs of persons utilizing school facilities, driveways, or parking areas or obstruct from the smooth operation of said areas. ALL VEHICLES must be registered to park in the students' parking area. To register a car, a student must be a licensed driver, show proof of insurance, and purchase a parking decal for $15.00. Parking is allowed in designated areas only. ***Students who park illegally (without permit or in any space other than his or her assigned space) will be assessed a $10 fine***. Students who are excessively tardy or absent (4 per nine-week grading period) to school will lose driving privileges and/or be given Lunch Detention/ISS.

Physical Assault-Adults (L11) **Disposition Level 1,2,3,4**

Physical assault or battery of teachers, administrators, other school personnel, and towards persons attending school related functions.

Physical Assault-Students (L12) **Disposition Level 1,2,3,4**

Assault or battery of other students including sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972.

Profanity/Vulgarity (L13) **Disposition Level 1, 2, 3**

A student shall not use profane, vulgar, or obscene words, writings, gestures or other actions that convey an offensive or sexually suggestive message towards administrators, teachers, students, other school personnel or persons attending a school related function.

Racist Incidents (L14) **Disposition Level 2, 3, 4**

A student shall not participate in racist incidents. Incidents that are deemed to be of a racist nature will not be tolerated and will be dealt with severely by the administration.

Repeated Offenses (36) **Disposition Level 1, 2, 3, 4**

Collection of offenses not previously assigned a state reportable action that occurs on a single or across multiple school days that leads to a state reportable disciplinary action.

Robbery (13) **Disposition Level 4**

A student shall not take, or attempt to take, anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. An essential difference between robbery and larceny is that a threat or battery is involved in a robbery. Example: Extortion of lunch money.

Rude and Disrespectful (L15) **Disposition Level 1, 2, 3, 4**

A student shall not behave in a rude and/or disrespectful manner towards other students, teachers, administrators, other school personnel, or persons attending school related functions.

Serious Bodily Injury (27) **Disposition Level 4**

Bodily injury that involves a substantial risk of death, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

Sex Offenses (16) **Disposition Level 3, 4**

A student shall not participate in sexual intercourse, sexual contact, or other unlawful behavior or contact intended to result in sexual gratification without force or threat of force and where the victim is capable of giving consent. This includes indecent exposure and obscenity. Examples include entering or downloading pornographic content onto school computers or possession of pornographic materials on school grounds.

Sexual Battery (14) **Disposition Level 4**

A student shall not sexually molest another person, indecently expose himself, rape or engage in any heterosexual or homosexual act on school property during school functions, or under school supervision. This includes the touching of private body parts of another person either through human contact or using an object.

Sexual Harassment (15) **Disposition Level 1, 2, 3, 4**

A student shall not participate in deliberate, repeated, and unsolicited physical actions, gestures, or verbal or written comments of a sexual nature, when such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile, or offensive learning environment. Examples: leering, pinching, grabbing, suggestive comments or jokes, or pressure to engage in sexual activity.

Sexual harassment consists of unwelcome sexual advances, inappropriate touching, requests for sexual favors, sexually motivated conduct, or other verbal or physical conduct or communication of a sexual nature.

Stealing (L16) **Disposition Level 1, 2, 3, 4**

A student shall not steal or attempt to steal school or private property.

Student Incivility (33) **Disposition Level 2, 3, 4**

Insubordination or disrespect of 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.

Threat/Intimidation (17) **Disposition Level 3, 4**

A student shall not, at any time, in any manner, use threats, fear, or intimidation to cause physical injury or behave in such a way as to cause physical injury or mental anguish to school employees or students.

Tobacco (18) **Disposition Level 2, 3, 4**

A student shall not possess, use, distribute, or sell tobacco products or smoking devices, including cigarettes, tobacco, and snuff, in any form on school grounds, at school-sponsored events, or on transportation to or from school. Possession of vapes, e-cigarettes, etc., will be treated as a tobacco violation. Any product designed to replicate tobacco use is prohibited. This includes, but is not limited to, pouches such as nicotine pouches, patches, etc.

Trespassing (19) **Disposition Level 3, 4**

A student shall not enter or remain on a public school campus or School Board facility without authorization or invitation and with no lawful purpose for entry. This 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

Truancy (L17) **Disposition Level 2, 3**

(a) A student shall not skip classes or stay out of school without permission or valid excuse.

(b) A student shall not leave campus without permission.

(c) A student shall not chronically fail to be in a place of instruction at the assigned time without a valid excuse.

(d) When a student enters the front gate on a school day, he/she is "on campus". Once a student enters school grounds, he/she must sign-out before leaving.

Unfinished Work (L18) **Disposition Level 1,2**

Students who habitually do not complete assignments in class and/or homework may be subject to this rule.

Vandalism (20) **Disposition Level 2, 3, 4**

A student shall not mark, destroy, or deface private property or school property, either on school grounds or during a school activity, function, or event off school grounds or while under school supervision. This includes the willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at the school.

Examples: graffiti, destroying school computer records, carving initials or words in desktops, spray painting on walls.

Verbal Assault-adults (L19) **Disposition Level 1,2,3,4**

Disrespectful conduct such as the use of vulgar or profane language and including threatened violence toward teachers, administrators, other school personnel and toward persons attending school related functions.

Verbal Assault-Students (L20) **Disposition Level 1,2,3,4**

Disrespectful conduct toward other students such as the use of vulgar or profane language and threatened violence or sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972.

Weapons - Handgun (25) **Disposition Level 3, 4**

A student should not possess, use, or intend to use any type of handgun to inflict harm on another person, or to intimidate any person. Possession includes the presence of such objects in lockers, book bags, vehicles, etc.

Weapons – Knife (22) **Disposition Level 3, 4**

A student shall not possess, use, or intend to use any type of knife, including a pocket or penknife, to inflict harm on another person, or to intimidate any person.

Weapons – Other (23) **Disposition Level 3, 4**

A student shall not possess, use, or intend to use any instrument or object to inflict harm on another person, or to intimidate any person. Included in this category are chains, pipes, razor blades, ice picks, dirks, nunchakus, brass knuckles, Chinese stars, Billy clubs, tear gas guns, electrical weapons or devices, explosives, propellants. Firecrackers and other fireworks are also included if fire is not involved.

Weapons - Rifle/Shotgun (26) **Disposition Level 3, 4**

A student should not possess, use, or intend to use any type of rifle to inflict harm on another person, or to intimidate any person. Possession includes the presence of such objects in lockers, book bags, vehicles, etc. All offenses involving weapons shall be referred to the principal/designee for disposition.

Definition of Terms

Assault: Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike)

Battery: Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person.

Bullying: "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 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.

Corporal Punishment: Physical punishment of a student by a school official in the presence of another certified school employee.

Dangerous Object: Any object listed in the OCGA 6-11-127.1 that is not used in a threatening or aggressive manner.

Detention: A requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed. Detention may require the student's attendance before or after school. Students are given one day's warning so that arrangements for transportation can be made by the parents or guardians.

Disciplinary Tribunal: A panel of three school officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

Drug: The term drug does not include prescriptions issued to the individual, aspirin, or similar medications and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills are considered drugs. All medications that are to be taken at school must be brought to the appropriate staff person responsible for administering them in containers clearly labeled as to the name of the student, the name of the medication, and the appropriate dosage.

Expulsion: Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by disciplinary tribunal.

Extortion: Obtaining money or goods from another student by violence, threats, or misuse of authority.

Fireworks: The term fireworks means any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion,

deflagration, or detonation as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

In-School Suspension: The removal of a student from class(es) or regular school program.
While in ISS, the student shall abide by the following rules:

- The In-School Suspension (ISS) program school day is the same as the regular CCHS school day.
- Report to the ISS designated area prior to 8:15 am.
- Bring all textbooks, paper, and pencils needed to complete assigned tasks.
- Follow all directions from the ISS Instructor.
- Students are required to turn in their electronic devices to the teacher while in the ISS room.
- Remain in your seat at all times unless specifically given permission from the ISS Instructor.
- Remain busy with assignments sent by subject teachers or given by the ISS Instructor.
- Complete all assignments sent by teachers.
- No gum chewing, sleeping, or talking.
- All students are required to remain in ISS all day. Work-Study and Early-Release students will be required to make up that time.
- Students will not be released from ISS until they have satisfactorily completed all assigned work.
- Students who receive additional days of ISS for missing work/behavioral issues will not be eligible to participate in extracurricular activities until they successfully complete the missing work and/or serve the additional ISS assigned.

Failure to comply will result in additional days in ISS or immediate Out-Of-School Suspension.

Suspension: Removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.
Theft: The offense of taking or misappropriating any property of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.
Waiver: A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.
Weapon: Any firearm or object listed in the OCGA 16-11-127.1 that is used in a threatening or aggressive manner.

Code Section 16-11-127.1: Means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knuckles, 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 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 as defined in subsection (a) of Code Section 16-11-106. This paragraph excludes any of these instruments used for classroom work authorized by the teacher.

Parental Involvement
This Code of Conduct is based on the expectation that parents, guardians, teachers, and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns

about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communications through personal contacts are extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments. Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standards of behavior various violations of the Code that may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the school regularly and are expected to be actively involved in the behavior support processes designed to promote choices and behavior.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan.

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed $500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

Charlton County High School Progressive Discipline Policy

The progressive discipline model is divided into four levels. Each level represents progressively more serious misbehavior and consequences. The level of discipline imposed shall be based on the severity of the misbehavior.

Level I

Level I discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. Students may be disciplined by the professional staff member involved or may be referred directly to the principal.

Professional staff may utilize any of the discipline management techniques appropriate for the situation, including, but not limited to, the following:

1. Classroom detention after school.
2. Isolation during lunch.
3. Classroom isolation from peers.
4. Student participation in conference with parent/guardian and teacher.
5. Participation in a school-service project that enables the student to be engaged in the desired character trait(s).
6. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s).
7. Assignment to morning or after-school detention hall.
8. Financial restitution with a minimum of $10.00 for any destruction to the school related-environment.
9. Confiscation of prohibited items and/or monetary fines.

The principal/designee may utilize any of the above discipline management techniques, and/or may employ any of the following:

1. Student participation in conference with parent/guardian, teacher, and/or principal.
2. Restriction from school programs and special assemblies.
3. Assignment to after-school detention hall.
4. Partial and full day in-school suspension (ISS) for up to three school days.
5. Participation in the cleaning/repair of any damage caused to the school-related environment.
6. Driving suspension for 5 days.
7. Assignment to lunchtime detention hall.
8. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).

Level II

Level II discipline offenses are intermediate acts of misconduct that requires administrative intervention. These acts include, but are not limited to, repeated but unrelated acts of minor misconduct and misbehaviors directed against persons or property but which do not seriously endanger the health, safety, or well-being of others. Consideration of necessary behavior support services should be given, if not already provided.

Students guilty of a Level II offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including, but not limited to, the following:

1. Student participation in conference with parent/guardian, teacher, and/or principal.
2. Restriction from programs and special assemblies.
3. Assignment to morning or after-school detention hall.
4. Assignment to lunchtime detention hall.
5. Partial and full day in-school suspension (ISS) for up to five school days.
6. Driving suspension for 30 days.
7. Suspension from school for up to five school days, which shall include any time during which the student was subject to suspension pending investigation.
8. Participation in the cleaning/repair of any damage caused to the school-related environment.
9. Financial restitution for the repair of any damage caused to the school-related environment.
10. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s).
11. Bus suspension from 1 to 10 days.
12. Participation in a school-service project that enables the student to be engaged in the desired character trait(s).
13. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).
14. Confiscation of prohibited items. Item must be picked up by a parent/guardian after 10 days.

Level III

Level III discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property and other acts of serious misconduct. These offenses must be reported to the principal/designee. Offenses that threaten the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to ten school days pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal/designee is a required element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided. Due process procedures required by federal and state law will be followed. These may include such

procedures as the school disciplinary tribunal and/or procedural safeguards provided by the 1997 Individuals with Disabilities Education Act.

Students guilty of a Level III offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including, but not limited to, the following:

1. Restriction from programs and special assemblies.
2. Full day in-school suspension (ISS) for up to 15 school days.
3. Suspension from school for up to ten school days, which shall include any time during which the student was subject to suspension pending investigation.
4. Driving suspension for 90 days.
5. Placement in an alternative education program for up to one semester and until such a time as the student meets the exit requirements for the Gateway Program.
6. Participation in the cleaning/repair of any damage caused to the school-related environment.
7. Financial restitution for the repair of any damage caused to the school-related environment.
8. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior and the related character trait(s).
9. Bus suspension from 10 to 30 days.
10. Participation in a school-service project that enables the student to be engaged in the desired character trait(s).
11. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).
12. Confiscation of prohibited items. Item must be picked up by a parent/guardian after 20 days.

Level IV

Level IV discipline offenses are the most serious acts of misconduct. The offenses must be immediately reported to the principal. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to three school days, pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal is a required element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided. Due process procedures required by federal and state law will be followed. These may include such procedures as the school disciplinary tribunal and/or procedural safeguards provided by the 1997 Individuals with Disabilities Education Act.

Students guilty of a Level IV offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including, but not limited to, the following:

1. In-school suspension (ISS) for up to 30 school days.
2. Suspension from school for up to ten school days, which shall include any time during which the student was subject to suspension pending investigation.
3. Placement in an alternative education program for up to two semesters and until such a time as the student meets the exit requirements for the returning to normal schedule.
4. Permanent expulsion from the regular school program.
5. Participation in the cleaning/repair of any damage caused to the school-related environment.
6. Financial restitution for the repair of any damage caused to the school-related environment.
7. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior and the related character trait(s).
8. Participation in a school-service project that enables the student to be engaged in the desired character trait.
9. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).
10. More than 30 days bus suspension or permanent expulsion from riding the bus.
11. Confiscation of prohibited items. Item must be picked up by a parent/guardian at the end of the school year.

Public Notice: Non-Discriminatory Policy

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Perkins Act of 1998): or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act). Students are hereby notified that the Charlton County local school system does not discriminate on the basis of gender in its athletic programs.

Students, parents, employees and the general public are hereby notified that the Charlton County Board of Education does not discriminate in any educational programs or activities or in employment policies.

Charlton County High School Policy on Bullying

The Charlton County School System believes that all students have a right to a safe and healthy school environment. All schools within the system have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers.

A student shall not bully, harass, or intimidate another student through words or actions. Bullying is defined as aggressive behavior that is recurring and that includes an imbalance of power; students who bully use their power (such as physical strength, access to embarrassing information, or popularity) to control or harm others. (Bullying Definition. (n.d.). Retrieved November 4, 2014, Retrieved from http://www.stopbullying.gov/what-is-bullying/definition/index.html).

Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation. The school system policy prohibiting bullying is included in the student code of conduct and any student who engages in bullying shall be subject to disciplinary action up to and including expulsion.

Bullying, harassment or intimidation will not be tolerated. Disciplinary action will be taken after each incident of bullying and upon a finding of guilt. Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Warning
- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or school bus
- Detention
- In-school suspension
- Out-of-school suspension
- Assignment to an alternative school (through administrative placement or appropriate due process hearing)
- Expulsion (through appropriate due process hearing)

All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity

and during a school-sponsored activity. If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
- The school shall keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.

The following actions will be taken when bullying is reported:

1. Record - A Bullying, Harassment, or Intimidation Reporting Form will be completed and kept on file for the extent of the student's high school career.
2. Investigate - Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel.
3. Discipline - Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances.
Students in grades nine through twelve found to have committed the offense of bullying for the third time in a school year shall be assigned to an alternative school through administrative placement or appropriate due process by disciplinary hearing officers, panels, or tribunals. Consideration for incidents in prior years should also be considered during the disciplinary phase. While a student charged with bullying may not have committed three acts during a given school year, a pattern of behavior established over the course of more than one school year may need to be considered. Retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.
4. Follow Up - Follow up is important to the accused and the victim. If follow up is needed for the victim and/or perpetrator, we will make sure to meet the needs of both parties.

Parents will be notified as needed. If the complainant, student, or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.

TRIBE

Charlton County High School has adopted an initiative to encourage positive behavior at CCHS (TRIBE). This framework, based on a former state initiative titled PBIS (Positive Behavior Interventions and Supports), is an evidence-based, data-driven framework that has been proven to reduce disciplinary incidents, increase a school's sense of safety, improve school climate, and support improved academic outcomes for all students.

The most important components of TRIBE are providing students with clear expectations/rules and creating lesson plans for teaching appropriate behavior to students. If students continue to struggle with certain behaviors, we strive to re-teach the appropriate behavior. The TRIBE team partners with parents, community members, teachers, and staff consistently to collect and analyze behavioral data and use this information to inform the school-wide decision-making process. Recognizing and rewarding positive student behavior will promote a district-wide climate of greater productivity, safety and optimal learning.

Media Center Policies

The Media Center opens at 7:45 a.m. and closes at 3:45 p.m. Since the Media Center serves a variety of needs ranging from classroom projects to individual study, a standard of behavior is required to ensure that each individual need is met. In order to accommodate all patrons, the following guidelines of behavior should be followed: (1) Since the media center is a shared work space, quiet conversation to avoid distracting others should be the norm. No food or drinks are allowed. (3) Students are expected to help keep the media center clean and organized by disposing of trash and straightening up their work spaces. (4) Passes will be required for students entering/exiting the media center during instructional time. (5) Students will be charged for lost or damaged books. (6) Students that fail to adhere to the media center expectations will be asked to leave.

Media Center Checkout

Students may use the media and equipment located in the media center during school hours. Certain items are available for student checkout. Books are loaned to students for two-week periods and may be renewed if they are needed beyond the two-week checkout period. Any device checked out from the media center, especially headphones, will be used for educational purposes only. Lost or damaged books, Chromebooks, and/or devices must be paid for in full or report cards/diplomas will be held.

Media Center Resources, Services, & Procedures

Small groups of students may visit the media center at any time during the school day with a pass from the classroom teacher. Each individual will need a pass along with assignment instructions and materials.

The media specialist is available to assist individual students with reading selection, research assistance, technology support, and more.

Classroom teachers may reserve the media center space, as well as technology lab space, for student collaboration and/or use of media/technology. Reservations are first come, first served and can be made via Google Drive.

The media specialist will provide collaborative lesson planning and instruction upon teacher request. Media center collaborative planning/instruction documents are available to all staff members via Google Drive.

STUDENT TECHNOLOGY USE POLICIES & PROCEDURES CHARLTON COUNTY SCHOOL SYSTEM

Use of the Network/Internet

It is acceptable for students to use the network and the Internet to access information for school projects, assignments, and to collaborate with others to accomplish educational objectives. Use of the network is a privilege, not a right.

1. After teachers have trained students on the network and internet, an Acceptable Use Policy form will be given to each student. Students and guardians must sign and return these forms prior to utilizing the network/internet. Failure to sign/return this form will result in the student's account being blocked.
2. Teachers will supervise students at all times when using the network and Internet.
3. Students may not use the network/Internet to transmit any material in violation of U.S. or state regulations such as threatening or obscene material.

4. Students may not use copyrighted materials accessible via the network/Internet without the owner's permission.
5. Students may not harm or destroy equipment or data of another user, the Internet, or any other network.
6. Students may not create computer viruses on the network or transfer viruses from home computers to the school.
7. Students may not share passwords or allow others to use their account.
8. Students may not use the network/Internet in any way that will disrupt the use of the network/Internet by other users.
9. Inappropriate use of the network/Internet will result in a cancellation of those privileges. Abiding by the rules of the network/Internet will enable everyone to benefit from valuable resources.

Use of Computers & Printers

1. Students will be responsible for reporting any problems that might be encountered on computers and other related equipment to the classroom teacher and the media specialist.
2. No computer software will be loaded by a student.
3. Software should not be brought into the school without prior consultation/approval by the media specialist and technology specialist.
4. Loaning, copying, loading, and sharing software is illegal and will not be permitted.
5. Misuse of technology and/or equipment, will result in disciplinary action.

ACCEPTABLE USE POLICY (AUP) FOR HIGH SCHOOL STUDENTS

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. Charlton County School System (CCSS) will enforce the administrative procedures included in this policy. This policy does not purport to be an all-inclusive list of inappropriate behaviors. Failure to comply with these administrative procedures shall be grounds for revocation of privileges, potential disciplinary and/or appropriate legal action.

ELECTRONIC USE GUIDELINES

The Charlton County School System (CCSS) guidelines provide for users to become aware of their responsibilities. If a CCSS user violates any of the following provisions, his or her access may be terminated. Disciplinary actions may be taken that could result in the initiation of legal action.

STUDENT DUE PROCESS

If a Charlton County School System student violates any of the following provisions, his or her access may be terminated. Disciplinary action may be taken which could result in suspension or initiation of appropriate legal action.

The site administrator or designee will investigate allegations of student violations of the *CCSS Internet Acceptable Use Policy/Procedures*. The student will be notified and provided an opportunity to respond to the allegations. Activities on the Internet that are in violation of the *Charlton County School System Code of Conduct* will be handled in accordance with that code. The student's parent(s) and appropriate legal authorities will be contacted if there is any suspicion of illegal activity.

TERMS AND CONDITIONS

I. **ACCEPTABLE USE**

Access to the school's Electronic Network (EN), which refers to the use of the Internet/On-line/Email/School Web Page programs are provided for educational purposes and research consistent with the school system's mission and goals.

II. **PRIVILEGES**

The use of the school system's **EN** is a privilege, not a right. Inappropriate use may result in the cancellation of those privileges. The Superintendent or designee(s) shall make all decisions regarding whether or not a use has violated these procedures and may deny, revoke, or suspend access at any time.

III. **ACCEPTABLE AND UNACCEPTABLE USE GUIDELINES FOR ALL USERS**

The **USER**, refers to all student and staff employees, is responsible for all his/her actions and activities involving the network/internet/emailing. ***Guidelines:*** **USER activities that are permitted and encouraged:**

- School work;
- Original creation and presentations of academic work;
- Research on topics being studied in school;
- Research for opportunities outside of school related to community service, employment or further education.

USERS activities that are NOT permitted when using district or personal technologies include but are not limited to:

- USERS will NOT access or send materials or communication, which are:
    - Damaging to another's reputation
    - Abusive
    - Obscene
    - Sexually oriented
    - Threatening
    - Contrary to the school's policy on harassment
    - Harassing
    - Illegal
- USERS will NOT use the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of a school rule or a local, state or federal regulations
- USERS will NOT copy or download copyrighted material connected to the school system's hardware/software without the owner's permission. Only the owner(s) or individuals specifically authorized by the owner(s) may copy or download copyrighted material to the system. Copying and downloading of any copyrighted material should adhere to Federal Copyright Laws - http://www.copyright.gov/
- USERS will NOT Plagiarize or represent the work of others as one's own
- USERS will NOT use the network for private, financial, political, or commercial gain
- USERS will NOT share their email or network password with anyone
- USERS will NOT attempt to read, delete, copy, or modify the e-mail of other users and deliberately interfering with the ability of other users to send/receive electronic mail
- USERS will NOT share online any student or staff personal information
- USERS will NOT use the email account to conduct commercial or for-profit business activities
- USERS will NOT view or transmit any racist, sexist, pornographic, obscene, or threatening material

- USERS will NOT download any materials that are not related to course work
- USERS will NOT plagiarize or represent work of others as their own
- USERS will NOT research for inappropriate materials
- USRS e-mail correspondence will be monitored by the onsite advisor for the online course
- USERS will NOT upload viruses or other destructive computer files; hack into the district or external computers; intentionally bypassing the district filters; and purposely damaging any data on the network
- USERS will NOT use USB, bootable CDs, or other devices to alter the function of computer or a network
- USERS will NOT use or participate in the use of online non-educational uses such as games, role-playing multi-user environment, gambling, junk mail, chain mail, jokes, chat rooms, instant messaging
- USERS will NOT damage or modify any computers, printers, other equipment or network devises attached to the network
- USERS will NOT use personal email accounts, not district-provided email accounts, on the district network, unless given prior permission by their school level administrator
- USERS will NOT utilize any software having the purpose of damaging the school system's servers or other user's equipment
- USERS will NOT post material unauthorized or created by another user without his/her consent
- USERS will NOT post anonymous messages in e-mails or on their school webpage
- USERS WILL send to their building level administrators all message postings or e-mails for prior approval for **ALL** school or non-school community functions
- USERS will NOT use the network while access privileges are suspended or revoked

IV. WARRANTIES

Charlton County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Charlton County School System will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by network failure or your own errors or omissions.

V. ADOPTED BOARD POLICY FOR PROTECTION OF CHILDREN'S INTERNET SAFETY (Adopted May 21, 2002; Updated 6-19-2012)

It shall be the policy of the Charlton County Board of Education that the school district shall have in continuous operation, with the respect to any computers belonging to the school having access to the Internet:

- A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and
- Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
    - Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
    - Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
    - Provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness,

and response in accordance with FCC's Report and Order FCC 11-125 rulings released August 11, 2011;

- Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
- Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000.

VI. CIPA BACKGROUND

Full text of the Children's Internet Protection Act http://www.fcc.gov/ccb/universal_service/chipact.doc FCC regulations implementing CIPA; FCC 01-120 http://www.fcc.gov/Bureaus/Common_Carrier/Orders/2001/fcc01120.doc SLD's FAQ on E-rate certification procedures and timing http://www.sl.universalservice.org/reference/CIPAfaq.asp

VII. INTERNET FILTERING

The Charlton County School System is presently using an advanced filtering solution to choose access and manage the type and level of online information that is most appropriate and relevant to the system's educational needs and goals, as well as reduce legal liability. The filtering software in place uses a sophisticated research process involving human review to continuously comb, analyze, and catalog each Internet site. This provides the most powerful, flexible tool available for assisting in the enforcement of the acceptable use policies (AUP) for the Charlton County School System.

It is prohibited to use personally owned equipment such as, but not limited to, smart cards, wireless cards, etc, to bypass the filtered Internet that CCSS has put in place. Software and websites that are used to bypass the filter such as anonymizers and proxies are prohibited.

VIII. COMPUTERS

Users will log off or shutdown his/her computers at the end of the day. Users will lock the computer when they take a break or if the computer is left unattended for any extended period. A domain policy will be implemented that will automatically lock workstations when no activity has been detected after 30 minutes. Computer(s) will be secured if a staff member is not there to monitor them. At no time will personal equipment (computers, laptops) or peripheral equipment (PDA's, digital cameras, external drives, etc) be used on the network only by prior written approval from the administrator and media staff at each school. This is to ensure that malicious software and viruses do not breach security.

IX. SOFTWARE

To ensure the integrity of the network and programs running on the network, users are expressly prohibited from installing or running unapproved software programs. If users receive written approval from the administrator and designated tech person, they may load and use software. They may load other software by prior written approval. The school system complies with copyright and license laws by only installing and running software for which the school system is an authorized user and has obtained a license agreement. All software installations must be coordinated through the tech office and media staff in order to ensure compatibility with the server and workstation operating systems that are used throughout the school system. Copyrighted material must not be placed on any system connected to the network. No software should be uploaded to the servers. If prior approval is not acquired before using personal equipment and/or software on the CCSS network, the equipment and/or software may be confiscated. If a user needs written approval for use of personal equipment and/or software, they must contact the media staff or administrator at your school for an official form.

X. **VIRUS PROTECTION**

All software must be run through an anti-virus package before being installed on the network. All computers in the school system will have anti-virus and anti-spyware software loaded on them. All files downloaded from the Internet must immediately be scanned for viruses.

XI. **SECURITY**

Network security is a high priority:

- If the user identifies or perceives a security problem or a breach of these responsibilities on the EN, he/she should immediately notify the administrator or media specialist – the problem should not be demonstrated to others.
- Attempts to login to the network as a system or site administrator will result in immediate cancellation of user privileges.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
- Any CCSS user who gives another user their login information will have their network and computer privileges revoked.

XII. NETWORK ETIQUETTE

The user is expected to abide by the generally accepted rules of the network etiquette. These include but are not limited by the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, or use vulgarities, or any other inappropriate language.
- Do not reveal the personal addresses or telephone numbers of students.
- Recognize that electronic mail (E-mail) is not private. People who operate the system have access to ALL mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.

XIII. X. VANDALISM

Vandalism will result in immediate cancellation of privileges and possible disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy. The use of CCSS computer equipment should not be used for unauthorized access to other networks.

XIV. XI. USER INFORMATION

All CCSS users must complete and return a new AUP Agreement form annually. (Student/Parent – AUP Agreement Form)

XV. XII. ACCEPTANCE

All terms and conditions as stated in this document are applicable to the Charlton County School System. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understanding of the parties. These terms and conditions shall apply to federal and state legal regulations.

Cafeteria Policies

The cafeteria is a non-profit service. Students need healthy meals to learn. Charlton County Schools will offer healthy meals at NO CHARGE to our students. Our food service receives support from the USDA through the National School Lunch and School Breakfast programs. We receive additional money for meals served to students from households with income at or below the amounts on the Income Eligibility Chart on the F/R application. **To determine the amount of Federal support to which we are entitled, we request that an application be completed and returned to the schools' lunchroom cashier as soon as possible.** All students will receive an application for free and reduced-price meals on the first day of school or one can be obtained from the lunchroom cashier.

Cashiers will only accept money for extra sales. On the last school day, any money remaining in a student's account will be credited to his/her account for the following school year. This money will not be returned unless the student is transferring out of Charlton County or graduating. Proof of transfer is necessary for refund.
The lunchroom management and your fellow students will appreciate your cooperation.

Students are expected to:

- Leave the table and floor in a clean condition.
- Refrain from breaking in line.
- Report to the cafeteria area during their assigned lunch period. No students may remain in classrooms.
- Cafeteria staff members are school personnel and should be treated respectfully.
- Enter and exit in the assigned doors.

CCHS will not accept any food deliveries from outside vendors.

All schools will provide the offer-vs-serve program within their lunchrooms for both breakfast and lunch. This program requires students to choose a minimum of three components in order to receive a meal, with one component being a fruit or vegetable choice. Ala carte sale of food items is available. **Extra juice and milk are available to students at an additional cost.**

General Operating Procedures

Announcements
Administration will provide announcements at the beginning of the day after an opportunity for reflection on the anticipated activities of the day, and then again at the end of the school day.

After School Detention
After school detention will be held from 3:20-4:00 PM each day, Monday thru Thursday. Parents of students in detention are expected to pick up their child no later than 4:15 PM. Failure to do so will result in ISS assignments in lieu of detention for future disciplinary incidents.

Class and Club Parties
All parties must be held after school. Eating is not permitted in classrooms. The class or club is responsible for cleanup.

Financial Obligations
Students are responsible for all financial obligations incurred at Charlton County High School (library fines, lost/damaged textbooks/Chromebooks, extracurricular expenses, fundraising debts, etc.). Student records such as report cards, transcripts, diplomas, etc. will be withheld until the bill is paid or a payment plan is set up with the principal. *Students that have financial obligations for any of the above stated reasons will not be allowed to participate in any extra-curricular activities including but not limited to athletics, band, clubs, Prom, Grad Bash, field trips, etc.*

Flowers, Balloons, Etc.
Charlton County High School has neither the time nor the staff to deliver flowers, balloons, etc. to students during school hours. These items will be accepted for delivery in the office, but students must pick them up after school. The delivery of items such as flowers and balloons to students and staff for Valentine's Day is prohibited.

Fundraising Activities
All fund-raising activities must be approved by the Board of Education. The request must be made through the principal's office with the approval of the organization's faculty sponsor. Only school-sponsored sales will be allowed at school. If approved fund-raising activities become disruptive at school, they will be discontinued.

Hall Passes
Students are expected to attend class regularly and stay in class during the appointed time. Every student outside the classroom during instructional time must have a written pass signed by the classroom teacher.

Insurance
As a service to students, CCHS makes available a low-cost accident insurance policy. The school accepts no responsibility for the coverage of the insurance and is in no way connected with the company. All students participating in varsity sports, lab courses, trade courses, or similar programs are strongly encouraged to carry the insurance. Claim forms should be picked up in the main office as soon as possible after an accident. All students participating in athletics are required to verify proof of insurance coverage, either through personal or school policy.

Littering
Our school custodians work extremely hard to keep our school building and grounds clean and attractive. Any student caught littering on school property will be subject to disciplinary action.

Married and Independent Status
Each student must have someone who will be responsible for them or assume responsibility for himself/herself if he/she is of legal age or married. If the student is of legal age and claims separation from the parent, forms must be on file to verify that the student is responsible for himself/herself. If the student is not of legal age and claims separation from the parent, the Department of Family and Children Services must appoint an adult to be responsible for the student. Married students must present a copy of the marriage certificate to the records department. Student records will not be changed until such proof is produced. In all cases, the student must furnish the name and address of someone to be contacted in case of emergency. The married or independent student must meet the same standards and rules of conduct as other students except in matters involving parents.

School issued email and Google Classroom
It is the student's responsibility to check their school-issued email, as well as Google Classroom, each school day.

Medication
All medication must be turned in to the nurse or to the front office in its original container, complete with directions on how to administer it. A written request from a parent/guardian must accompany the medicine Medication includes both prescription and over-the-counter medication. All medication must be taken in the school clinic in the presence of the nurse or the principal's designee.

Messages at School
Parents and students need to understand the major disruptions that occur in classrooms when the school is asked to deliver messages to students. The school wishes to cooperate with parents in delivering messages which are necessary, but the following restrictions must be observed:

- The school will not interrupt classes to deliver a message.
- Messages to students should be of a critical or emergency nature.
- Messages to students must originate from a parent or guardian.
- Please try to make appointments, bus plans, alternate car rides, etc., before your student leaves for school.

Parent-School Communication
Parents are urged to contact the school whenever the need arises. Teachers may be contacted by email, note or telephone. If you call during the school day, the office will give the teacher a note to return your call. If a parent wishes to have a conference with his/her child's teacher(s), an appointment will be scheduled—our teachers' schedules do not allow time for "drop-in" conferences. Teachers have planning periods during the day or can meet after school or before school if scheduled.

Personal Items/Property
Students assume responsibility for any item brought to school. The school is not responsible for the breakage, loss, or theft of items. Pocketbooks, expensive sneakers, jackets and money, if left carelessly unattended, are often stolen or lost. Lost items are turned in to the front office and maintained in a "lost and found" location. Students may be claim lost items by identifying them.

Pledge of Allegiance
State law requires that each student in the public schools be afforded the opportunity to recite the Pledge of Allegiance each day.

Restricted Items
Pepper spray or any other type of self-defense propellant is prohibited on any school grounds or at any school function. Skateboards, roller blades, roller shoes, and skates are prohibited at school. Electronic nicotine delivery systems (ENDS) are illegal for minors to possess and are not permitted on school property or at school events. These include e-cigarettes, e-pens, e-pipes, e-hookah, and e-cigars are prohibited.

Restrooms
Students may use the restroom during the class changes and their lunch period. In emergencies, the teacher may allow the student to go to the restroom during class. Frequent requests to use the restroom during a class will be reported to the assistant principal, who will hold a conference to determine the nature of the problem and legitimacy of the request.

Returned Check Fee
Any personal check made out to Charlton County High School or its designee that is returned by a bank for insufficient funding will incur a fee of $25. This fee will represent a financial obligation for the affected student.

Safety Drills

- Fire drills are required by state law and should be respected for the protection of life. When the alarm sounds all occupants of the various wings will immediately leave the building and walk to the assigned area posted in the school.
- Tornado drills will be scheduled during the school year. When the alarm sounds, students will remain in the classroom and move to the closest wall away from windows. Students should crouch on the floor with heads between legs as a precaution against flying glass and debris. Administration will signal that the drill is concluded and occupants may return to their normal seating.
- Lockdown drills will be conducted at least once per semester.

School Telephone

School phones are to be used for school business by school personnel. Students will be allowed to use school telephones on a case-by-case basis. Student use of school telephones is based on the discretion of the Principal or his designee.

Selling Unauthorized Products

If any student is caught selling unauthorized products on school grounds both the money and the goods will be confiscated. The second offense of this nature will result in disciplinary action.

Student Parking/Driving

To park on campus, students must obtain a parking permit that will be displayed at all times that the student's vehicle is on campus. If the student drives more than one vehicle, the permit can be transferred to other vehicles. Vehicles with no permit, or vehicles parked in unassigned spaces, may be towed and the driver may face disciplinary action. All student vehicles will be parked in the student parking lot in assigned spaces. Student parking permits will cost $25.00 per student. Parking will be on a first-come, first-served basis. Students must present a driver's license, proof of insurance, and tag number to obtain a parking permit. The parents of students who drive motor vehicles to school will be responsible for loss, accidents, and conduct of the student driver. Students driving to school are to park properly, lock their vehicles, and leave the parking area immediately. Students may return to their cars during the day ONLY with written consent of an administrator. Driving privileges will be denied/rescinded if vehicle operation does not comply within safety regulations. **The Charlton County Board of Education strives to provide a safe and secure environment for all students. The Board authorizes reasonable searches of students' cars or any car on campus during operating hours. The Principal or his/her authorized representative possesses the authority to conduct an auto search. Such searches shall be based on reasonable suspicion of the presence of unlawful items.**

Driving and/or parking on the campus of CCHS is a privilege and not a right. *Students that accumulate five or more unexcused absences in a nine-week grading period will have their driving privileges suspended for the remainder of the nine weeks AND the following nine weeks*. Students who show improved attendance during the suspension may have their privileges reinstated.

Textbooks

Students are responsible for textbooks issued to them by the school. Textbooks must be returned to the assigning teacher at the end of the semester in a condition that reflects reasonable use. Damaged or abused books will be evaluated and an appropriate charge will be levied against the student. Under state law, students will be charged the full replacement cost for textbooks not returned. Students will be reimbursed for charges levied against them for unreturned textbooks if the textbooks are later found and returned. Students are reminded that they will not receive a diploma until all fines, charges and fees are cleared. The school may

impose any of the following sanctions against a pupil who fails or refuses to pay for a lost or damaged textbook or library book at the replacement cost:

- Refusal to issue any additional textbooks and library books until restitution is made.
- Withholding of all grade cards, diplomas, or certificates of progress until restitution is made.

Unauthorized Areas

Charlton County High School operates as a closed campus for the benefit of its students. All students are required to enter the designated areas immediately upon arriving on campus. Certain areas of the campus are off-limits to students at certain times. Students who are not under the direct supervision of a school employee should not be on the school campus more than thirty minutes before the tardy bell in the morning, nor remain on the campus more than thirty minutes after the last class bell at the end of the day.

Visitors on School Campus

Students are not allowed to have non-guardian visitors during the school day. Parents/Guardians are always welcome, but must report to the front office. Arrangements must be made beforehand if parents wish to visit classrooms.

Student Services

Services offered by the high school are designed to assist students in making adequate choices, plans and interpretations in a number of areas. These services include assistance in:

- Orientation, registration, and placement in courses
- Securing proper student records
- Assessment and curriculum planning
- Testing and evaluation
- Dual enrollment or early admissions for colleges or technical institutes
- Individual or group advisory sessions
- Personal problem-solving
- Career exploration and follow-up
- Individual counseling services
- Referral to proper agencies

Students and parent conferences are welcomed; however, students are reminded they may not miss class time without getting permission from the teacher beforehand. Parents should call 912-496-2501 to make an appointment.

Student Advisory

Students and parents must assume responsibility for knowing graduation requirements and for keeping track of the student's progress toward meeting those requirements. To assist in making appropriate decisions, students are provided updated information in advisory sessions. The final responsibility for taking the right coursework lies with the student and his/her parents. Academic courses that students have completed and passed cannot be taken again for credit. If a student has a question about being able to receive credit for a course, he/she should be sure to check with the student services department before taking the course.

Students register during Advisement Week with the advisement team, who assists them in making decisions concerning graduation requirements and program of study requirements. Any student who wishes to enter a program of study not recommended by CCHS Staff must have his/her parents sign a waiver form stating such. Students who decide after the fact to discontinue with a particular program of study must complete the current semester before doing so.

Student Support Team

Charlton County Public Schools have instituted the Student Support Team (SST) concept as part of its instructional plan. Student Support Teams span grade levels K-12. Any student who experiences difficulty in his/her instructional day is eligible for SST. Any student, parent, or teacher may make a request for service from SST. Needs addressed by the SST: assessment of learning styles, evaluation of developmental/achievement levels, modifications of the curriculum, and identification of the need for better home-school communication and coordination. For more information on Student Support Team involvement, contact your child's teacher or counselor.

Schedule Changes

Schedule changes will be made on a need-basis only. Changes will be made in a student's schedule if the student is scheduled for a class he or she has previously completed successfully or if the schedule adversely affects the student's academic track. In the event that a schedule change is necessary, the request must be made within the first two days of the semester. The change request must be on the appropriate form, which is available through the Student Services Office. Students must follow the assigned schedule until a new schedule is issued. No elective schedule changes are allowed unless it is needed for an upperclassman to complete a pathway. One-on-one registration was completed for each student during the previous school year; course changes will not be approved if the student selected the courses assigned at that time. Students and parents should make sure to pick classes during advisement each year that reflect the courses needed and desired.

Repeating or Auditing a Class

A course shall count only once for satisfying any Carnegie Unit requirement for graduation. No course can be audited for any reason at Charlton County High School.

HOPE SCHOLARSHIP/GRANT PROGRAMS

Georgia's HOPE Scholarship Program Overview

Georgia's HOPE Scholarship is available to Georgia residents who have demonstrated academic achievement at the high school and/or college level. The scholarship provides funds to address many of the costs associated with tuition for students who are pursuing an associate or bachelor's degree in Georgia's public and private colleges and universities. For information regarding eligibility, visit http://www.gafutures.org or visit the counselor.

Georgia's HOPE Grant Program

Georgia's HOPE Grant (a separate program from the HOPE Scholarship) is available to residents of Georgia who are attending a Georgia public technical college or public college or university to earn a certificate or diploma regardless of high school graduation date or grade point average. To qualify for HOPE Grant funding, the certificate or diploma program must be approved by the Technical College System of Georgia or be a comparable program of study approved by the Board of Regents. The certificate or diploma must be awarded and issued by the institution. Continuing education programs are not eligible for HOPE Grant funding. The grant provides full tuition, HOPE-approved mandatory fees, and a book allowance at public institutions. For information regarding eligibility, visit http://www.gafutures.org or visit the counselor.

Georgia Special Needs Program

The Georgia Special Needs Scholarship may provide special education students the opportunity to attend an approved private school or another public school. Please go to the Georgia Special Needs Scholarship website for more information. The website is located on the Georgia DOE webpage at:
https://www.gadoe.org/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program.aspx

Student Records and Privacy

Student Records

Confidentiality of student records will be maintained. Student records shall be accessible only to professional education personnel, parents or legal guardians until the student is 18 years old, or as long as the student is dependent on the parent or guardian. After age 18, the records will be accessible only to educational personnel and the student. Transcripts will be sent when a request is received from the parent, legal guardian or student (age 18 or older). The school office should be notified of all address changes.

Directory Information

The Charlton County Board of Education has designated the following information as directory information:

- Student's name, address, and telephone number
- Student's date and place of birth
- Student's email address
- Student's participation in official school activities and sports
- Weight and Height of members of an athletic team
- Dates of attendance at schools within the district
- Honors and Awards received during enrollment in Charlton County Schools
- Photograph
- Grade Level

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

Notice of Rights under the Family Educational Rights and Privacy Act

Under the Educational Rights and Privacy Act (20 U.S.A. 1232g), parents and/or guardians have a right to:

- Inspect and review the educational records of a student who is your child, or in the case of a student who is eighteen (18) years of age or older, your own educational records.
- Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- Consent of disclosures of personally identifiable information contained in the student's educational records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorizing disclosure without consent.
- File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Charlton County Board of Education to comply with the requirements of the Act or the regulations promulgated thereunder.
- Obtain a copy of the policy that the Board of Education has adopted regarding access to the records.

Academic Programs

Dexter Mosely Act

Students participating in the Dexter Mosely Act program are eligible to participate in an on-site class as outlined by the Dexter Mosely Act. Students are also allowed to participate in purchasing a senior page, taking a photo for the yearbook, and purchasing a Letterman jacket, if eligible. Students enrolled under this program are not eligible for Senior Superlatives, Homecoming Court, Prom King/Queen, Class Officers, Mr. CCHS, Miss Shilofohaw, Honor Court, Grad Bash, Senior Cap and Gown Picture, Senior Run, Baccalaureate, or Graduation. Students are not eligible to purchase their own Prom ticket but can go with another student as their guest.

Dual Enrollment

Dual Enrollment is a program that provides funding for students at eligible high schools that are enrolled to take approved college-level coursework for credit towards both high school and college graduation requirements. Dual Enrollment is administered by the Georgia Student Finance Commission.

Student Eligibility:

- A student must be enrolled in and physically attending a participating eligible public or private high school in Georgia or an eligible participating home study program in Georgia.
- A student must be approved by the participating high school or home study program in which he or she is enrolled to participate in dual enrollment.
- Prior to participating in Dual Enrollment, as part of the application process, the student and student's parent/guardian must complete the Student Participation Agreement (SPA).
- A student must have completed the admission process and been accepted and approved by the participating postsecondary institution.
- All postsecondary coursework must be completed prior to high school graduation or home study completion in order to receive Dual Enrollment credit and funding.
- A student may not receive funding to repeat or retake a course.
- A student is no longer eligible to continue to receive program funding after withdrawing from Dual Enrollment course(s) two (2) times.

In addition to meeting the requirements outlined by the college, students must also meet the following criteria:

- A student must not be absent more than 7 days, regardless of the reason, for the semester prior to enrollment into a college course. If a student misses more than 7 days, he or she is ineligible to take college courses until the next semester begins and/or the student's attendance meets the criteria listed above. An appeal can be made for those that experience extenuating circumstances.
- Growth Score, Write Score, IXL, MAP, STAR or any other assessment given by CCHS will be used to determine placement in college courses.

Grade Level Eligibility:

- 11th & 12th Graders - Eligible students may take any approved Dual Enrollment courses listed on the Course Directory at an eligible participating postsecondary institution (USG, TCSG or private).
- 10th Graders - Eligible students may enroll in approved Career, Technical and Agricultural Education (CTAE) courses listed on the Course Directory at a participating TCSG institution only.
- 9th Graders - Students in the 9th grade are not eligible to participate in the Dual Enrollment funding Program.
- Eligible students who have a minimum SAT score of 1200 or minimum ACT composite score of 26 in a single national test administration, may enroll in any approved courses listed on the Course Directory at a TCSG, USG or private eligible participating postsecondary institution.

Note: GSFC must have the required test score(s) on file prior to the student completing the Dual Enrollment funding Application and the high school or home study approving courses.

More information can be found at :
https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/eligibility/

Please see the school counselor for more information, including options, requirements, and opportunities in this program. CCHS will offer college courses through Coastal Pines Technical College on campus for the current school year.

Dual enrollment courses will be weighted with a 5-point bonus for academic honors calculations only. The bonus points will not be recorded on the student transcript.

Policy Regarding Withdrawal from a Dual Enrollment Course:
Students are allowed to withdraw from Dual Enrollment courses up to the end of the 4th week of the postsecondary institution's semester. Even though the college may have a different withdrawal deadline, high school students must abide by CCHS guidelines. If a student withdraws after the 4th week, Charlton County High School will issue a Z score for the withdrawn course(s). **The student will then be ineligible to enroll in any Dual Enrollment courses for a full fall or spring semester following the withdrawal.** Summer semester does not count as a full semester. Therefore, if a student withdraws in the spring, he or she will be ineligible until the spring of the next school year.

If a student withdraws from a Dual Enrollment course prior to the drop date, he or she will be enrolled into a high school elective class taught during the same block of time in order to ensure that the student has a full class schedule. If the student withdraws after the withdrawal date, he or she will be required to stay on campus in the Dual Enrollment room and cannot sign out to leave during that time. The student will be given the opportunity to earn credit for a course through the online platform that is used in the credit recovery setting. Students should keep in mind that they only have 4 semesters of eligibility in total, so if one becomes ineligible he or she is drastically reducing the amount of time in the program.

For more information or answers to questions regarding this policy, please visit the CCHS Student Services Department.

Policy for Failing a College Course
If a student fails a college course or is issued a WF, he or she will be on probation and therefore is ineligible to take college classes for the following semester. The failing grade will be issued on the high school and college transcripts. This does not include the summer semester. For example, if a student fails a course in the spring semester, he or she will be ineligible for the fall semester and can choose to enroll in the following spring semester.

Taking courses at other schools while enrolled at Charlton County High School
A transient student is a student who is enrolled in Charlton County High School (CCHS) and takes courses temporarily in another accredited high school with the intention of transferring the course credit back to CCHS. Students interested in attending another high school as a transient student should first discuss the option with the school counselor, principal or other appropriate official at CCHS to ensure the transfer credit will be accepted. You must have prior approval before signing up for a high school course at another accredited high school.

Transient students are approved and admitted for one academic term at a time. Criteria for taking a course at another institution include:
- The course is not offered at CCHS
- The student has previously failed the course at CCHS.

Georgia's Career Pathways at Charlton County High School

All Georgia public school students are required to earn a Career Pathway before Graduation. A Career Pathway is a sequence of 3-4 courses aligned in a particular area. There are four categories of pathways that can be earned by students: Advanced Academic Pathways; CTAE Pathways; Fine Arts Pathways; and/or World Language Pathways.

Advanced Academic Pathways

Students may complete an Advanced Academic pathway when three units of credit from English Language Arts, Mathematics, Science, or Social Studies have been successfully completed and additional criteria met.

Advanced Academic Pathway in English Language Arts Criteria

- Students need to earn four units of credit in English language arts; and
- The student's chosen English language arts pathway will include at least one Advanced Placement course (23.043; 23.053; 23.065), or one International Baccalaureate course (23.06800; 23.06900; 23.06120; 23.06130), or one postsecondary enrollment course that fulfills a core graduation requirement in English language arts; and
- Students need to complete two units of sequential course credit in one world language.

Advanced Academic Pathway in Mathematics Criteria

- Students need to earn four units of credit in mathematics; and
- The student's chosen mathematics pathway will include at least one Advanced Placement course (27.072; 27.073; 27.074), or one International Baccalaureate course (27.06120; 27.06130; 27.05220; 27.05240, 27.05250, 27.05260, 27.06120, 27.06130), or one postsecondary course that fulfills a core graduation requirement in mathematics; and
- Students need to complete two units of sequential course credit in one world language.

Advanced Academic Pathway in Science Criteria

- Students need to earn four units of credit in science; and
- The student's chosen science pathway will include at least one Advanced Placement course (26.014; 26.062; 40.053; 40.083; 40.0841; 40.0842), or one International Baccalaureate course (26.01800; 26.01900; 26.06300; 40.08500; 40.08600), or one postsecondary course that fulfills a core graduation requirement in science; and
- Students need to complete two units of sequential course credit in one world language.

Advanced Academic Pathway in Social Studies Criteria

- Students need to earn three units of credit in social studies; and
- The student's chosen social studies pathway will include at least one Advanced Placement course (45.016; 45.052; 45.053; 45.062 45.063; 45.077; 45.0811; 45.082; 45.084), or one International Baccalaureate course (45.01310; 45.01320; 45.01700; 45.017100; 45.06500; 45.06600; 45.07800; 45.07900; 45.08700; 45.08800; 45.08810), or one postsecondary course that fulfills a core graduation requirement in social studies; and
- Students need to complete two units of sequential course credit in one world language.

CTAE Pathways

Students may complete a Career, Technical and Agricultural Education (CTAE) Pathway in many areas, including in Technical Certificate of Attendance (TCC) Programs offered by Coastal Pines Technical College or other technical colleges in the Technical College System of Georgia. Each pathway falls under a Career Cluster. For example, all of the agriculture pathways, such as Food Animal Systems and Forestry/Wildlife Systems, fall under the Agriculture, Food, and Natural Resources Cluster. The pathways listed below are currently offered on the CCHS campus. The three required courses are listed under each pathway. To be considered a pathway

completer the student must complete the required courses listed, but a student becomes a member of the CTAE cohort for that class by becoming a CTAE Concentrator. A CTAE Concentrator is defined as a student that completes two courses in the same CTAE pathway. Fourth Science options are highlighted within the pathway. For the course to count as the fourth science, the entire pathway must be completed.

Agriculture, Food, and Natural Resources Cluster

Agriscience Systems (Chism and Willis)

- Basic Agricultural Science
- Animal Science and Biotechnology
- Plant Science and Biotechnology

Food Animal Systems (Chism)

- Basic Agricultural Science
- Animal Science and Biotechnology
- Agricultural Animal Production and Management

Forestry and Animal Science Systems (Chism)

- Basic Agricultural Science
- Forest Science
- Animal Science and Biotechnology

Forestry/Wildlife Systems (Chism)

- Basic Agricultural Science
- Forest Science
- Wildlife Management

Horticulture and Animal Systems (Chism)

- Basic Agricultural Science
- General Horticulture and Plant Science
- Animal Science and Biotechnology

Horticulture and Forest Science (Chism)

- Basic Agricultural Science
- Forest Science
- General Horticulture and Plant Science

Plant and Landscape Systems (Chism)

- Basic Agricultural Science
- General Horticulture and Plant Science
- Nursery and Landscape

Veterinary Science (Chism and Edmentum/Online)

- Basic Agricultural Science
- Animal Science and Biotechnology
- Veterinary Science

Timber Harvesting Operations- Dual Enrollment- CPTC (CPTC Staff-Coursework; J. Gowen-Field Experiences)

- Introduction to Timber Harvest Safety
- Forest Products Marketing
- Woodland Skills
- Timber Industry Standards
- Timber Harvest Equipment Operator I
- Timber Harvest Equipment Operator II

  *The last two Timber Harvest Equipment Operator courses are taken on the CPTC campus during the summer after the student's graduation.

Architecture and Construction Cluster

Welding- Dual Enrollment- CPTC (Birchall)

- Industry Fundamentals and Occupational Safety
- Introduction to Metals
- Welding I

  *****The courses above are for the basic high school pathway. However, the students can earn multiple Technical Certificates of Credit (TCC) in welding from Coastal Pines Technical College. The additional TCC's are listed at the end of this section.

Business, Management and Administration Cluster

Entrepreneurship (Sumpter)

- Introduction to Business and Technology
- Legal Environment of Business
- Entrepreneurship

Education and Training Cluster

Early Childhood Care and Education II (Bell)

- Early Childhood Education I
- Early Childhood Education II
- Early Childhood Education Practicum

Health Science Cluster

Therapeutic Services/Patient Care- Dual Enrollment- CPTC (B. Knowles)

- Introduction to Healthcare Science
- Essentials of Healthcare
- Patient Care Fundamentals

  *The students must pass clinicals (30-40 hours) at a certified healthcare facility and pass a written assessment at the end of this pathway to become a Certified Nursing Assistant (CNA).

Human Services Cluster

Nutrition and Food Science (Haynes)

- Food, Nutrition, and Wellness
- Food for Life
- Food Science

Personal Care Services- Cosmetology- Dual Enrollment- CPTC (E. Knowles)

- Introduction to Cosmetology Theory
- Hair Care and Treatment
- Salon Management
- Interpersonal Relations & Professional Development

Information Technology (Sumpter)

Cloud Computing

- Introduction to Software Technology
- Computer Science Principles or AP Computer Science Principles
- Cloud Computing

Law, Public Safety, Corrections, and Security Cluster- Dual Enrollment- CPTC or Traditional High School Pathway (Vacant)

Criminal Justice Specialist TCC (Dual Enrollment w/CPTC)

- Introduction to Criminal Justice
- Corrections
- Principles of Law Enforcement
- Criminal Law for Criminal Justice
- Constitutional Law

Corrections Services (Traditional High School Pathway)

- Introduction to Law, Public Safety, Corrections, and Security
- Criminal Justice Essentials
- Applications of Corrections

Welding Technical Certificates of Credit- Dual Enrollment- CPTC (Birchall)

Basic Shielded Metal Arc Welder	*Credits*
• WELD 1000 - Introduction to Welding Technology	4
• WELD 1010 - Oxyfuel and Plasma Cutting	4
• WELD 1040 - Flat Shielded Metal Arc Welding	4
Minimum credit hours for TCC	12

Advanced Shielded Metal Arc Welder	*Credits*
• WELD 1050 - Horizontal Shielded Metal Arc Welding	4
• WELD 1060 - Vertical Shielded Metal Arc Welding	4
• WELD 1070 - Overhead Shielded Metal Arc Welding	4
*Minimum credit hours for TCC	12

Gas Metal Arc Welder	*Credits*
• WELD 1000 - Introduction to Welding Technology	4
• WELD 1010 - Oxyfuel and Plasma Cutting	4
• WELD 1090 - Gas Metal Arc Welding	4
• Occupational Elective	3
*Minimum Credit Hours for TCC	15

Gas Tungsten Arc Welder	*Credits*
● WELD 1000 - Introduction to Welding Technology	4
● WELD 1010 - Oxyfuel and Plasma Cutting	4
● WELD 1110 - Gas Tungsten Arc Welding	4
● Occupational Elective	3
*Minimum Credit Hours for Graduation	15

Charlton County Schools CTAE Non-Discrimination Notice

The Charlton County School System offers the following Career, Technical, and Agriculture Education (CTAE) programs for ALL students in grades 9-12 regardless of race, color, sex, national origin, disability or English language proficiency:

- Agriculture, Food, and Natural Resources
- Business Management and Administration
- Education and Training
- Health Science
- Human Services- Cosmetology and Nutrition & Food Science
- Information Technology
- Timber Harvesting Operations
- Welding
- Work Based Learning

Anyone interested in more information regarding our non-discrimination notice, CTAE offerings, or specific prerequisites for any programs should contact:

Mr. Dale Cooper
Director of CTAE and Alternative Education
994 Indian Trail
Folkston, Georgia 31537
allencooper@charlton.k12.ga.us
(912) 496-2501 Office

Anyone with inquiries, complaints, or reports regarding nondiscrimination policies can also contact the system Coordinator of Compliance Activities:

Dr. Sherilonda Green
37 Touchdown Lane
Folkston, Georgia 31537
sgreen@charlton.k12.ga.us
(912) 496-2596 Office

Fine Arts Pathways (Graham and Sloan)

Educational programs in the Fine Arts pathways prepare students for career opportunities that will lead to multiple postsecondary options for advanced studies and skills. Students will be able to use these skills in a university or college setting and/or many career fields. A Fine Arts pathway may be followed in any of these four areas of study:

- Dance
- Music
- Theater Arts
- Visual Arts

A student can complete a Fine Arts Pathway when three units of credit from those courses have been successfully completed in any one of the four areas.

At CCHS, many students earn the Fine Arts/Music Pathway or the Fine Arts/Visual Arts Pathway. The following courses are offered for the Visual Arts Pathway at CCHS:

- Visual Arts/Comprehensive I
- Visual Arts/Comprehensive II
- Visual Arts/Comprehensive III
- Visual Arts/Comprehensive IV
- Visual Arts/Drawing I
- Visual Arts/Drawing II
- Visual Arts/Painting I
- Visual Arts/Painting II

For the **Fine Arts/Music Pathway**, students can choose three courses in any **band course or level**, **music theory**, or **chorus** to complete the requirements for the pathway.

<u>World Languages Pathways (Davis and Guidance)</u>

A World Language Pathway may be followed in any of the world language areas included in the state list of approved courses. A student can complete a World Language Pathway when the criteria described below has been met. World Language Pathway Criteria:

- Student's course history in one world language includes:
- 3 distinct high school Course Codes (three units of credit) or:
- 2 distinct Course Codes plus a third code (three units of credit) reflecting:
  - An AP* course, where AP courses are offered (60.01700, French; 60.07700, Spanish; 60.08110, Spanish Lit; 61.01700, German; 61.04800, Latin; 62.01960, Chinese; 62.03900. Japanese); or
  - An IB* course, where courses are offered (French, 60.01120, 60.01130; Spanish, 60.07130, 60.07160; German, 61.01120, 61.01130; Latin, 61.04120, 61.04130; Chinese, 62.01900, 62.01910; Japanese, 62.03920, 62.03930; Arabic, 63.01700, 63.01800;) or:
  - A post-secondary enrollment course in the same World Language
    **AP, IB and dual enrollment courses must have earned credit*

The most convenient option for CCHS students in this pathway is to earn credit for Spanish I and II on the CCHS campus and take a dual enrollment postsecondary course with a USG or TCSG institution. Other world languages can be pursued through the Georgia Virtual School's offering in language courses and AP or IB offerings in those same languages.

Work Based Learning (WBL) Minimum Guidelines

2026-2027

1. Students must have a job **BEFORE** they can be scheduled in work-based learning. The name of the employer and reliable contact information should be provided to the WBL Coordinator before the semester begins, so that the Coordinator can verify student employment.
2. Students are no longer able to schedule non-consecutive WBL blocks. The WBL blocks must be consecutive such as 1st and 2nd block or 2nd, 3rd, and 4th block, etc. For example, a student cannot schedule WBL during 1st and 4th blocks. Also, students cannot leave for one block during the middle of the day for WBL unless the job or internship and time is approved by the Coordinator.
3. Students **MUST** be a CTAE Concentrator to be eligible for WBL. A CTAE Concentrator is defined as a student who has taken two or more courses from the same CTAE Pathway or be scheduled in the second class of a pathway **DURING** the semester the student is enrolled in WBL. If a student has taken no CTAE classes and is not scheduled for the required amount during the WBL semester **OR** if the student has several CTAE classes but not in the same pathway (Ex. student has credit for agriscience and food science), then the student is not eligible for WBL. Students should plan to complete the CTAE Pathway by completing the third course if they have become a CTAE Concentrator.
4. The Coordinator reserves the right to deny any student access to the WBL program on the basis of poor attendance, disciplinary issues, or lack of academic progress.
5. Students in the WBL program should **NOT** go to work on any days that they have missed school unless **PRIOR** approval is given by the Coordinator.
6. Students in the WBL program **CANNOT** be **self-employed**. The student **MUST** work for an employer and be able to provide pay stubs or time sheets if pay stubs are unavailable or if the WBL assignment is an unpaid internship.
7. If the student plans to quit a job or change jobs, the student must contact the Coordinator immediately. These changes will be accepted at the Coordinator's discretion. If the student simply quits, he or she will be removed from the WBL program.
8. Students are not allowed to participate in WBL if their employer is an immediate family member including father, mother, legal guardian, older sibling, etc.
9. For every block of WBL, a student must work a minimum of 7.5 hours per week. Example: A student that has 3rd and 4th block WBL must work at least 15 hours each week.
10. Students that accumulate. **5 or more unexcused absences** in the semester prior to or during the WBL placement may be **removed** from the WBL program, and may not participate during the next semester of school (at least). The student must meet with the Coordinator after the fourth unexcused absence.
11. The Coordinator will conduct 1-2 site visits per semester to observe the student working. The Coordinator will also check in with employers once every 1-2 weeks to verify employment and to make sure the student is satisfactorily performing job duties.
12. The employer will complete an employee evaluation at the end of each semester which will count as a portion of the student's final grade.
13. WBL students will be required to complete employability skills writing assignments throughout the semester as a portion of their final grade.
14. Jobs in WBL should align as closely as possible to the student's CTAE Pathway. A percentage of the student placements can be out of pathway each year, but this will not be encouraged. The purpose of WBL is to serve as an extension to the learning experience gained through pathway completion and to help students develop employability skills.

Programs of Study

Required areas of study	ONE COMMON SET OF REQUIREMENTS FOR ALL STUDENTS
English 4 Units	• 9th grade Literature and Composition OR Literature and Composition I • 10th grade Literature OR Literature and Composition II • American Literature OR English 2130 • British Literature • English 1101 • English 1102 *A student must have 9th grade Literature and Composition/Literature and Composition I AND the English course aligned with the EOC that is required by the state plus 2 other credits for a total of 4 units of credit
Mathematics 4 Units	• Foundations of Algebra • Algebra I /Algebra: Concepts and Connections • Geometry/Geometry: Concepts and Connections • Algebra II/Advanced Algebra: Concepts and Connections • Statistical Reasoning • Pre-Calculus • Dual-enrollment Math
Science 4 Units	• Environmental Science • Biology • Physical Science OR Physics • 1 other Science (Physics, Chemistry, Human Physiology, Dual enrollment science or **CTAE approved science course) **The 4th science unit may be used to meet both the science and CTAE elective requirements for students in specific pathways.
Social Studies 4 Units	• Civics • U.S. History OR History 2111 or 2112 • World History OR History 1111 or 1112 • Personal Finance and Economics
Health/PE 1 Unit	• 1 unit
CTAE/Fine Arts/Foreign Language 3 Units	• CTAE and/or Foreign Language and/or Fine Arts for all students ***STUDENTS PLANNING TO ENTER OR TRANSFER INTO A UNIVERSITY SYSTEM OF GEORGIA INSTITUTION OR OTHER POST-SECONDARY INSTITUTION MUST TAKE TWO UNITS OF THE SAME FOREIGN LANGUAGE.
State Electives 4 Units	• Four additional elective units for all students
Locally Required 4 Units	• Four additional locally required units for all students
Total Credits Required - 28 Units	

Testing, Promotion, and Graduation Requirements

Carnegie Units Required for Promotion/Graduation Grades 9-12

9th to 10	5
10th to 11	12
11th to 12	20
Needed to Graduate	28

Special Education Students:
Decisions concerning the promotion or retention of students formally placed in special education programs shall be made by the assistant principal, classroom teachers, counselor, and special education teacher(s). A careful review of the student's actual performance weighed against his/her ability and educational goals as stated in the Individual Education Plan should be the deciding factor

State Mandated Tests

All Grades	Georgia Milestones End of Course assessment in the following courses: Literature & Composition II, Algebra: Concepts and Connections, Biology, and U.S. History. These tests will count as 20% of a student's grade in the course.

Local Mandated Tests:

All Grades	Growth Score, Write Score, IXL, MAP, STAR or any other assessment given by CCHS will be used to determine placement in remedial courses

Graduation Credentials

General Diploma	Must successfully complete the endorsed curriculum set forth in the applicable program of study.

Recommended Test Schedule

Test	*Recommended For*
Scholastic Aptitude Test (SAT)	11th-12th
American College Test (ACT)	11th-12th
Preliminary Scholastic Aptitude Test (PSAT)	9th-11th

Students should plan to take the PSAT twice. Taking this test helps prepare the student for the SAT. Registration must be sent in at least a month ahead of testing for the SAT. Students need to register as early as possible because there are a limited number of seats. Students should check with Student Services for dates and locations in the area. It is recommended that students take at least two English classes and through two Math classes before attempting the SAT or ACT. ***You must have an ID with your picture on it to take the SAT***

Fifth Year Students

Students should complete graduation requirements in four years of high school attendance. In the event that additional time is required, the student will have to meet with the principal to establish expectations. At the end of each additional semester, an evaluation of the student's progress toward graduation will be studied. If it is determined that there has been little or no effort of advancing toward graduation, an alternative education plan will be suggested. Fifth Year Seniors will automatically be assigned to Alternative School.

Grading

Grading Scale
Numerical grades will be recorded on the report card. The following scale is in effect:

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

Incomplete Grades
Students who have not completed the requirements for a course due to hardship circumstances may receive an incomplete grade. Students can make-up work or participate in credit recovery with the teacher to clear incomplete grades. A contract must be set up between the teacher and student by the counselor or the graduation specialist. All work must be completed within the first fifteen (15) days of the next semester. For athletic eligibility purposes, the incomplete grades must be cleared within the first fifteen (15) days. In courses that require a Georgia Milestones EOC, a grade of incomplete will be given if the student does not take the EOC. The grade will remain incomplete until the EOC requirement is satisfied during mid-month testing or during the next regularly scheduled testing window.

Grades
Final grades are reported for a course at the end of each course. Final exams for Non-Georgia Milestones End-of-Course classes will be given the last two days of the grading period. The student's numeric score on the Georgia Milestone End of Course assessment shall count for 20% of the student's final grade in the course. Final exams in non-Georgia Milestone End of Course assessment courses will count 20% of the course average. Only seniors can be exempt from exams. To be eligible for exam exemption in a course, the student must have a semester average of 90 or above and have 5 or fewer excused or unexcused absences for the semester. **Seniors are not exempt from taking Georgia Milestone End-of-Course assessments.** Red X and Blue X days are not included in the total.

Make-up Work
Please refer to the teacher's shared make up policy in the class syllabus.

Gifted Education

Gifted Education Philosophy
The philosophy of the Gifted Education Program is that the role of education is to maximize the strengths and potential of all learners. Gifted students have unique strengths and potential which require systematic, continuous, and flexible programming to provide the appropriately differentiated curricula and learning opportunities necessary to meet their individual needs.

Definition - Gifted Student
A student who demonstrates a high degree of intellectual and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities.

Charlton County High School Gifted Education Services Overview
Students, grades seven through twelve, in the Charlton County School System who demonstrate a high degree of intellectual, academic, creative and/or artistic ability shall be provided special services by the program for gifted students for a minimum of five (5) segments a week or the annual equivalent. Eligibility criteria for placement in this program shall comply with criteria established in the regulations of the State Department of Education Code IDDD (2), Rule 160-4-2-.38 Education Program for Gifted Students and the State Board approved regulation for Gifted Students.

Delivery models for serving gifted students shall include the advanced content class (6-12), cluster grouping (K-12), collaborative teaching (K-12), mentorship/internship (9-12), directed study (9-12), or any other State Department approved delivery model which appropriately serves the identified needs of the gifted students in grades 9 - 12.

Courses of study will be appropriately modified (in content, teaching strategies, and expectations of student mastery) for gifted students to be appropriate for gifted learners. Curriculum based on the Georgia Performance Standards shall focus on academic skills, using differentiated principles to provide opportunities for gifted students to achieve at levels commensurate with their identified abilities.

Eligibility Requirements

Georgia Eligibility Criteria for Gifted Programs (RULE 160-4-2.38 REFERENCE CHART) Multiple Criteria

- Information shall be gathered in each of the four categories.
- At least one of the criteria must be met by a score on a nationally normed test.
- Any data used to establish in one area shall not be used to establish eligibility in another.
- Any test score used to establish eligibility shall be current within two years.

Initial Eligibility

Option 1: A student must score ≥ 99th percentile (grades K-2) or the 96th percentile (grades 3-12) on the composite or full scale score of standardized **mental** ability test **and** meet one of the **achievement** criteria described below.

-OR-

Option 2: Qualify through a multiple-criteria assessment process by meeting criteria in any three of the four areas listed below:

Mental Ability	≥ 96th percentile, by age, on a composite/full scale or appropriate component score of a standardized mental ability test.
Achievement	≥ 90th percentile, by age or grade, on: Total Battery, Total Reading, or Total Math of a standardized achievement test **OR** A numerical score ≥ 90 on a scale of 1-100 on a superior student-generated product or performance evaluated by a panel of three or more qualified evaluators.
Creativity	≥90th percentile on the Total Battery score of a standardized test of creative thinking (must measure fluency, originality, and elaboration) **OR** Score ≥90th percentile on a standardized creativity characteristics rating scale. **OR** A numerical score ≥ 90 on a scale of 1-100 on a structured observation/evaluation of creative products and or performances evaluated by a panel of three or more qualified evaluators.
Motivation	GPA of at least ≥ 3.5 on a 4.0 scale in grades 3-12 (GPA based on top 10% by grade level.) **OR** A score ≥ 90th percentile on a standardized motivational characteristics rating scale. **OR** A numerical score ≥ 90 on a scale of 1-100 on a structured observation/evaluation of student generated products or performances evaluated by a panel of three or more qualified evaluators.

STATE REF: Georgia Board of Education Policy IDDD (2), Rule 160-4-2-.38; State Standard I 10 (lf); I 20. LEGAL REF: O.C.G.A., 20-2-152; 20-2-161 (b) (11)

Referral Options

All students referred for gifted services will be evaluated by the eligibility committee.

Reported Referral

Teachers, counselors, administrators, parents or guardians, peers, self and other individuals with knowledge of the student's abilities may refer a student for consideration for education services for the gifted.

Automatic Referral

Students who score at specified levels on a norm-referenced test as described below shall be referred for determination of eligibility for gifted education services. Scores on system wide standardized testing shall be used to refer students. All students who meet criteria listed below shall be referred. Local boards of education shall establish the criterion score needed on these norm referenced tests for eligibility:

85th percentile composite or
90th percentile total reading (including comprehension) or
90th percentile total math

Local boards of education shall ensure that any tests or procedures used in the referral process to determine eligibility for gifted education services meet standards of validity and reliability and shall be nondiscriminatory with respect to race, religion, national origin, sex, disabilities or economic background.

Contact Information

In the event of requests for appeals of decisions or procedural problems not specifically addressed in the local or Georgia Department of Education Resource Manual for Gifted Education Services, contact Mr. Matt Wainright, Director of Special Education, Charlton County School System (912) 496-2596

Special Education

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. Parents and/or students are provided with the following rights through the implementing regulations of Section 504 as set out in 34 CFR Part 104:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.

2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.

3. Your child has a right to participate in an educational setting (academic or nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs 34 CFR 104.34.

4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.

5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.

6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.

7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.

8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.

9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities.

10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement 34 CFR 104.35.

11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.

12. You have the right to examine your child's educational records. 34 CFR 104.36.

13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.

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

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

16. You have the right to, at any time, file a complaint with the United State Department of Education's Office of Civil Rights. The address of the regional office is: Office for Civil Rights; Region IV; 61 Forsyth Street, Suite 1970; Atlanta, GA 30303.

If you have questions, need additional assistance, or want more information regarding Section 504, please contact **Matt Wainright**, the Charlton County School System's 504 coordinator at the following address:

Charlton County Schools
37 Touchdown Lane
Folkston, GA 31537
(912) 496-2596
mwainright@charlton.k12.ga.us

Student Recognition and Awards

Honor Roll

Students who make good grades will be recognized after each 9-week grading period. To become eligible for the "A Honor Roll" the student must achieve all grades of 90.0 and above. To become eligible for the "Honor Roll" the student must achieve no grade lower than an 80 in all classes on their report card.

Election Rules:
No candy, homemade goods, food items, gifts or any of the like to be distributed for campaigning purposes. All campaign signs shall be removed from the school property the day after a final election.

All votes in elections will be collected and counted electronically.

Miss Shilofohaw and Mr. CCHS

Only those students who are members of the Honor Court will be eligible for Miss Shilofohaw and Mr. CCHS. Miss Shilofohaw and Mr. CCHS will be selected each school year by vote of the student body. The students must have participated in at least two school activities during their junior year and must be a senior in good standing with no serious disciplinary records with school or local law enforcement officials.

Election #1:

- Only senior class members vote.
- Girls and boys on the Honor Court are candidates.
- The two candidates receiving the most votes become Miss Shilofohaw and Mr. CCHS finalists.

Election #2:

- Grades 9-12 vote. Finalists are candidates.
- The female and male finalists receiving the most votes become Miss Shilofohaw and Mr. CCHS respectively.

Homecoming Court Election

Ninth, tenth and eleventh grades will have representatives in the Homecoming Court.

Election #1

- Each student will nominate one girl from his or her grade.
- The two girls with the most votes will become the finalists.

Election #2

- Finalists from election #1 are candidates.
- The girl with the most votes in election #2 will represent their grade.
- Students will vote only for girls in their respective grades.

Homecoming Queen Election

All senior girls may be candidates for Homecoming Queen; however, candidates for Homecoming Queen may not have been selected as "Miss Shilofohaw."

- Each girl in the Homecoming Ceremonies will be escorted by a parent/guardian.
- The Homecoming Queen will be crowned by the reigning queen or the Student Council President.
- The Master and Mistress of Ceremonies will be the Student Council President.

Election #1

- Each senior will nominate one girl for queen.
- The four girls receiving the most votes will be candidates for queen.

Election #2

- The student body will vote for one girl.
- The girl receiving in excess of 50% of the votes shall be named Homecoming Queen. (In the event that no girl receives in excess of 50% of the vote, there will be a run-off between the two girls receiving the highest percentage of votes.). The other three candidates will be named Queen's Attendants.

Senior Superlatives:

To be eligible for senior superlatives, students must be classified as a senior. Seniors can hold only one senior superlative. Senior superlatives are voted on by their peers.

Election #1:

- The senior class will nominate one senior from the list of eligible seniors for each category.
- The two seniors with the highest number of votes will be finalists.

Election #2:

- The senior class will vote for one senior from each category from the list of finalists from Election #1.
- The senior with the most votes in each category will be awarded the senior superlative.
- In the event of a candidate winning in more than one category the student will have to pick a category. leaving one category with no winner. In this case, the senior from Election #1 with the next highest number

of votes will be awarded the senior superlative for that category. In the event of a tie we will have a run off between the two candidates.

Prom Voting/Information:
All senior boys who purchased a prom ticket will be eligible for Prom King. All senior girls who purchased a prom ticket will be eligible for Prom Queen.

Election #1:
- Each senior who purchased a prom ticket will nominate one boy and one girl for Prom King and Queen from the list of eligible seniors. The two boys and two girls with the highest number of votes will be finalists.

Election #2:
- All seniors and juniors who have purchased a Prom ticket will vote for Prom King and Queen. After Election #2, the boy with the most votes will be awarded Prom King, and the girl with the most votes will be awarded Prom Queen.

Class Officers:
In order to be eligible for class officer nominations, students must complete the Class Officer Election Packet. Students who earn 40 or more points on the rubric will be placed on the ballot. The rubric consists of the following areas of eligibility: basic student information, attendance, application questions, and teacher recommendations. Students who do not meet the minimum score on the rubric will not be placed on the ballot for elections. Additionally, students must have been enrolled in the Charlton County School District for the previous two semesters, before nominating themselves for a class office. Once students have been determined eligible, elections will be conducted as follows:

Election #1:
- Students in their respective grades will nominate one student for each class office (President, Secretary, Treasurer).
- The two students with the highest number of votes will be considered finalists for each class office.

Election #2:
- The student with the most votes in each class office will win that position.
- The person receiving the second highest number of votes in the presidential election will be the vice president.

Once students are elected, they will be required to sign a class officer contract. This document outlines the responsibilities, duties, and expectations of class officers. If a student violates the contract, the steps outlined in the contract will be followed. These documents are on file with the school administration and Student Council Sponsor.

Honor Court
Honor court averages are determined from all required academic courses completed at the end of a student's junior year. However, the Honor Court will be determined by the number of seniors enrolled at the beginning of the school year. Any student who has been enrolled from the beginning of their junior year and completed or is enrolled in eighteen (18) of the following courses*, is maintaining a "B" average, and is in the upper ten (10) percent of the class will be a member of the Honor Court:

- ✔ 9th Grade Lit/Literature & Composition I
- ✔ 10th Grade Lit/Literature & Composition II
- ✔ Two of the following:
- ✔ English 1101
- ✔ British Literature OR English 1102
- ✔ American Literature OR English 2130

** English 1101 is a prerequisite for 1102 and 2130

- ✔ Civics OR Political Science 1101
- ✔ US History OR History 2111 OR History 2112
- ✔ World History OR History 1111 OR History 1112
- ✔ Personal Finance and Economics

- ✔ Spanish I
- ✔ Spanish II
- ✔ Or approved sequence in another language through GAVS or Dual Enrollment
- ✔ Algebra I/Algebra:Concepts and Connections
- ✔ Geometry/Geometry:Concepts and Connections
- ✔ Algebra II/Advanced Algebra:Concepts and Connections

- ✔ 4th math option OR Math 1111OR Math 1127 OR upper level Dual Enrollment math

- ✔ Environmental Science OR Chemistry
- ✔ Biology
- ✔ Physical Science OR Physics
- ✔ Chemistry, Physics, Human Anatomy & Physiology,OR Dual Enrollment science
- ✔ **Physical Science or Physics is a prerequisite for Chemistry

**In areas where choices are specified, such as English 12, AP English etc and Chemistry, Physics, etc., students are encouraged to take as many of these upper level courses as possible, but only the highest grade will be considered in calculations for academic honors. Upper level does not mean accelerated or enriched content. It means courses typically taken in the upper grades by students.*

Honor Graduates

Any student who successfully completes the 18 required academic courses in the Honor Court Section with an average of a minimum of 90.0 or better will be considered an honor graduate and noted on the commencement program.

Top Ten Percent Grades 9-11

Top ten (10) percent of student's grades 9-11 are determined by averaging all grades earned in academic courses taken through the first semester of the school year. 9th grade students must have at least 2 academic classes by the end of semester 1 to be eligible. Foundations of Algebra does not count towards this honor. Students must be enrolled in CCHS from the beginning of their junior year for 11th grade eligibility.

Junior Usher for Graduation

Ushers for graduation will be the top six (6) students academically in the junior class. They must be enrolled or have completed eleven (11) courses listed in the Honor Court Section and be willing and able to participate in all graduation exercises and practices. Averages are determined through the first semester of the junior year.

Graduation Participation

Students who complete graduation requirements at the end of the first semester must clear with the Student Services Department in order to participate in graduation. All fees and/or fines must be paid to participate in graduation. Charlton County Board of Education policy states that no student may march with the graduating class unless the student is fully qualified to receive a diploma from CCHS.

Salutatorian

The Salutatorian will be the student with the second highest academic average in advanced level at the conclusion of the sixth week of the 4th nine (9) weeks grading period of his/her senior year. The student must have successfully completed the 18 required courses listed in the Honors Section and enrolled at Charlton County High School for the eleventh and twelfth grade years.

Valedictorian

The Valedictorian will be the student with the highest academic average in advanced level at the conclusion of the sixth week of the 4th nine (9) weeks grading period of his/her senior year. The student must have

successfully completed the 18 required courses listed in the Honors Section and enrolled at Charlton County High School for the eleventh and twelfth grade years.

Students previously enrolled in an alternative setting
Students that were placed in an alternative setting for behavior or academics are not eligible for Honor Court, top ten percent, Valedictorian, Salutatorian, or to be an Honor Graduate.

Extracurricular Activities

Eligibility for Athletic and Literary Competition
To be eligible to participate in extra-curricular activities in grades 9-12, a student must pass three (3) out of four (4) classes the semester preceding participation. In addition, the student must be on track with his/her class based on his/her entrance in the ninth grade. Also, the student must maintain a record of good behavior to be eligible to participate in extra-curricular or co-curricular activities. Sponsors of these activities are responsible for ensuring the eligibility of student participants each semester. Membership in the band, athletic teams, cheerleading, literary/solo ensemble competition, drama team, and debate team is determined by try-outs, which are regulated by the director of the activity. Information about qualifications and try-outs can be obtained from the director, sponsor or coach of each activity.

Students who choose to participate in extracurricular activities representing Charlton County High School are expected to maintain the highest standards of conduct in the classroom and on the field of competition or service. Failure to do so can result in the loss of the privilege to participate. Students must meet the eligibility requirements established by the school, the local board of education, the State Department of Education, and Georgia High School Association as may be applicable.

Students participating in extra-curricular activities must adhere to attendance policies outlined in the School Attendance and Participation of School Functions section of this handbook.

School Clubs and Organizations
Participation in school clubs and organizations is an excellent opportunity for students to meet a variety of people, to promote leadership and organizational skills, and to discover more about areas of particular interest or talent. In accordance with Georgia Code 20-2-751.5, parents may choose to decline permission for his or her child to participate in a club or organization by completing the Opt Out form included in the Student Information Update Packet distributed to students at the beginning of the school year or upon enrollment. Students may participate in the following school clubs and organizations for this school year.

Art Club
Sponsor: Mr. Josh Graham

The mission of the Art club is to provide students with a creative outlet for their artistic talents while enjoying working with their peers and helping to better CCHS. The Art club supports the school as a whole. Funds raised by Art Club students are used to broaden students' understanding of the place art takes in our school, our community, and today's world. Art club events include annual help at Homecoming, support of Sunbridge Nursing Home, work with the Okefenokee Festival, and artistic work with CCHS One Act Play. Art club trips include Cummer Museum of Art, SCAD, and Reddi Arts Art Supply store.

Beta Club
Sponsor: Dr. Natalie Newvine

The mission of Beta Club is to recognize academic achievement while encouraging service to others. Club events include service projects to benefit the school and community.

Charlton County Senior 4-H Club
Advisor: Mrs. Rena Potter

The mission of Charlton County 4-H is to assist youth in acquiring knowledge, developing life skills, and forming attitudes that will enable them to become self-directing, productive and contributing members of society. This mission is accomplished, through "hands on" learning experiences focused on agricultural and environmental issues, agriculture awareness, leadership, communication skills, foods and nutrition, health, energy conservation, and citizenship.

Drama Club
Sponsors: Mrs. Katy Ruth Huling and Dr. Natalie Newvine

The mission of Drama Club is to provide opportunities for students to participate in theater productions. Planned activities include participation in the Spring Musical and One Act Play.

Family, Career, and Community Leaders of America (FCCLA)
Sponsor: Mrs. Jamie Haynes

The mission of FCCLA is to promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and vocational preparation. FCCLA members develop and lead projects that address important personal, family, career, and societal issues. Planned activities include:

- Region & State STAR Events
- Travel to Fall Leadership Rally in Perry
- Travel to State Leadership Meeting in Athens
- Community Service Activities
- Participation in FCCLA National Programs

Fellowship of Christian Athletes (FCA)
Sponsor: Mrs. Katy Ruth Huling

The mission of FCA is to present to athletes and coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church. Planned activities include community service activities.

Future Business Leaders of America (FBLA)
Sponsor: Mrs. Aleshia Sumpter

The mission of FBLA is to provide opportunities for students interested in careers in the business world to learn more about business topics and meet others with similar interests. Planned activities include fundraising, studying business material, competing at the regional, state, and possibly national levels.

Future Farmers of America (FFA)
Sponsor: Mr. Alex Chism

FFA is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. To accomplish its mission, CCHS FFA hosts and participates in numerous individual, chapter, and community events each year. Some of the learning and travel opportunities include regional and state contests, Okefenokee Fair, State and National Conventions, Local and Regional Banquets, Local and State Livestock Shows, National FFA Week, FFA Sweetheart Pageant, and FFA Camp. FFA members are also eligible to apply for four local scholarships and numerous state and national scholarships.

Future Georgia Educators (FGE)
Sponsor: Mrs. Meagan Bell

Future Georgia Educators (FGE) is dedicated to inspiring and preparing the next generation of teachers and education professionals by developing leadership skills, fostering professional growth, and promoting careers in education. Through hands-on experiences, service learning, and career exploration opportunities, FGE members gain valuable insight into the field of education while making a positive impact in their school and community. To accomplish its mission, CCHS FGE hosts and participates in a variety of activities throughout the year, including community service projects, college and career exploration events, and Future Educators Signing Day. Members may also participate in networking opportunities with education professionals. FGE provides students with opportunities to build employability skills, explore teaching as a career, and prepare for future success in the field of education.

Journalism Club
Sponsor: Mr. Josh Graham

Shilofohaw, Flaming Arrow, and Expressions (creative writing/arts journal) - The missions of *Shilofohaw, Flaming Arrow*, and *Expressions* are to provide students experiences with journalism and producing publications. Planned activities include producing a bimonthly newspaper providing the CCHS student body with school, community, and world news, producing a yearbook for purchase by faculty and student body, and publishing a creative writing/arts journal that will include the literature (poetry, short stories, and essays) and art work (paintings, drawings, photography, etc.) of CCHS students. Planned events include numerous fund-raising activities such as the sale of advertisements to local businesses, selling candy, doughnuts, and portrait settings.

Student Council
Advisor: Ms. Ashley Richard

Student Council is a service organization whose purpose is to promote school spirit and school pride through projects, activities, and other school related events as sanctioned by the school administration and staff. Each spring, the Student Council shall hold an open enrollment for membership for the next school year. Any student with a C average or higher is eligible for enrollment. To remain an active member of Student Council, members must:

1) Maintain a C average
2) Receive no serious office referrals that result in ISS or OSS assignments
3) Miss no more than 3 meetings
4) Serve on 1 committee and
5) Participate in 2 service projects per semester.

Athletics Policies

All participants in CCHS athletic programs are required to abide by all rules and regulations of the Georgia Department of Education, the Georgia High School Association, the Charlton County School Board, and Charlton County High School. Additionally, there may be specific rules outlined by the various coaches of each sport to which students should adhere. Rules of the CCHS athletic department which require special emphasis are as follows:

1. Any student charged in any crime that results in detainment or arrest for the student's guilt or association in the crime shall be suspended from the Athletic Program pending a hearing before the Athletic Disciplinary Panel. It is the responsibility of the student-athlete to self-report such arrests to the CCHS administration. Possible discipline for detainment or arrest includes but is not limited to:

- Suspension for a season
- Suspension for a number of games (panel determination)
- Discipline by a coach within the sports program
- Student may be cleared of wrongdoing; no discipline.

A second offense for which the student is charged with a crime and is detained or arrested by a law enforcement agency for the student's guilt or association in the crime will result in a mandatory appearance before the Athletic Disciplinary Panel and may result in permanent suspension from all sports programs at Charlton County High School.

2. Students caught using alcohol will be required to attend counseling for alcohol use and abuse with the school counselor or other counselor as designated by the principal. Second offense: student will be suspended from participation for four games or four weeks, whichever time period is longest. Third offense: the student will be removed from all athletic activities and programs at Charlton County High School.
3. Students caught using illegal drugs will be required to attend counseling for drug use and abuse with the school counselor or other counselor as designated by the principal. The student and his or her parent(s) are required to meet with the principal and other such school personnel as deemed necessary by the principal. Second offense: student will be suspended from participation for four games or four weeks, whichever time period is longest. Third offense: the student will be removed from all athletic activities and programs at Charlton County High School.
4. Students caught selling illegal drugs will be dismissed from the team immediately. The coach, athletic director and principal will review return to the sports programs at CCHS.
5. Students who are serving out-of-school suspension are ineligible to practice or to participate until they return to school in good standing. Students who are serving in-school-suspension are allowed to participate after the final day of ISS is complete.
6. Students must ride the team bus to and from all athletic events in which they participate. Only a parent or legal guardian may take a student home after an away contest, but it must first be cleared by the coach. No written notes will be accepted.
7. Students must attend school for the entire school day to be eligible to participate in an athletic event held that day.
8. The Athletic Disciplinary Panel will consist of an assistant principal, athletic director, and a teacher appointed by the principal.