CHARLTON COUNTY SCHOOLS

2026-2027

PARENT/STUDENT HANDBOOK



Bethune Middle School: Dr. Heather Huling, Principal (912) 496-2360

Folkston Elementary School: Heather Rigdon, Principal (912) 496-7369

St. George Elementary School: Rachel McCullough, Principal (912) 843-2383

Disseminated 8/4/2026

Foreword

The contents of this handbook have been adopted by the Charlton County Board of Education as policy for the Charlton County middle and elementary schools. 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.

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 the central office facilities.

In addition, one may contact the coordinator of compliance activities listed below:

Dr. Sherilonda Green

Compliance Director

Charlton County Board of Education
37 Touchdown Lane
Folkston, GA 31537
(912) 496-2596

Parents,

Please sign below indicating that you have read the ***Student Handbook*** and the ***Student Code of Conduct and Discipline*** and return to your child's school. If you have any questions, please talk with your child's principal. Thank you for your cooperation in providing quality education for all the children in the Charlton County School System.

I accept the responsibility to follow the rules and regulations outlined in this handbook.

Student signature _____ Date_____

Parent signature _____ Date _____

A. Permission to email parents

I understand by providing my email address to teachers and administrators that I am giving them permission to email me information regarding my child. This gives them the right to communicate important events, information and ask questions regarding my child via my email account.

Additionally, I will be responsible for notifying my child's school of any changes to my email account. **Parent/Guardian Initials_____**

B. Permission to include student in media coverage

There may be times during the school year when different media groups (newspapers, television, etc.) will cover activities at the various Charlton County schools with articles, video or still photography that may be published locally or nationally. In addition, schools or the district may want to include school-oriented articles, video, or photography in their own publications and/or on their own websites. **Parent/Guardian Initials_____**

C. Athletics and media coverage

I understand that if my child participates in middle school sports, the sports events at which he/she competes are public events and may be covered by various media. I also understand that my child's photo, name and other identifying information may be published by district and/or non district media in print and/or electronic coverage of sporting events in which my child participates.

Parent/Guardian Initials_____

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Charlton County School System

Vision

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

Mission

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

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.

Charlton County District Focus Areas

All teaching and learning activities begin, progress, and end with an in-depth and intense focus on state standards.

- Communication with stakeholders is frequent, consistent, meaningful, and documented and includes student progress and celebrations of success.
- Teacher and leader effectiveness and growth are promoted and supported with the expectation of improving student learning.
- Interventions, based upon formative assessments and other student performance data, meet the needs of individual students and are developed, implemented, monitored, and documented through the Multi-Tiered System of Supports (MTSS).
- Summative and formative student achievement data are consistently collected and analyzed to guide instructional planning.

Current Board Members

Mr. Curtis Nixon .....Chairperson
Mr. John Canaday.....Vice-Chairperson
Mr. Wesley Green.....Member
Mr. Brian Kern.....Member
Mrs. Deborah Young.....Member
Mr. Kelly Murray.....Superintendent

Instruction

Curriculum

Pre-Kindergarten: The Charlton County Pre-K program successfully prepares children for school by providing an opportunity for them to develop school readiness skills in an environment that encourages children to learn. The Pre-K program promotes learning and growth in reading, writing, math, science, social studies, art, music and drama. Students must be four years old on or before September 1st to be eligible to enroll in Pre-K.

Kindergarten: The function of the kindergarten program is to provide readiness activities so that the students will be successful in the first grade. Activities are provided in language arts, mathematics, science, social science, career education, health, art, music and motor skill development, and guidance activities. Students must be at least five years old on or before September 1st to enroll in kindergarten.

Primary (Grades 1-4): The major role of the primary grades is to help the students become proficient in listening, speaking, reading, writing and number concepts. The majority of the school day at this level is spent in reading, language arts, and math activities. The curriculum includes P.E., music, health, art, and college and career lessons also.

Middle School (Grades 5-8): The major role of the upper elementary grades is to continue and extend the general educational program of the primary grades by providing experiences in the basic learning areas of communicative skills, computational skills, and investigative skills. The curriculum emphasizes basic skills in the content areas, thinking skills, personal learning skills, and student activity programs. Students are encouraged to explore and develop their interest in a wide range of activities and understand that learning is a life-long process.

Report Cards

Report cards will be issued at the end of each nine (9) weeks. The report card will be taken home and signed by a parent or guardian. Progress reports are sent home four and one-half weeks into each nine weeks grading period.

GRADING SCALE Kindergarten			**GRADING SCALE** Grades 1-8	
E	(Exceeds) 100-90		A	100-90
S	(Satisfactory) 89-80		B	89-80
N	(Needs Improvement) 79-70		C	79-70
U	(Unsatisfactory) Below 70		F	Below 70

PARENT - TEACHER CONFERENCES

In order to schedule a conference with your child's teacher, contact the school office or your child's teacher for an appointment.

HOMEWORK AND CLASSWORK

Students are expected to complete all work assigned by the teacher. The majority of work can be completed at school; however, reasonable homework assignments are expected to be completed on time.

HONOR ROLL

"A" Honor Roll - Students receiving an average grade of A will be recognized.

"A-B" Honor Roll - Students receiving A's and B's in all subjects for each 9-week grading period will comprise the AB list. The Honor Roll is based on actual grades earned.

PROMOTION

REQUIREMENTS FOR GRADES 3, 5, AND 8 (a) Promotion of a student shall be determined as follows:

1. No third grade student shall be promoted to the fourth grade if the student does not achieve grade level on the state-adopted assessment in reading and meet promotion standards and criteria established by the local board of education for the school that the student attends.

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

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

Students in Grades 3, 5, and 8 who do not participate in the Milestones Assessment will be subject to the state policy described above (see State Board rule IHE 160-4-2-.11).

If parent/guardian disagrees with the final decision of the Retention Review Committee, then an appeal process can be followed through the Charlton County Board of Education.

If the parent or guardian or teacher(s) appeals the decision to retain the student, then the school principal or designee shall establish a placement committee to consider the appeal.

Kindergarten:

For a student to be promoted from Kindergarten to Grade 1:

A. He/she must pass ELA and math

B. He/she must demonstrate grade level proficiency on Kindergarten progress monitoring assessments.

C. Exceptions to the promotion/retention policy can only be made by a Student Support Team composed of teachers, parents, and school administrators.

No student shall be placed in Kindergarten for more than two years.

Grades 1-2:
For a student in grades 1-2 to be promoted to the next grade:
A. He/she must pass ELA and math
B. Exceptions to the promotion/retention policy can only be made by a Student Support Team composed of teachers, parents, and school administrators.

Grades 3-5:
For a student in grades 3-5 to be promoted to the next grade:
A. He/she must pass ELA and math *and* must pass one of the following: social studies or science.
B. Exception to the promotion/retention policy can be made only by a Student Support Team composed of teachers, parents, and school administrators

Grades 6-8:
For a student in grades 6-8 to be promoted to the next grade:
A. He/she must Pass language arts *and* math and either science or social studies
OR
B. Pass language arts *or* math and pass both science and social studies
C. Exception to the promotion/retention policy can be made only by a team composed of teachers, parents, and school administrators.

SPECIAL EDUCATION STUDENTS

Decisions concerning the promotion or retention of a student formally placed in special education programs shall be made by the principal, classroom teacher(s), special education teacher(s), and parents. 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.

MEDIA CENTER

The purpose of the school media center is to enrich the curriculum by offering varied materials to students, faculty members, and the community. The media center is used for reading, research, and as a work center for the entire school. In order to best serve all users, the following rules have been established and will be observed:

1. The library is available for both returning and checking out books during normal school hours.
2. Check-Outs: Books are checked out by the borrower at the circulation desk. Each student will give the staff member his/her student number and name. All borrowers (student, faculty and community) are responsible for the materials until the materials are returned in the same condition to the library staff.
    a. Books may be checked out two at a time by students for two weeks and may be renewed.
    b. The library staff encourages students to return and check out books often so that more books may be read and enjoyed by all students.
3. If a book is lost or damaged, the student will be charged the full purchase price. All lost or damaged books should be reported to the library staff immediately. If a book is not found in a reasonable length of time, the student will be expected to pay for it. If the book is later found and is in good condition, the money will be refunded.
4. Students who have overdue or damaged books may not check out additional books until fines have been paid in full.

TEXTBOOKS

Textbooks are furnished by state and local funds and are issued at the beginning of each school year. A student who loses or damages a book while it is checked out will be required to pay the full replacement cost for it.

PHYSICAL EDUCATION

All students are expected to participate in physical education unless excused for a valid reason. In order to be excused, a student must bring a note from home. When the request to be excused is for a duration of more than one day, the note should be from a doctor and include the anticipated length of time. Students who become ill at school will be excused by the classroom teacher or physical education teacher.

GIFTED EDUCATION SERVICES

Gifted services are offered for all eligible students in grades K-8. Referrals for consideration may be made by teachers, counselors, administrators, parents, peers, or the student. To be eligible for gifted education services, a student must either:
(a) score at or above the 99th percentile (for grades K-2) or the 96th percentile (for grades 3-12) on the composite or full scale score of a standardized test of mental ability or
(b) qualify through a multiple criteria assessment process by meeting the criteria in any three of the following four areas: mental ability (intelligence), achievement, creativity and motivation.

Students who demonstrate satisfactory performance in gifted education services shall continue to receive such services. Any student who fails to maintain satisfactory performance in gifted education services could be placed on probation for one semester, during which time the student shall continue to receive gifted education services. A review shall be conducted prior to cessation of gifted education services.

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 at: http://public.doe.k12.ga.us/sb10.aspx for more information about the state scholarship program.

CHARLTON COUNTY SCHOOL SYSTEM

Section 504:

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 for 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

CHILD FIND

The Charlton County School System seeks to locate and identify all children with disabilities in Charlton County. A disabled person under the age of 22, who resides in the county, attends a public, private, or home school in Charlton County, is highly mobile, or homeless may be eligible for special education services.

To refer children between the ages of 3-21 for consideration to receive special education services through the public school system, please contact:

Mr. Matt Wainright with the Charlton County School System (912-496-2596).

For children 0-3 years of age, please contact Babies Can't Wait (800-429-6307).

NOTICE OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT Under the Educational Rights and Privacy Act (20 U.S.A. 1232g), you have a right to:

1. 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.

2. 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.

3. 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.

4. 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.

5. Obtain a copy of the policy that the Board of Education has adopted regarding access to the records.

Directory Information

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

1. Student's name, address, and telephone number.
2. Student's date and place of birth.
3. Student's participation in official school clubs and sports.
4. Weight and Height of student if he/she is a member of an athletic team.
5. Dates of attendance at the School System schools.
6. Awards received during enrollment in the Charlton County Schools.

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 10 days after the first day of school.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

Charlton County Public Schools have instituted the Multi-Tiered System of Supports (MTSS) concept as part of its instructional plan. MTSS span all grade levels, K-12. Any student who experiences difficulty in his/her instructional day is eligible for the MTSS process. A Multi-tiered System of Supports MTSS is a data-driven prevention framework that uses Assessment (Screening and Progress Monitoring) to identify and predict students who may be at risk for poor learning outcomes or who experience social/emotional needs, and/or behavioral concerns that impact learning. A request for service from MTSS may be made by any student (for him/herself), teacher, administrator, or parent. Typical techniques used by the MTSS team: assessment of learning styles, evaluation of developmental/achievement levels, modification of the curriculum, identification of the need for better home-school communication and coordination.

For more information on MTSS involvement, contact your child's teacher, Mrs. Shantelle Roberson (MTSS coordinator), or administrator.

PARENT ENGAGEMENT

Both elementary schools and the middle school have an active Parent Engagement Committee (PEC) that plans extracurricular activities for parents. Research shows that parental involvement has a very positive effect on students' academic progress and over-all success. All parents are encouraged to be involved in their child's education and participate in school activities. Copies of the system and school parent involvement policies are available at the Charlton County Board of Education office and each Title I school office and online at www.charlton.k12.ga.us.

PARENT'S RIGHT TO KNOW TEACHER and PARAPROFESSIONALS' 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:

1. 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.

2. 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.)

ENROLLMENT AND ATTENDANCE POLICIES -

Public School Choice

Parents of K-12 public school students in Georgia now have the option to enroll their child in any school within the local school district in which they now reside.

- A parent/guardian can elect to send a child to another public school in the same school district as long as there is classroom space available at the school after its assigned students have been enrolled;
- If a parent elects to exercise this choice option, the parent assumes all costs associated with transporting the child to and from the selected school; and
- A student who transfers to another school pursuant to this law may, at his or her election, continue to attend such school until the student completes all grades of the school.

Enrollment Procedure

Students shall be admitted to the Charlton County Schools provided they meet the requirements listed below.

1. The child and the legal parent or guardian must reside in Charlton County (proof of residency required).
2. A certified copy of a birth certificate must be presented when a child enrolls in kindergarten or first grade for the first time.
3. State law requires a certificate of immunization (unless a waiver is on file) and an official copy of the child's social security card.
4. Records from the last school attended should be presented. A child may be enrolled without such records but the principal may make a decision as to grade placement of the student.
5. All students born on or after January 1, 2002 entering or transferring into seventh grade and any transferring "new entrant" entering into 8th-12th grades in Georgia must provide proof of an adolescent pertussis (whooping cough) booster vaccination (called "Tdap") ***AND*** an adolescent meningococcal vaccination (MCV).
6. Georgia law states students must have an Ear, Eye and Dental Certificate from the county health department. Students new to the State of Georgia must file this certificate with the principal's office within 120 days of enrollment. Students will be withdrawn from school if this form is not received.
7. Charlton County Schools offer a limited number of Pre-K classes. Parents must present proof of residency, a certified copy of the child's birth certificate, immunization and social security card (if available), to be admitted to the Pre-K program.

Attendance and Absence from School

Regular and punctual attendance on the part of all students is necessary for success in school. Repeated tardiness and absences may cause one to become discouraged and bring about failure in school. The Charlton County Board of Education has 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. The calendar does not contain nor does the Charlton County Board of Education recognize vacation trips out of town with family members. The Charlton County Board of Education has set five (5) school days as the maximum number a student can miss from any given class during the school calendar year. After five (5) unexcused absences, parents of students age 14 and younger may be referred to State Court for prosecution. Students shall be required to be in attendance for the full session of the school the child is eligible to attend. Absence from school is defined as the non-attendance of a pupil on any day school is in session. **For personal illness, a maximum of six (6) days per year may be excused by a parent note. After six days, a doctor's excuse will be required in order to receive an excused absence for the personal illness.** Students who are going to be out of school for a minimum of ten (10) consecutive school days or more due to medical reasons, should contact the office to request services through the Hospital/Homebound Program. Parents or legal guardians of students who feel extenuating circumstances are present to the extent that credit should be given, may communicate such circumstances to the child's principal.

1. Upon consideration of these circumstances, the principal may then grant or deny credit. Communication to the principal may be made in person, in writing or by telephone; in any event this communication must occur within ten days after the issuance of report cards.
2. If the principal denies credit, within twenty-four (24) hours thereafter, a parent or guardian may request to appear before an appeal board which shall be composed of two teachers previously designated by the principal. The principal shall also serve on the appeal board. The principal shall notify the parent or guardian of the date, time and place to appear before the appeal board.
3. The decision of the appeal board may then be appealed to the superintendent.
4. After the decision of the superintendent is rendered, an appeal may be filed with the Charlton County Board of Education through its executive officer, the school superintendent.

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. Exceptions to this rule will be at the discretion of the principal.

Attendance/Behavior and the Teenage Driver Responsibility Act

Georgia's SB 100, signed into law on April 16, 2015, makes significant changes to the Teenage and Adult Driver Responsibility Act by eliminating the requirement for schools to submit noncompliance data for students with excessive unexcused absences and certain discipline infractions. Effective July 1, 2015, schools will simply have to certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit. Beginning on July 1, 2015, schools will use the new **Certificate of School Enrollment** form, available in the front office, to certify that a student is eligible for a driver's license or learner's permit. The Certificate of School Enrollment form will replace the Certificate of Attendance form and the Certificate of Eligibility for Restoration of Driving Privileges form.

Truancy

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.

Charlton County Schools
Attendance Policy & Procedures for
Excessive Unexcused Absences & Tardies
Grades K-8th

EXCESSIVE ABSENCES

1. When a student has three **(3) unexcused absences,** the school will send a letter to parent/guardian notifying them of absences, and a referral will be sent to the school counselor.

2. When a student has five **(5) unexcused absences,** the school counselor will send a letter to the parents/guardian, notifying them of absences. A referral will be sent to the district School Social worker, who will send a notification to the parents. The parents will be required to attend the Charlton County Truancy Task Force at the Charlton County Board of Education.

3. **Any additional absences after five (5) unexcused (once the Truancy Task Force meeting has taken place)** will be referred by the School Social Worker to the Charlton County State Court for truancy charges.

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:

A) after school
B) teacher planning days/teacher work days
C) early release days

EXCESSIVE TARDIES

A LITTLE LATE IS TOO LATE. The student who is tardy for school loses valuable instructional time, and begins the school day trying to "catch-up" with the class and the teacher, which often creates a frustrated, negative attitude, and causes an undesirable disruption in the classroom.

The penalty for excessive tardies will be at the principal's discretion depending upon the severity of the tardies and the circumstances surrounding the tardies. **Students arriving late must report to the office for a tardy pass and should be accompanied by the parent. Students will also be counted tardy when checked out of school before the afternoon dismissal.** The possible penalties for excessive tardies are as follows:

1) Lunch detention – student may be required to eat at a designated table isolated from peers during lunch

2) Recess detention – students may be required to sit in from recess and make up work missed because of tardiness and/or students may be required to sit out a portion of the recess time (ex; 5 minutes, 10 minutes, etc).

3) After school detention: students may be required to stay after school to make up missed work/assignments.

When a student has five (5) or more unexcused tardies, the school counselor will send home a letter to inform the parents. If the student has more than ten (10) unexcused tardies, (including arriving at school after the tardy bell or leaving school before the afternoon dismissal), a referral will be made to the district School Social Worker.

ATTENDANCE LAW

a) **Every parent**, guardian, or other person residing within this state having control or charge **of any child or children between their sixth and sixteenth birthdays shall enroll and send such child or children to a public school, private school, or a home study program** that meets the requirements for a public school, private school, or home study program.

b) Any parent, guardian, or other person residing within this state having control or charge of any child or children who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not to exceed $100.00 or imprisonment not to exceed 30 days, or both. Absent from school in violation of this part will constitute a separate offense.

c) All children enrolled for 20 school days or more in the public schools of this state prior to their sixth birthday shall become subject to all of the provisions of this article, the provisions of Code Sections 20-2-690 through 20-2-702, and the rules and regulations to the State Board of Education relating to compulsory school attendance even though they have not attained six years of age. (Code 1981, §20-2-150, enacted by Ga. L. 1985, p. 1657, §1; Ga. L. 1987, p. 1169, §1.)

ABSENCES AND EXCUSES

Absence from school may be excused for the following reasons:

1. By parent note, maximum six (6) days per year.
2. Doctor's excuse.
3. A serious illness or death in a student's immediate family necessitating absence from school.
4. A court order or an order by a governmental agency mandating absence from school.
5. Celebrating religious holidays, necessitating absence from school.
6. Conditions rendering attendance impossible or hazardous to student's health or safety.

Absences shall not penalize a student's grades if the following conditions are met:

1. Absences are excused.
2. Make up work for excused absences were completed satisfactorily.
3. A grade average of 70 or above has been earned in the course work.

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. No notes will be accepted after three (3) days have elapsed from the date of the student's return to school.
2. A maximum of six (6) days will be excused by a parent note per year. After six (6) days documented by parent notes, one of the reasons listed on the previous page will be required in order to receive an excused absence.
3. Out of school suspension is considered an unexcused absence and will result in zeros, unless extra make up work is completed.

MAKE-UP WORK

Students shall have an opportunity to make up work missed because of an absence. It shall be the student's responsibility to initiate the make-up process at the convenience of the teacher. All make-up work shall be scheduled with the teacher no later than the end of the third day back at school.

CLASS ATTENDANCE

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

LEAVING CAMPUS

Students are not permitted to leave the school grounds at any time during the school day without authorization from the school office.

EARLY DISMISSALS

Early dismissals are discouraged. When possible, make dentist and doctor appointments after school hours. When early dismissal becomes necessary, the student should bring a note from the parent or guardian to the teacher for approval. The note should state the reason for the dismissal and the time of dismissal. All students must be signed out at the office when a parent or guardian appears in person requesting the student's early dismissal or through verified communication with a parent.

CLUB PARTICIPATION

Parent permission will be secured before students are allowed to participate in any type of school-related club at the elementary and middle school level. Should you have any questions about this policy or the activities of any club please contact the school principal

ATHLETIC RULES for MIDDLE SCHOOL (Grades 6-8)

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

1. Any student charged in any crime that results in detainment or arrest by the law 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 BMS or SGES administration.

Possible discipline:
a) A sports season.
b) A number of games (panel determination).
c) Coach would discipline player through the sports program
d) Cleared no discipline.

1. Students caught using and/or selling alcohol and/or illegal drugs will be dismissed from the team immediately. The coach, athletic director and principal will review return to the sports programs.

2. Students who are serving out of school suspension cannot participate or attend a contest until they return to school. Students in in-school suspension cannot participate or attend a contest until they are released from ISS.

3. Students must ride the team bus to all athletic events in which they participate. Only a parent or legal guardian may take a student home from an away school sponsored event, but it must first be cleared by the coach. No written notes will be accepted.

4. Students must attend school for the entire day in order to be eligible to participate in an event that day. At the discretion of the administrator and athletic director students that are present for at least half the school day and have a doctor's note may be eligible to participate. This rule includes practice.

The Athletic Disciplinary Panel will consist of a school administrator, athletic director, and a teacher appointed by the principal.

ACCEPTABLE USE POLICY (AUP)

PURPOSE
To establish guidelines for the appropriate use of internet resources and school-issued devices by students and staff, ensuring a safe, productive, and legally compliant educational environment.

I. SCOPE
This policy applies to all students and staff within Charlton County Schools who access:

- District-owned devices (e.g., laptops, tablets, Chromebooks)
- The Charlton County Schools network and internet services
- Any personal devices used on school property or connected to the district network

II. INTERNET AND DEVICE USE GUIDELINES
A. Acceptable Use
Users are expected to:

- Utilize technology resources for educational purposes, including research, assignments, and communication related to school activities.
- Access only age-appropriate and educationally relevant content.
- Respect the privacy and rights of others in all digital communications.
- Adhere to all applicable laws, including the Children's Internet Protection Act (CIPA).

B. Prohibited Activities
Users must not:

- Access, create, or distribute inappropriate or offensive content.

- Engage in cyberbullying, harassment, or any form of digital misconduct.
- Attempt to bypass network security measures or access unauthorized systems.
- Use technology resources for commercial purposes or personal gain.

III. STAFF RESPONSIBILITIES

Staff members are expected to:

- Model appropriate use of technology and adhere to the same standards set for students.
- Supervise and monitor student use of technology resources to ensure compliance with this
- policy.
- Report any violations of the AUP to the appropriate school administrators.

IV. MONITORING AND PRIVACY

- Charlton County Schools reserves the right to monitor all use of its technology resources to ensure compliance with this policy.
- Users should have no expectation of privacy when using district-owned devices or networks.
- Monitoring may include, but is not limited to, accessing browsing history, email communications, and stored files.

V. CONSEQUENCES OF POLICY VIOLATIONS

Violations of this AUP may result in:

- Revocation or suspension of technology access privileges.
- Disciplinary action in accordance with the Charlton County Schools Student Code of Conduct or staff disciplinary procedures.
- Legal action, if applicable, under local, state, or federal laws.

VI. ADOPTED BOARD POLICY FOR PROTECTION OF CHILDREN'S INTERNET SAFETY (Adopted May 21, 2002)

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:

1. 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

2. 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.

VII. 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.

VIII. 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. **The complete policy for use of technology and the Internet is on file in the Media Center and the Charlton County School System Policy Manual.**

Board Policy JCDAF: Use of Electronic Devices by Students

Original Adopted Date: 10/14/2025 | **Last Reviewed Date:** 10/14/2025

PERSONAL ELECTRONIC DEVICE USE

The Charlton County Board of Education believes that all students will achieve better 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 to minimize distractions, improve academic outcomes, and increase meaningful interactions and focused learning experiences. This policy outlines the access and use of personal electronic devices for students in kindergarten through eighth grade while on school premises during school hours.

Students in grades K-8 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, 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.

This policy applies to students in grades K-8 on school premises, during school hours. School activities such as trips, athletic events, 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. Parents wishing to reach their child during school hours contact the front office.

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.

BMS Procedures for Cell Phones on Campus:

1. Students are required to turn in any electronic device including Meta glasses as described in the school board policy. These devices will be collected in a student's homeroom class, stored in a locked cabinet, and returned at the end of the school day.
2. Students who do not turn in their electronic devices are subject to the progressive discipline policy of the school.

FES and SGES Procedures for Cell Phones on Campus:

Students should not bring cell phones / smart watches/ other electronic personal devices to school. If students bring these items to school, they must remain in book bags at all times. Students are not permitted to contact parents using personal devices during the day. If these devices are used during the school day, they will be confiscated by the teachers. Parents will be contacted to come to the school to pick up the devices.

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.

STUDENT CONDUCT

DISCIPLINE

The teacher is directly responsible for student discipline. Should a serious discipline problem arise in which the teacher feels other help is needed, the student will be referred to the assistant principal or the principal. The school system reserves the right to punish a student for behavior which is subversive to good order and discipline in the schools, even though such behavior is not specified in this handbook. Further discipline policies and procedures are outlined in the Charlton County Schools code of Conduct and Discipline.

SCHOOL AND THE LAW

Any unlawful act taking place on the school grounds, buses, or school sanctioned events not only makes the students subject to penalties which the courts may prescribe but also may result in suspension or dismissal from school and school activities.

CORPORAL PUNISHMENT

Upon parent request corporal punishment may be administered to your child, please file a letter with the principal stating your desires within the first ten (10) days after the beginning of school.

DRINK AND FOOD POLICY

- Students must use a clear water bottle with a twist-off lid. Only clear liquids will be allowed. No other water bottles will be allowed.
- No food or drinks will be allowed in the classrooms without permission.
- No fast food or unsealed beverages are allowed on campus without administrative approval.
- No food may be taken out of the lunchroom or other designated eating areas.
- No YETI/Stanley-type cups will be allowed on campus during regular school hours
- Students are not allowed to bring any type of energy drink.

ITEMS AT SCHOOL

If students bring electronic devices, cell phones, smart watches, games or any other items which may be distracting to the learning process they may be confiscated and picked up by the parent or guardian from the school office. The Charlton County School System will not be responsible for lost, stolen, or damaged personal electronics such as phones or watches.

FLOWERS AND GIFTS

Delivery of flowers, balloons, gifts, etc., interfere with valuable instructional time and are therefore discouraged. The delivery of any items such as ones mentioned above is prohibited for Valentine's Day.

BUS CONDUCT

Students riding Charlton County buses are expected to abide by the following safety rules:
1. Students will be alert to dangerous conditions that may arise while waiting for the bus at the bus stop. He/she will stand clear of the place where the bus is to stop until it has come to a complete stop.
2. Students will board the bus single file and in an orderly manner.

3. Bus seats will be shared by any other students. Standing will not be permitted on a moving bus until there is a minimum of 3 students per seat.
4. Students shall enter and leave the bus through the front door. The emergency door is to be used only in an emergency or when directed by the driver. (State Law)
5. Smoking or playing with combustible materials that could cause a fire on a school bus shall result in suspension from riding the school bus.
6. Students will be picked up and delivered at a designated point unless the driver has written permission, or prior arrangements have been made with the driver by the student's parents or guardian. Such arrangements must be in accordance with Board policies.
7. Use of profanity shall result in suspension from the school bus.
8. Cleanliness and attractiveness of the bus are the joint responsibility of the students and the driver.
9. Any student found willfully defacing or destroying portions of the school bus will be required to pay for repairs and could be denied bus privileges.
10. The right to ride the school bus will be denied when a student's conduct on the bus becomes a safety hazard or a liability to the safety of others.
12. Students may not video other students on the bus, share said video with individuals or on a social media platform.
11. Discipline policies apply to bus stop areas.

CHANGE IN TRANSPORTATION

Parents must notify the school, in writing, of any change in a child's normal method of transportation home – including walking, changing buses, or riding with someone other than a parent. The note is to be given to his/her teacher who will notify the bus driver or teacher/administrator on duty of the change. Please notify the school of any changes before 2:00 p.m.

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:

1. Warning
2. Loss of a privilege
3. Reassignment of seats in the classroom, cafeteria or school bus
4. Detention
5. In-school suspension
6. Out-of-school suspension

7. Assignment to an alternative school (through administrative placement or appropriate due process hearing)
8. 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 time at his or her current school.

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.

GENERAL POLICIES
CAFETERIA AND MEALS

The cafeteria is a non-profit service. Students need healthy meals to learn. Charlton County schools <u>will offer healthy meals at NO CHARGE to our students</u>. 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 one application per family be

completed and returned to the schools' lunchroom cashier as soon as possible.

Cashiers will accept money for extra sales only. On the last day of school, any money remaining will be credited to his/her account for the following school year.

All schools provide the offer-vs-school program within their lunchrooms for both breakfast and lunch. Students are required to choose a minimum of three components in order to purchase a meal with one component being a fruit or vegetable choice.

Ala carte (extra sales) of food items will be available at additional cost.

DRESS AND GROOMING

The Charlton County Board of Education is aware of the fact that most of our students exhibit good taste and personal pride through good grooming and dress habits. However, it is the policy that all students are expected to be clean, neat and appropriately dressed for all school activities. Student dress should be comfortable and in good taste.

The following guidelines have been set:

1. Students are not permitted to wear sundresses, skintight Bodycon dresses, tank or racerback tops, tube tops, halter tops, see through shirts, pajamas, midriff or cropped tops.
2. Shorts, skirts, dresses, and other garments worn must not be shorter than 3 inches above the middle of the back of the knees even if skintight clothing is worn underneath. Clothing with splits and/or has holes should adhere to the same measurement.
3. Skintight clothing such as leggings, bicycle shorts and shirts are only permitted if they are covered by non-skin tight clothing or a shirt long enough to cover front ends AND back ends.
4. 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.
5. Jeans and pants worn must not be mutilated with tears or holes 3 inches above the knees.
6. Students will not wear jewelry, buttons, t-shirts or any other clothing that tends to create a disturbance on campus or depicts death, violence, Satanism, racism, guns, gambling, or any illegal activity.
7. No clothing or accessories bearing advertisement of alcohol or tobacco products, illegal drugs, sexual connotations, obscene or vulgar language will be allowed.
8. Hoods, hats, caps, bandanas, visors, or any other headgear are not to be worn inside the building. Head scarves or headbands may not exceed 2 inches in width.
9. For health and safety reasons, students must wear shoes at all times. Bedroom slippers or shoe skates are not allowed. Students are not to be without shoes at any time (barefooted or wearing socks with no shoes). Flip-flops are not allowed in physical education classes.
10. Sun glasses are not to be worn inside the building.
11. Dress which is too revealing, too small, too tight, or styles which call attention to anatomical details are considered inappropriate and will not be allowed.
12. Shorts and pants should be worn as intended with the waistband at the waist. No sagging pants allowed. All students must have pants snapped or buttoned and belts, suspenders, and overall straps fastened. Appropriate undergarments must be worn and adequately covered.
13. No clothing fad or way of wearing clothes that isn't in good taste or is deemed distracting to the instructional process is allowed.
14. Blankets should not be brought to school. They should not be used as a cover-up or as any other clothing item.

The school administration reserves the right to determine if certain other items of dress are too casual, too revealing, or too distracting from the learning situation to be considered appropriate for school dress.

HEALTH PROBLEMS

The school should be made aware of any unusual health problems that your child may have which might affect his/her learning. No one will be excused from physical education class unless a statement is received from a doctor verifying that there is a special problem that prevents the child from participating in P.E.

LICE

Occasional checks for head lice will be made. Parents of any child found to be infected will be notified immediately to pick up their child. A letter requiring the parent to have the child checked at the health department, by the school nurse or by a doctor before returning to school will be given to the parent.

MEDICATION

The nurse or a staff member(s) designated by the principal may administer drugs prescribed by a doctor if the following requirements are met:

1. Medications should be brought to school and turned in to the nurse by a parent or guardian
2. All medicine shall be in a **labeled** container bearing the name of the student, the name of the medication and the dosage.
3. Written instructions from a parent as to how to administer, time, etc., must be shown.
4. A written request by the parent or guardian must be made to the school to administer the drug, including the time of day and dosage. For students on long-term medication, the request shall be made on the school's "Medical Authorization and Release" form.

INSURANCE

The school carries no accident insurance on students. Parents of children not adequately insured are encouraged to take out additional coverage. Accident insurance through a private agency is available. Application forms will be sent home during the enrollment period. Students must have a form of insurance in order to play middle school sports.

PARTIES

All parties must be cleared by your child's teacher and the principal.

TELEPHONE

To prevent class disruptions, only emergency messages will be given to students and teachers. Students will not be allowed to use the phone unless given permission by a staff member.

VISITORS

All visitors are required to check-in at the Front Office immediately upon entering the campus. A reason for his or her presence at the school must be presented at the office. Parents who wish to observe classes must receive permission from the principal and must notify teacher and administrator a day prior to visit in order to minimize the disruption of instructional time. Failure to check in at the designated location and does not have a legitimate need or cause to be present on school premises or within the school safety zone and, if said person willfully fails to remove himself or herself from the premises after the principal or his/her designee shall request him or her to do so, shall be guilty of a misdemeanor of a high and aggravated nature. At the Principal's discretion, a parent who wishes to eat with their child can do so at designated tables only.

WITHDRAWAL PROCEDURE

The procedure for withdrawal or transferring is as follows:

1. Obtain appropriate forms from the office.
2. Have the forms filled out by the teacher(s); return all school books and property, and pay for all outstanding obligations.
3. Take completed forms to the office for final clearance.

BICYCLES

Students who ride bicycles are to park them in the bicycle rack. Bicycles are not to be ridden during school hours and should be removed from the racks only upon leaving school in the afternoon. Bike riders should walk their bikes immediately off campus. **The school cannot be responsible for any stolen or damaged bicycles.** All bicycles should be locked with padlocks when they are parked at school.

RIGHT TO SEARCH

The administration has the right to search your property or person if there is reasonable cause to suspect that a rule has been violated which indicates a need for such a search.

LOST AND FOUND

Articles which have been found, other than textbooks and library books, should be taken to the office. Library books and textbooks should be turned in to the librarian or teacher. Lost articles can be claimed by proper identification. The school will not be liable for personal property which is lost, stolen, or damaged while on school grounds. Parents should encourage their children to check the lost and found regularly. Many items and articles of clothing are never claimed.

FIRE DRILLS

In case of a fire emergency, or fire drill, the signal to evacuate the building will be a continuous sounding of the bell. There will be an evacuation plan posted in each classroom. Each teacher will instruct students regarding specific procedures. The school will have practice fire drills.

TORNADO DRILLS

In case of a tornado emergency, or tornado drill, there will be a repeated on-off sounding of the bell. Everyone will go to his/her assigned area in the corridor along an inside wall. When asked to assume the "tornado position," students are to do the following:

1. Sit on the floor facing the wall.
2. Hold a hard backed book, coat, or arms over the head.
3. Remain quiet until an all-clear is sounded. The school will conduct practice tornado drills throughout the year.

LOCKDOWN DRILLS

In case of an emergency, or lockdown drill, the signal to lock down will be announced. Each teacher will instruct students regarding specific procedures. The school will have practice lockdown drills.

COMPLAINTS AND GRIEVANCES

Students' complaints and grievances shall be resolved in the following manner:

1. The opportunity shall be provided any student, or his/her parents, to discuss with his/her teacher a decision or situation which he/she considers unjust (when a grievance occurs the guardian(s) must be a party to the proceedings);
2. If the matter remains unresolved, the student, or his/her parents, should take the matter to the principal for his/her consideration;
3. If the matter remains unresolved, it may be brought to the Superintendent, or a designee, for his/her consideration;
4. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board of Education. The Board's decision, if it chooses to make one, shall be final.

STUDENT CODE OF CONDUCT AND DISCIPLINE

It is the desire of the Charlton County School System that all students should have every possible opportunity to take advantage of the instructional programs offered in Charlton County. Whatever distracts from a favorable learning environment decreases that opportunity. The purpose of the Charlton County Schools' Code of Student Conduct is to ensure that all students are well aware of the actions which violate school rules and of the consequences of such behavior. Those who commit such violations take away from themselves and from others the educational opportunities which all students have a right to expect. The rules listed in the attached pages apply to all students grades Pre-K through 12. Special education students with "Individual Education Plans" (IEPs) will be disciplined consistent with their IEPs. The dispositions listed are maximums. The school principal has the discretion to use a lesser penalty. Principals may consider mitigating circumstances. On the other hand, the safety and welfare of the other students, employees, patrons, and the protection and security of the school facility must be considered. This Code of Student Conduct is not an all inclusive list of misconduct for which a student may be disciplined. An act of misconduct not listed will be subject to the discretionary authority of the principal. This Code of Student Conduct and its rules and regulations are effective during the following times and in the following places:

1. on school grounds at any time.
2. off the school grounds during a school activity, function, or event.
3. enroute to and from school on the school bus.
4. enroute to and from school functions, activities, or events.
5. in the Drug Free School Zone and School Safety Zone for certain rules and regulations.
6. at all school bus stops and school bus loading areas.

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
- Make excessive noise in the building.
- Push or shove another student.
- Participate in activities that resemble 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 derivatives like Delta 8, etc.), are prohibited and will be treated as level 4 disciplinary 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 devices 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 Dress 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 in grades K-8 are not permitted to access personal electronic devices while on school premises during school hours, including but not limited to cell phones, smartwatches, smart glasses, tablets, e-readers, headphones, earbuds, and other devices with functionalities such as wireless communication, internet access, messaging, video recording, gaming, social media access, or data transmission during school hours.

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.

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 a 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.

- Students may not attend or participate in extra-curricular activities until their time in ISS has been completed.
- Failure to comply with the established rules of ISS may result in additional disciplinary action.

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 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. Isolation during lunch.
2. Classroom isolation from peers.
3. Student participation in conferences with parents/guardians and teachers.
4. Financial restitution with a minimum of $10.00 for any destruction to the school related-environment.
5. 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 a conference with parent/guardian, teacher, and/or principal.
2. Restriction from school programs and special assemblies.
3. Partial and full day in-school suspension (ISS) for up to three school days.
4. Participation in the cleaning/repair of any damage caused to the school-related environment.
5. Assignment to lunchtime detention hall.
6. 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 require 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 a conference with parent/guardian, teacher, and/or principal.
2. Restriction from programs and special assemblies.

3. Assignment to lunchtime detention hall.
4. Partial and full day in-school suspension (ISS) for up to five school days.
5. Suspension from school for up to five school days, which shall include any time during which the student was subject to suspension pending investigation.
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. Bus suspension from 1 to 10 days.
9. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).
10. Confiscation of prohibited items. Items 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. Placement in an alternative education 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. Bus suspension from 10 to 30 days.
8. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).
9. Confiscation of prohibited items. Items 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.
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. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).
8. More than 30 days of bus suspension or permanent expulsion from riding the bus.
9. Confiscation of prohibited items. Items 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.

DEFINITIONS OF DISCIPLINARY ACTIONS/TERMS

1. Expulsion: The denial to a student of continuing in school beyond the current school semester or year.
2. Suspension:
   A. Short-term suspension is the denial to a student to attend school and to take part in any school function for a period not exceeding ten (10) school days.
   B. Long-term suspension is the denial to a student to attend school and to take part in any school function for a period of more than ten (10) school days but not beyond the current school semester or year.
   C. Suspension with academic limitations: No make-up work or make-up tests shall be allowed with the exception of finals. Finals may be scheduled with the principal and upon good behavior at the testing station.
   D. Suspension of special education students: Where the safety and/or welfare of other students, teachers, staff or property is not unduly threatened, special education students shall continue to receive special education services during suspension/expulsion as per the Turlinton Case.
3. In-School Suspension: The removal of a student from all classes and school sponsored activities by the administration. Students are placed in the In-School Suspension Program.
4. Corporal Punishment: Physical punishment administered by the principal or his/her designee. It must be administered in good faith and must not be excessive or unduly severe. It must be administered in conformity with regulations set forth by the Charlton County Board of Education and state law.
5. Detention: A requirement that the student report to a specific school location and to a designated teacher or school official to make up work missed or to receive specific instruction in behavior modification. Detention may require the student's attendance before school, after school, on Saturday, or during scheduled class or school activity time if school officials deem removal of the student from his or her regular school schedule essential to the well-being of the student or school.
6. Bus Suspension: Removal of a student from all Charlton County System transportation for a designated period of time.
7. Student Probation: A student has been informed that the future occurrences of rule violations will result in further punishment for past conduct. Probation may include action to isolate the student from the extra-curricular activities

of the school.

8. Parent Conference: A formal meeting between the parent, teacher, and/or administrator or other school personnel. The conference will provide to the parent the rule violation, disciplinary action taken, and consequences for future violations. In addition, the conference may include the student's academic standing and progress, means of behavior modification, or other support agencies or individuals who may be of assistance, and other topics relevant to the student's improving behavior.

9. Drug Free Zone: A Drug Free Zone is an area which must be drug free. The zone is defined to be an area within 1000 feet of any real property owned by or leased by the school system, or any location property where a school function is being held.

10. School Safety Zone: A School Safety Zone is an area which must be weapons-free. The zone is defined to be an area within 1000 feet of a school or the boundaries of the school campus, or any location property where a school function is being held.

11. School Bus Stops/Loading Areas: Areas where students gather to load/unload buses including pick-up/drop-off areas enroute to and from school.

Testing Schedule for 2026-2027 School Year	
August - May	GKIDS – Beginning of the Year Data Checkpoint
September – March	GAA main administration and retest option 2
January	GKIDS Mid Year Data Checkpoint/GKIDS Mid-Year Extracted
January – February	Access for ELLs administration
April - May	Georgia Milestones Grades 3-8
May	GKIDS End of Year Data Due and Access reports to arrive in system

Charlton County Schools 2026-2027 Calendar	
Preplanning	August 3, 4, 5, 6, 7, 2026
First Day for Students	August 10, 2026
Labor Day Holiday	September 7, 2026
Progress Reports	September 11, 2026
Report Cards	October 16, 2026
Veterans' Day Holiday	November 11, 2026
Progress Reports	November 13, 2026
Thanksgiving Holidays	November 23-27, 2026
Christmas Holidays	December 21-January 6, 2027
Teacher Planning Days	January 4, 5, 2027
Report Cards	January 6, 2027
Martin Luther King Holiday	January 18, 2027
Progress Reports	February 8, 2027
Presidents' Day Holiday	February 15, 2027
Teacher Planning Day	March 12, 2027
No School for Students/Staff	March 15, 2027
Report Cards	March 16, 2027
Spring Break	April 5-9, 2027
Progress Reports	April 22, 2027
Last day of school	May 21, 2027
Graduation	May 21, 2027
Teacher Planning Days	May 24-28, 2027
Memorial Day Holiday	May 31, 2027
Juneteenth Holiday	June 18, 2027