



— **26-27** —
**CHATTAHOOCHEE
COUNTY**

HIGH SCHOOL

STUDENT HANDBOOK



PREPARING TO BE ENROLLED, EMPLOYED, OR ENLISTED



2026-2027 CHATTAHOOCHEE COUNTY SCHOOLS CALENDAR

FIRST/LAST DAY OF SCHOOL

TEACHER/STAFF IN-SERVICE (NO STUDENTS)

END OF 9 WEEKS/SEMESTER

STUDENT/TEACHER HOLIDAY

PROGRESS REPORTS/REPORT CARDS

VIRTUAL LEARNING DAY

EARLY DISMISSAL

SUMMER - OFFICES CLOSED

JULY 2026						
SU	M	TU	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JULY 1-30: Summer Break
 JULY 4: Independence Day
 JULY 27-28: Teacher Remote In-Service Days
 JULY 29: New Employee Orientation
 JULY 30: Welcome Back Convocation for

AUGUST 2026						
SU	M	TU	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUG 3: CCEC Open House 4:00-6:00pm
 AUG 3: CCMS Open House 5:00 - 7:00pm
 AUG 3: CCHS Open House 5:00 - 7:00pm
 AUG 5: 1st Day of School/ 1st Semester Begins

SEPTEMBER 2026						
SU	M	TU	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SEPT 7: Labor Day- No School
 SEPT 9: Progress Reports
 SEPT 23: Early Dismissal/PL
 CCMHS: 12:30 CCEC: 1:30

OCTOBER 2026						
SU	M	TU	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCT 7: End of 1st Nine Weeks
 OCT 8: Virtual Learning Day
 OCT 9: Virtual Half Day/ Fall Break
 OCT 12: Fall Break
 OCT 14: Report Cards
 OCT 28: Early Dismissal/PL
 CCMHS: 12:30 CCEC: 1:30

NOVEMBER 2026						
SU	M	TU	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

NOV 11: Veterans Day- No School
 NOV 12: Progress Reports
 NOV 20: Early Dismissal/PL
 CCMHS: 12:30 CCEC: 1:30
 NOV 23-27: Thanksgiving Break
 No School

DECEMBER 2026						
SU	M	TU	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DEC 18: Early Dismissal
 CCMHS: 11:30 CCEC: 12:30
 DEC 18: 1st Semester Grading Period Ends
 DEC 21-31: Winter Break
 No School

JANUARY 2027						
SU	M	TU	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JAN 1: Winter Break- No School
 JAN 4: Teacher Planning Day - No School
 JAN 5: Students Return
 JAN 6: 2nd Semester Begins
 JAN 6: Report Cards
 JAN 18: Martin Luther King Jr. Day
 JAN 18: No School
 JAN 27: Early Dismissal/PL
 CCMHS: 11:30 CCEC: 12:30

FEBRUARY 2027						
SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

FEB 5: Progress Reports
 FEB 12: Virtual Learning Day
 No In-Person School
 FEB 15: Presidents Day
 No School

MARCH 2027						
SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAR 10: End of 3rd Nine Weeks
 MAR 10: Early Dismissal/PL
 CCMHS: 11:30 CCEC: 12:30
 MAR 12: Report Cards

APRIL 2027						
SU	M	TU	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

APRIL 5-9: Spring Break
 No School
 APRIL 16: Progress Reports

MAY 2027						
SU	M	TU	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY 19: Early Dismissal
 CCMHS: 11:30 CCEC: 12:30
 MAY 19: Last Day of School
 MAY 21: Graduation
 MAY 20-21: Post Planning/ Report Cards
 MAY 24-27: Summer Break
 MAY 31: Holiday - All Offices Closed

JUNE 2027						
SU	M	TU	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JUNE 1-30: Summer Break
 JUNE 17: Holiday - All Offices Closed

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◆ WE ARE CHATTCO ◆

● DISTRICT VISION STATEMENT

Instilling pride. Igniting Passion. Infinite Possibilities.

● DISTRICT MISSION STATEMENT

Our mission at Chattahoochee County School District is to prepare all students for college and career readiness as they grow to be productive contributors in society.

● HIGH SCHOOL VISION STATEMENT

Chattahoochee County High School is recognized as a model College and Career Academy where every graduate leaves ready to be enrolled, employed, or enlisted — breaking the cycle of generational poverty in our community.

● HIGH SCHOOL MISSION STATEMENT

To break barriers and build futures — by equipping every Panther with the knowledge, skills, and character to graduate ready to be enrolled, employed, or enlisted

● CHATTAHOOCHEE COUNTY HIGH ALMA MATER

Hail to thee, Dear Chattahoochee,
Yours our hearts shall be.
To your good we pledge our service and our loyalty.
As your loyal sons and daughters, strive we to excel.
In our work and games and honor
Black and Gold prevail!



● ADMINISTRATION

Principal _____ Mr. Seth Gorman
Assistant Principal _____ Dr. Kizzy Clayton
Assistant Principal/AD _____ Mr. Michael Nixon

● SCHOOL DEPARTMENT

School Counselor _____ Mrs. Kim Rembert
School Social Worker _____ Mrs. September Wiggins
School Nurse _____ Mrs. Lundy Wigand
School Front Office Receptionist _____ Mrs. Freda Vann
School Bookkeeper _____ Mrs. Jessica Weible
School SRO _____ Mr. Robert Cooper
Attendance Clerk _____ Mrs. Myra Martienez
CTAE Director/Work Based Learning _____ Mrs. Valarie Holt

GENERAL INFORMATION

● HANDBOOK INFORMATION

Students and parents/guardians are responsible for knowing and understanding the guidelines set forth in this handbook. Unless otherwise informed by the parent, Chattahoochee County High School has permission to use a student's photograph, likeness, artwork, profile, and/or story in publications, web pages, and other promotional materials. These materials may circulate worldwide with no compensation to the student or parent.

Students are allowed to participate in any extracurricular activity or organization unless the parents inform the school otherwise.

● REPORT CARDS

Report Cards and Progress Reports are posted on the Powerschool parent portal as well as the student portal.

<u>Grading Period</u>	<u>Progress Reports</u>	<u>Report Cards</u>
1st Qtr: Aug 5 - Oct 7	Sept 9, 2026	Oct 14, 2026
2nd Qtr: Oct 8 - Dec 18	Nov 12, 2026	Jan 6, 2027
3rd Qtr: Jan 5 - Mar 10	Feb 5, 2027	Mar 12, 2027
4th Qtr: Mar 11 -May 19	April 16, 2027	May 21, 2027

● CHROMEBOOKS

In support of our 1:1 technology initiative, students are required to use only school-issued Chromebooks for all academic activities during the school day.

- **RETURNING STUDENTS:** Students who retained their school-issued Chromebooks over the summer must bring them, fully charged, on the first day of school.
- **NEW STUDENTS:** New students will be issued their school Chromebook during the first week of school.
- **PLEASE NOTE:** To ensure security and minimize distractions, students may only access their school-issued Chromebook during the school day. Personal devices of any kind—including phones, tablets, personal laptops, or smart wearables—are not permitted for use.

FEES AND PAYMENT

- A \$20 yearly usage fee will be added to the student's account.
- Parents can pay the fee online before the end of the school year.
- For more information, refer to the Chattahoochee County School Chromebook Usage Handbook at www.chattco.org > Departments > Technology Information.

● BUSES

- Students are only allowed to be picked up and dropped off at their designated stop.
- Bus transportation is a privilege that may be revoked if students fail to obey the rules.

● CAFETERIA PROCEDURES & MEAL POLICIES

The cafeteria is a shared space where students are expected to follow safety, cleanliness, and behavioral guidelines.

● MEAL COSTS & POLICIES:

Breakfast: All students receive breakfast free of charge.

Lunch: The cost of lunch is \$3.00 for CCHS students, unless they qualify for free or reduced-price meals.

Charging Policy: Meal charging is strictly prohibited. Students must have sufficient funds on their account or pay at the time of service.

● ACCOUNT PAYMENTS & TRACKING:

Pre-Payments: Students, parents, or guardians must pre-pay into student meal accounts. Credit and debit card payments can be made quickly online via the [Chattco RevTrak Web Store](#).

Balance Monitoring: Lunch account balances and information can be viewed at any time through the PowerSchool portal. For portal access assistance, please contact the front office at (706) 989-3678.

● DINING & SUPERVISION RULES:

Designated Areas: All food and drinks must be consumed in the cafeteria or other officially designated dining areas. No food or beverages may be removed from these areas; failure to comply may result in disciplinary action.

Attendance: Students must remain in the cafeteria for the duration of their lunch period. Leaving the lunchroom without explicit permission from the administrator on duty is considered skipping and being in an unauthorized area, which will result in disciplinary consequences.

● STUDENT DRIVING & PARKING REGULATIONS

Driving and parking on campus is a privilege reserved for students who follow school regulations and state laws. The administration reserves the right to revoke driving privileges for any student who fails to comply with these rules.

● LICENSING & PERMITS:

- Students must possess a valid, state-approved driver's license to operate any motorized vehicle on school grounds.
- Parking permits are required and may be purchased from the School Resource Officer (SRO) for \$20. The permit must be properly and visibly displayed in the vehicle at all times.

● PARKING & ARRIVAL PROCEDURES:

- **Designated Parking:** Students with valid permits must park in the student parking lot, using only the properly marked spaces near the gym.
- **Immediate Entry:** Upon arriving at school, students must exit their vehicles immediately and report directly to the school building.
- **Late Arrival:** Any student driving to school who arrives after 7:15 AM must enter campus through the front office to check in.
- **Vehicle Access:** Students are not permitted to return to their vehicles during the school day except in the case of an emergency, and only with prior approval from the principal.

● CAMPUS SAFETY & SEARCH POLICY:

- **Speed Limit:** For the safety of all students and staff, the speed limit on school grounds is strictly restricted to **10 mph**.
- **Vehicle Searches:** Any vehicle driven or parked by a student on school property is subject to search by school officials.

● BELL SCHEDULE 2026-2027 CCHS

Panther Preamble (Announcements & Phone Turn-In) | 7:15 – 7:20

1st Block | 7:25 – 8:45

2nd Block | 8:50 – 10:10

3rd Block | 10:15 – 11:35

4th Block (Includes Lunch) | 11:40 – 1:25

Elevate Advisement | 1:30 – 2:15

- Our dedicated Elevate Advisement period provides students with an opportunity to earn a course credit while participating in teacher-led advisement and mastering essential life skills, featuring targeted academic interventions, enrichment, personal finance management, and vital mental health and safety strategies.
- For minimal disruption to instructional time, we recommend scheduling all unavoidable appointments or check-outs after 1:30 during Elevate Advisement time.

● CLASS DUES/OFFICERS

- **DUES:**
 - Dues must be paid each school year to qualify for attending Homecoming, Prom, and Graduation.
 - Payments should be made through Revtrak after the first class meeting.
 - Students transferring after August will need to make arrangements with class sponsors.
- **DUES AMOUNT:**
 - Freshmen: \$20
 - Sophomores: \$30
 - Juniors: \$50
 - Seniors: \$70
- **CLASS ACTIVITIES:**
 - Class members elect officers, take trips, plan activities, and raise funds.
 - Funds support incentives, social events, legacy gifts, homecoming, prom, and senior activities.
- **OUTSTANDING DEBTS:**
 - Non-payment may result in restriction from future activities until settled.
 - Non-payment of dues by the end of the school year may result in exclusion from graduation activities.
- **CLASS SPONSORS:**
 - Approved by the principal in July before assuming responsibilities for the upcoming school year.
 - Responsible for initiating, overseeing, and advising class business, including officer elections.
- **CLASS OFFICERS:**
 - Elected in the first month of the school year.
 - **President:** Liaison with class sponsors.
 - **Vice President:** Acts in the President's absence, Student Council Representative.
 - **Secretary:** Takes notes and emails to sponsor.
- **CLASS DUTIES:**
 - **Freshmen:** Plan fundraisers, class events, and potential class trips.
 - **Sophomores:** Attend student government meetings, plan fundraisers, potential class trips, and Homecoming activities.
 - **Juniors:** Plan the Junior/Senior Prom, plan fundraisers, resolve class concerns, and plan potential class trips.
 - **Seniors:** Prepare for graduation, plan fundraisers, Senior Class Trip, Senior Legacy gift, and Senior Week activities.

● SCHOOL DANCES & SOCIAL EVENTS

School-sponsored dances are a privilege designed to celebrate our student body and build community. To ensure a safe and enjoyable environment, all attendees must adhere to the following behavioral and administrative guidelines.

- **GENERAL EXPECTATIONS & DRESS CODE:** Students are expected to represent themselves and ChattCo in an appropriate manner at all times. The school disciplinary code—including the dress code—applies to all school-sponsored activities and events, both on and off campus. Violations of these expectations may result in immediate removal from the event without a refund, as well as subsequent school disciplinary action.
- **GUEST POLICY (OUT-OF-SCHOOL DATES):** Students wishing to bring a guest who does not attend our school must comply with the following criteria:
 - **Age & Grade Requirements:** Guests must be at least **14 years old** and enrolled in the **9th grade**, and may not be older than **20 years old**.
 - **Approval Process:** Proper guest documentation must be completed, submitted, and approved prior to the date of the dance.
 - **Forms:** Guest registration forms and additional inquiries should be directed to the designated school dance sponsor well in advance of the event.
- **HOMECOMING COURT**
 - **Ambassadors:**
 - ◇ Students on the Homecoming Court must represent the school appropriately.
 - **Nominations:**
 - ◇ Students can be nominated by peers or self-nominate.
 - ◇ Nominees must apply to the Sophomore sponsor.
 - **Qualifications:**
 - ◇ 2.5 GPA or higher.
 - ◇ No major discipline offenses (no OSS and no more than one ISS within the last two school years).
 - ◇ No more than 5 unexcused absences or tardies.
 - ◇ Appeals can be made in writing to the Homecoming Committee.
 - **Voting:**
 - ◇ Each grade (9-11) has one representative
 - ◇ Seniors have four representatives, and one is chosen as Queen by a school-wide vote.
 - ◇ In case of a tie, a run-off vote will be held.
 - **Campaign Signs:**
 - ◇ Are allowed with prior administrative approval. Signs must only be hung in designated areas. Failure to comply will result in the immediate removal of the signage and may lead to the candidate's disqualification or removal from the court.
- **PROM COURT:**
 - **Nomination Criteria:**
 - ◇ Paid dues.
 - ◇ 2.5 GPA or higher.
 - ◇ No OSS offenses during the current school year and no more than one ISS offense during the current school year.
 - ◇ No more than 5 unexcused absences or tardies.
 - ◇ Appeals can be made in writing to the Prom Committee.
 - **Process:**
 - ◇ **Seniors:** Four male and four female seniors nominated by peers and recommended by two teachers. The top candidates are voted on at the Prom. King and Queen are announced at the Prom. Non-attendees at announcement time are replaced by the next highest individual.
 - ◇ **Juniors:** Two male and two female juniors nominated by peers and recommended by two teachers. The top candidates are voted on at the Prom. Prince and Princess are announced at the Prom. Non-attendees at announcement time are replaced by the next highest individual.

● FUNDRAISING ACTIVITIES

Only fundraising activities officially sponsored by Chattahoochee County High School organizations are permitted on campus. No student may sell individual products for personal use or financial gain.

- **Participation:** Participation in school-sponsored fundraising projects is entirely voluntary.
- **Financial Responsibility:** Students who choose to participate are financially responsible for the cost of all merchandise received unless the faculty sponsor explicitly authorizes returns without penalty.
- **Outstanding Debts:** Failure to settle outstanding fundraising balances may result in restrictions from participating in future school-sponsored activities.

● OFF-LIMITS AREAS

To ensure a safe, supervised, and productive learning environment, students are strictly prohibited from entering the following locations without direct staff supervision or explicit administrative permission:

- Teacher lounges and workrooms (including before and after school)
- The main office receptionist area
- Any area behind the school buildings or athletic complexes
- Any unsupervised location on campus

Exception: Students may occupy these areas only when actively assigned to a specific location by a teacher or facilitator for a school-sanctioned activity.

● BEVERAGE POLICY

To maintain a clean and safe learning environment, students must adhere to the following guidelines regarding beverages outside the cafeteria:

- **Approved Containers:** Only beverages in closed containers with a secure, screw-on top are permitted outside the cafeteria. Open cups, cans, or containers without a resealable lid are strictly prohibited.
- **Compliance:** For campus safety, all beverages are subject to random inspection by school staff. Violations of this policy may result in disciplinary action.



DRESS CODE

● THE CHATTCO MADE STANDARD: DRESS CODE

As a College and Career Academy, Chattahoochee County High School views school as a professional learning environment. Our dress and grooming standards are designed to promote safety, minimize distractions, and foster a positive atmosphere focused on academic success.

These standards apply to all school-sponsored activities, both on and off campus (including extracurricular events). Compliance should be self-monitored by students and parents before arriving at school, and the policy will be consistently enforced by staff. **Students who attend extracurricular activities or school-sponsored events out of dress code compliance may be asked to leave the event.**

● TOPS & UPPER BODY GARMENTS:

- **Coverage:** Tops must fully cover the chest, back, and midriff. Exposed stomachs are strictly prohibited at any time, including when moving, sitting, or raising hands. Tops must be long enough to reach below the waistband of bottoms.
- **Prohibited Styles:** Crop tops, halter tops, tube tops, camisoles, spaghetti straps, racerbacks, muscle shirts, or tops with excessive armhole openings are not allowed. Undershirts may not be worn as standalone tops.
- **Fabric:** Sheer, mesh, or see-through clothing is prohibited.

● BOTTOMS & LOWER BODY GARMENTS:

- **Length & Material:** All shorts, skirts, and dresses must be made of solid material and extend to **mid-thigh or longer**.
- **Fit & Style:** Form-fitting pants (such as yoga pants, leggings, and jeggings) are permitted.
- **Sagging:** Sagging is strictly prohibited. All bottoms must be worn securely at the natural waistline.
- **Rips & Tears:** Clothing with rips, tears, or holes above the mid-thigh is only permitted if leggings or solid layers are worn underneath. Otherwise, any holes or distressing must be located entirely below the mid-thigh.
- **Prohibited Items:** Pajamas, fleece pajama bottoms, volleyball shorts, biker shorts, and cycling shorts are prohibited.

● FOOTWEAR, HEADWEAR, & ACCESSORIES:

- **Footwear:** Safe and appropriate footwear must be worn at all times. House shoes, slippers, and bedroom slides are not permitted. Specific proper footwear is required for participation in Physical Education, the weight room, and CTAE shop classes.
- **Headwear:** The wearing of hats, hoods, caps, do-rags, bandanas, headgear, or similar items inside school buildings is strictly prohibited. Hoods on sweatshirts or jackets must remain down off the head while inside. Any unauthorized headgear worn in violation of this policy will be immediately confiscated by staff. Confiscated items will not be returned directly to the student; they must be retrieved from the front office by a parent or legal guardian.
- **Hair Accessories:** Hair rollers, combs, picks, and brushes may not be worn in the hair.
- **Outerwear:** Trench coats are not permitted.
- **Eyewear:** Sunglasses are not permitted to be worn inside the school building.
- **Undergarments:** Proper undergarments must be worn and must not be exposed.

● GRAPHICS, TATTOOS, & INAPPROPRIATE CONTENT:

- Clothing, accessories, and visible tattoos may not display, imply, or promote content that is disruptive to the learning environment. This includes, but is not limited to:
- Profanity, obscenity, or sexually suggestive language/images
- Racial slurs or discriminatory language
- References to violence, gangs, alcohol, tobacco, vaping, or illegal drugs

● POLICY ENFORCEMENT & EXPECTATIONS:

- **Disciplinary Action:** Students who violate the dress code are subject to disciplinary action in accordance with the school discipline policy.
- **Final Authority:** The principal or administrative designee retains the final authority to make determinations regarding compliance with the ChattCo Made Standard: Dress Code.
- **Shared Responsibility:** To maintain a distraction-free environment focused on our school's mission, it is crucial that students and parents use good judgment and self-monitor attire before arriving at school each day.

ACADEMICS

● COURSES REQUIRED FOR GRADUATION FOR 2027 GRADUATES:

- **English/Language Arts:** 4 units
- **Mathematics:** 4 units
- **Science:** 4 units
- **Social Science:** 3 units
- **CTAE, Fine Arts or Foreign Language:** 3 units in the same pathway
- **Health and Personal Fitness:** 1 unit
- **Electives:** 8 units
- **Total Units Required:** 27 (Minimum with state testing)

● FRESHMAN JROTC ENROLLMENT

- At Chattahoochee County High School, all 9th grade students will be enrolled in the JROTC Leadership Education and Training (LET) course. This decision reflects our belief that the structure, discipline, and leadership development provided by the JROTC program contributes significantly to student success both in school and in life.
- While participation in JROTC is required for all freshmen, students are not obligated to continue in the program beyond 9th grade unless they choose to do so.
- Exceptions to this requirement may be made at the discretion of school administration and/or the guidance department based on individual scheduling needs or academic considerations.

● HIGH SCHOOL PROMOTION/RETENTION:

- **GRADUATION REQUIREMENT:** 27 units of credit
 - **Grade Level Requirements:**
 - **5 units passed** = Sophomore
 - **12 units passed** = Junior
 - **20 units passed** = Senior
- **TRANSFER STUDENTS:**
 - May have different requirements
 - Contact the guidance department for questions

● GRADING SYSTEM:

- **GRADING SCALE:**
 - **F:** 0-69
 - **C:** 70-79
 - **B:** 80-89
 - **A:** 90-100
- **GRADING PERIODS:**
 - Two grading periods per semester
 - Two semesters per school year
 - High school credits are awarded at the end of each semester
- **END-OF-COURSE (EOC) EXAMS:**
 - Required for Literature and Composition II, U.S. History, Biology, and Algebra: Concepts and Connections
 - EOC counts for 10% of the final grade in these subjects

● CAPSTONE PROJECT POLICY:

All courses at Chattahoochee County High School include a final Capstone Project designed to assess student mastery of core course standards. This project serves as a required, culminating assessment for the class. **Please Note:** Courses that require a state End-of-Course (EOC) milestone assessment and MAP assessment courses are exempt from the Capstone Project requirement.

- **GRADING BREAKDOWN:** The Capstone Project accounts for **10%** of the student's overall course grade and is divided into two parts:
 - **5%:** Project content and quality
 - **5%:** Presentation of the project
- **NOTE:** Individual instructors will determine the specific format, guidelines, and requirements of the project based on their specific course objectives.
- **PRESENTATION EXEMPTIONS:** Students may earn an exemption from the presentation portion (5%) of the project by meeting specific academic and attendance benchmarks during the semester:
 - **Grade of 90 or higher** with 3 or fewer absences
 - **Grade of 85–89** with 2 or fewer absences
 - **Grade of 80–84** with exactly 1 absence
 - Students who qualify for a presentation exemption are still strictly required to complete and submit the physical/digital project itself for grading. All final exemption statuses must be verified and approved by the course instructor and school administration.

● GRADUATION: REQUIREMENTS TO PARTICIPATE:

- All student debts must be cleared (e.g., cafeteria, dues, media center, athletics, clubs).
- All academic requirements must be met.
- The graduation ceremony is an extension of the school. Any unacceptable behavior will result in administrative consequences, which may include delays in diploma distribution and/or a meeting with administration.

● VALEDICTORIAN/SALUTATORIAN ELIGIBILITY AND SELECTION POLICY

To be eligible for the prestigious honors of Valedictorian or Salutatorian, a student must be enrolled at Chattahoochee County High School for the entirety of their 11th-grade year and continuously through their 12th-grade year. This policy ensures that these recognitions reflect sustained academic excellence within our school community.

In addition to the residency requirement, eligible candidates must meet all state academic benchmarks and transfer guidelines:

- **STATE REQUIREMENTS:** Students must fully meet all academic and rigor requirements outlined by Georgia Futures for HOPE/Zell Miller scholarship eligibility.
- **OUT-OF-STATE TRANSFERS:** Students transferring from an out-of-state school will have their transcripts evaluated and aligned with Georgia's course weighting policy. GPA weights for advanced, AP, or dual-enrollment coursework will only be awarded if they conform to approved Georgia state standards.
- **MILITARY EXCEPTION:** Students who transfer to Chattahoochee County High School after the start of their 11th-grade year due to verified military-related permanent change of station (PCS) moves will be eligible.
- **EARLY GRADUATION:** Students who graduate early are generally **ineligible** for Valedictorian or Salutatorian honors, as early graduation does not follow the standard four-year academic trajectory or allow for equitable class rank comparisons.

- **VALEDICTORIAN:**

- Student with the **highest cumulative GPA** in the graduating class.
- Must meet all **curriculum requirements** as outlined by Chattahoochee County High School and the state of Georgia.

- **SALUTATORIAN:**

- Student with the **second-highest cumulative GPA** in the graduating class.
- Must meet all **curriculum requirements** as outlined by Chattahoochee County High School and the state of Georgia.

- **CALCULATION TIMING & ANNOUNCEMENT:**

- Determination of Valedictorian and Salutatorian will be made **at the end of the first semester of senior year**.
- Honorees will be **announced in March** and formally **recognized at the April Board of Education meeting**.

- **TIE-BREAKING PROCEDURE:**

In the event that two or more students are tied for Valedictorian or Salutatorian honors, calculations will be extended out to **three decimal places without rounding**. If an identical tie persists at the thousandths place (0.001), the following tie-breaker procedures will be applied sequentially until the tie is broken:

- **Higher overall SAT score** (as of November of senior year).
- **Higher SAT Math score** (as of November of senior year).
- **Higher SAT Reading score** (as of November of senior year).
- **Higher numerical GPA** at the end of the first semester of senior year.

- **SPECIAL NOTE:**

- In the event of a tie that cannot be resolved by the tie-breaking procedures, students will share the title of Valedictorian or Salutatorian.
- If scholarships or grants based on class rank cannot be shared, the tie-breaking process will determine the rank for those purposes.

- **SCHEDULE CHANGE PROCEDURE:**

- **TIMING:**

- Schedule changes may only be made within the first week of school for both semesters.
- Schedule change request forms are available at Open House and through the guidance office.

- **VALID REASONS FOR SCHEDULE CHANGES:**

- To meet graduation requirements.
- To make up credit(s) for a previously failed class.
- To schedule out of a previously passed class.
- Any other reason approved by the Principal.

- **INVALID REASONS FOR SCHEDULE CHANGES:**

- Class time of day
- Teacher preference
- Avoidance of being in class with another student
 - *Conflicts between students will be discussed through either the discipline or counselor's offices.

● **EARLY GRADUATION REQUIREMENTS:**

Students wishing to graduate early from the Chattahoochee County School District must adhere to the following guidelines:

- **CREDIT REQUIREMENTS:**
 - Complete the required 27 credit hours mandated by the district.
- **APPLICATION TIMELINE:**
 - Submit an application at least two semesters before the desired graduation date.
 - Schedule a meeting with the high school counselor to initiate the application process.
- **ADDITIONAL CORE CLASSES:**
 - These can be completed during the summer at a cost of \$200 per course, with a limit of two courses.
 - Alternatively, students can take additional core classes through an accredited outside program.
- **PATHWAY COMPLETION:**
 - Students must complete a designated pathway to qualify for early graduation.
- **MID-YEAR GRADUATION:**
 - Permitted only if the student provides proof of:
 - ◇ Enrollment in post-secondary education,
 - ◇ Enlistment in the military, or
 - ◇ Career employment.
- **STEPS TO APPLY FOR EARLY GRADUATION**
 1. **Initial Meeting:** Schedule and attend a meeting with the high school counselor to discuss eligibility and the application process.
 2. **Complete Required Credits:**
 - Ensure all 27 credit hours are on track to be completed.
 - Plan and enroll in any necessary summer courses or accredited external programs to fulfill credit requirements.
 3. **Pathway Verification:** Verify with the counselor that the designated pathway is completed or will be completed by the proposed graduation date.
 4. **Proof of Post-Graduation Plans:** Gather and submit documentation proving post-secondary education enrollment, military enlistment, or career employment for mid-year graduation eligibility.

*By following these guidelines and meeting all requirements, students can successfully apply for and achieve early graduation from Chattahoochee County School District.

● **SUMMER SCHOOL:**

- **ELIGIBILITY:**
 - For current Chattahoochee County High School students only.
- **COURSES AND FEES:**
 - Maximum of 2 courses per student.
 - \$200.00 per course.
 - Courses offered through Edgenuity (virtual format).
- **CONTACT INFORMATION:**
 - For questions, contact the front office at (706) 989-3678.
 - Transportation is not provided due to the virtual format.
- **OPTIONS FOR SUMMER CREDIT:**
 - **Credit Recovery:**
 - ◇ • For students who have previously failed the course.
 - ◇ • Prescriptive-based: only make up the failed lessons/units.
 - ◇ • Must attend until all units are completed/passed and tests administered.
 - **New Course Credit:**
 - ◇ • For students taking the course for the first time.
 - ◇ • Must complete and pass all required lessons/units and tests to receive credit.

ATTENDANCE

● ATTENDANCE & SEAT TIME REQUIREMENTS

Regular school attendance is critical to academic success. Because valuable instruction and "seat time" are lost regardless of the reason for an absence, Chattahoochee County High School closely monitors all time away from the classroom.

For comprehensive state attendance regulations and resources, please visit:

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

Students who miss more than 10% or more of the school year for any reason, including both excused and unexcused absences, are considered chronically absent. Chronic absenteeism disrupts academic progress and serves as an early warning sign for potential long-term educational and social challenges.

- **EXCUSED VS. UNEXCUSED ABSENCES:** While the school differentiates between excused and unexcused absences for legal record-keeping (upon submission of proper documentation, such as medical or legal notes), **all absences—regardless of classification—count when determining eligibility for Capstone Project presentation exemptions.**
- **THE 10% Attendance Limit (Credit Denial):** To earn course credit, a student must not miss more than 10% of the school year for any given course. Students whose total absences exceed this 10% threshold are subject to seat-time penalties and may be denied credit for the course, regardless of their academic average. **Additionally, students may also lose the ability to participate in extracurricular or interscholastic activities.**
- **ATTENDANCE/TRUANCY INTERVENTIONS:** When a student is identified as at-risk for chronic absenteeism or truancy, the school will follow the Chattahoochee County School District Student Attendance Protocol to monitor, report and improve student attendance.

● TARDINESS & CAMPUS ARRIVAL

- **TARDY TO SCHOOL:** A student is officially considered tardy to school if they are not inside their assigned first-period classroom by **7:15 AM**.
- **TARDY TO CLASS:** For the remainder of the school day, a student is considered tardy if they arrive inside their assigned classroom after the tardy bell rings. This includes students who are physically on school property but have not reported to their designated room.
- **CONSEQUENCES:** School-based disciplinary consequences for accumulated tardies are outlined in the **Discipline** section of this handbook.

● CHECK-IN & CHECK-OUT PROCEDURES

- **ARRIVAL AND RETURN:** Any student arriving late to school, or returning to campus after an authorized departure, must immediately report to the front office to check in with the receptionist.
- **LEAVING CAMPUS:** Students are strictly prohibited from leaving campus during regular school hours unless a parent or guardian checks them out in person, or prior administrative arrangements have been made for an authorized emergency contact to do so. **A parent or guardian must physically come to the school to check out any student who does not drive themselves. Under no circumstances are students permitted to leave campus with other students.**
- **STUDENT DRIVERS:** Student drivers who need to check themselves out must bring a written note from a parent/guardian to the front office upon arrival in the morning. School staff will contact the parent to verify the request before the student is permitted to sign out and leave campus.
- **DOCUMENTATION:** Following any check-in or check-out, students must submit a parent or medical note to the attendance clerk before school starts the following day to ensure records accurately reflect their time on campus.

● **SCHOOL-SANCTIONED & COLLEGE ABSENCES**

- **College Visitation Days:** Juniors and seniors are permitted up to two (2) approved college visitation days per school year.
- **Process & Verification:** These arrangements must be made in advance by completing the required pre-approval form from the Counselor's office. Upon returning to campus, the student must submit official documentation on the college or university's letterhead to verify the visit. Approved school-sanctioned activities and official college visits do not count toward the 10% credit-denial limit or Capstone exemption limits.

● **MAKE-UP/LATE WORK POLICY – Chattahoochee County High School**

Students are responsible for keeping up with assignments and making arrangements to complete any missed work due to an absence. All assignments are posted to Google Classroom, and students are encouraged to check their classes regularly while absent. Students may also email their teachers directly to receive updates on any missed assignments.

● **ABSENCES:**

- Students who are absent from class will have three (3) school days to submit all missed work with no penalty.
- After the three-day window, any missing assignments will receive a grade of zero (0) unless other arrangements have been made in advance with the teacher.

● **IN-CLASS OR ISS NON-COMPLETION:**

- If a student fails to complete an assignment during class or while assigned to In-School Suspension (ISS), the assignment may be submitted late for up to three (3) days with a 10% deduction per day.
- After the third day, the assignment will receive a zero (0).

● **OUT-OF-SCHOOL SUSPENSION (OSS):**

- Students assigned to Out-of-School Suspension (OSS) are responsible for completing all classwork during their absence.
- Teachers will post assignments to Google Classroom and/or email the student.
- All work is due on the date the student returns to school, or within the three-day make-up window with a 10% per day deduction for each late day.
- Failure to submit work within this timeframe will result in a zero (0).

Students are expected to be proactive and responsible in managing their missed assignments.

Teachers may refer to course syllabi for additional guidelines or expectations related to specific classes.

CHATTAHOOCHEE VALLEY ACADEMY

A GEORGIA COLLEGE AND CAREER ACADEMY

● CAREER, TECHNICAL, AND AGRICULTURAL EDUCATION (CTAE) PATHWAYS

- Automotive Maintenance
- Business Management
- Criminal Justice
- Computer Science
- Digital Technology
- Education
- Healthcare Sciences (CNA)
- JROTC (Army)
- Marketing
- Welding

Fine Arts / Foreign Language Pathways

- Band
- Spanish
- Theater
- Visual Arts

● DUAL ENROLLMENT PROGRAM

The Dual Enrollment (DE) Program allows eligible high school students to earn post-secondary college credits while simultaneously meeting high school graduation requirements. Funded by the state through the Dual Enrollment Act, the program covers tuition for up to a **maximum lifetime cap of 30 semester hours (or 45 quarter hours)** of eligible coursework.

Chattahoochee County High School proudly partners with **Columbus Technical College (CTC)**, **Georgia Military College (GMC)**, and **Columbus State University (CSU)** to provide these opportunities.

● ON-CAMPUS & OFF-CAMPUS OPPORTUNITIES

To maximize student success, ChattCo brings the college experience directly to our campus while still offering traditional options:

● ON-CAMPUS INSTRUCTION:

- **Columbus Technical College (CTC):** Dedicated CTC instructors teach select college courses right here on the ChattCo campus.
- **Georgia Military College (GMC):** Students can take college-level **Biology I and Biology II** directly on our campus.

- **OFF-CAMPUS ENROLLMENT:** Students are permitted to travel directly to the campuses of CTC, GMC, or CSU to take any courses offered by those institutions.

- **VIRTUAL ENROLLMENT:** Students may also choose to take online/virtual courses through these partner institutions during the school day while remaining on the ChattCo campus.

● ELIGIBILITY & ENROLLMENT GUIDELINES

- **GRADE-LEVEL REQUIREMENTS:** Participation is open to eligible students in the 10th, 11th, and 12th grades.
- **10TH GRADE RESTRICTIONS:** Under state law, 10th-grade students are restricted to enrolling *only* in approved CTAE career pathway courses at a participating Technical College System of Georgia (TCSG) institution.
 - *Example:* The Certified Nursing Assistant (CNA) pathway is available to eligible 10th graders but requires committee review and approval.
- **MULTI-INSTITUTIONAL ENROLLMENT:** Students may enroll at more than one eligible college or university during a single term. However, total state funding is capped at a maximum of **15 semester hours (or 12 quarter hours) per term**, regardless of how many institutions the student attends.

● WITHDRAWAL POLICIES & PROGRAM REGULATIONS

- **COURSE WITHDRAWAL & FUNDING:** Students must be highly mindful of college academic calendars. Students who withdraw from a course after the college's official drop/add period may permanently lose funding eligibility for that term and become subject to updated state funding restrictions.
- **BEHAVIOR & COMPLIANCE:** Dual enrollment students are simultaneously enrolled in two institutions. They must strictly adhere to the code of conduct, academic honesty policies, and regulations of both Chattahoochee County High School and the postsecondary institution. Violations of school or college rules may result in immediate removal and future denial of participation in the Dual Enrollment Program.

● GRADUATION CORDS & STOLES POLICY

Graduation cords and stoles are distinct honors that symbolize advanced academic dedication, technical mastery, and exceptional extracurricular commitment. These recognitions are not automatically awarded; they must be actively earned. Each program, department, and organization maintains strict guidelines and performance criteria. Instructors and sponsors will ensure students are made aware of these expectations well ahead of graduation.

● CTAE & FINE ARTS CORD REQUIREMENTS

To receive a graduation cord for career, technical, or fine arts pathways, students must meet the designated criteria below prior to graduation:

- **CTAE PATHWAYS:** Students must successfully pass all three (3) required courses within their specific pathway **and** pass the associated End of Pathway Assessment (EOPA).
- **WELDING & CRIMINAL JUSTICE:** Students must successfully pass all required Dual Enrollment courses and officially earn the Technical Certificate of Credit (TCC) associated with their program.
- **ART AND BAND:** Students must successfully pass all three (3) required courses within the fine arts pathway **and** complete a comprehensive Capstone Project as determined by the course instructor.
- **JROTC:** Detailed requirements and standards for earning a JROTC graduation distinction are provided directly by JROTC instructors during the first week of class.

● NATIONAL HONOR SOCIETY (NHS) CORD REQUIREMENTS

- **CRITERIA:** To earn and wear the NHS graduation cord, a student must maintain active membership in good standing throughout their tenure. This includes meeting all required community service hours, attending mandatory meetings and induction ceremonies, and consistently participating in official NHS service projects.

● FUTURE BUSINESS LEADERS OF AMERICA (FBLA)

Active, registered members can earn a graduation cord or an advanced graduation stole based on a combination of membership longevity, points, competitive event attendance, and Business Achievement Awards (BAAs) submitted by **April 15th** of their graduating year. Full criteria are detailed in the official FBLA Bylaws and will be reviewed with members during initial club meetings.

● VIRTUAL LEARNING PROGRAM

Chattahoochee County High School offers a virtual learning option for students in grades 9–12 who meet specific eligibility criteria. All virtual coursework is completed through the Imagine Learning platform, and students must adhere to program expectations outlined in the Virtual Learning Handbook, which will be provided upon acceptance.

● ELIGIBILITY REQUIREMENTS:

- Successful completion of the previous school year with final grades of “C” or higher.
- Adequate attendance during the previous school year, defined as fewer than 17 absences (less than 10%).
- Reliable internet access and supervision by an adult caregiver during school hours.
- End of Course (EOC) courses are not available in the virtual format and must be completed in person.
- For students with disabilities, only consultative special education services will be provided virtually. If more restrictive services are required, the IEP team will reconvene to determine appropriate placement.
- Students must remain on target for course pacing and progress throughout each grading period.

● PROGRAM EXPECTATIONS:

- Students enrolled in virtual learning are required to maintain weekly communication with the Virtual Learning Coordinator via Google Meet or email.
- Grades will be updated weekly in PowerSchool, reflecting both course completion progress and achievement on assignments.
- Failure to stay on target or meet communication expectations may result in removal from the virtual learning program and return to in-person instruction.

● VIRTUAL LEARNING APPLICATION PROCESS

To be considered for enrollment in the virtual learning program, students and parents must complete and submit an official Virtual Learning Application, available online at www.chattco.org. No student will be admitted to the program without an approved application on file.

Applications must be submitted during the designated enrollment windows below:

- **Semester 1 Enrollment:** The application window opens in **July** and strictly closes on **July 23**.
- **Semester 2 Enrollment:** The application window opens on **November 30** and strictly closes on **December 11**.

Note: Due to scheduling and staffing requirements, late applications will not be accepted after these closing dates.

RULES AND DISPOSITIONS

Chattahoochee County High School Student Discipline Code:

- **NOTICE:**

The principal, authorized representatives, and/or School Resource Officer(s) have the authority to conduct reasonable interviews/investigations of students to investigate and address student misconduct without parental consent.

This includes the authority to search students and their property, including personal vehicles parked on campus, if there is reason to believe the search could prevent danger, disruption, or the continued violation of laws.

- **DISCIPLINE CODE:**

- Chattahoochee County's Discipline Code is progressive in nature.
- Violations of the Student Discipline Code (SDC) and the appropriate minimum dispositions are outlined below.
- Administrators have discretion in handling each violation as they occur, but each subsequent violation will be addressed with increasing severity following progressive discipline procedures.
- The aim of the Discipline Code is to ensure a safe and orderly learning environment, promoting student responsibility and adherence to school policies.

- **AGGRESSIVE BEHAVIOR:** Verbal Assault of Another Student / Threatening or Intimidating

- **Without physical contact:**

- ◊ **1st Offense:** Minimum Administrative Detention
- ◊ **2nd Offense:** 2 days ISS
- ◊ **3rd Offense:** 3 days ISS or 3 days OSS min (Admin discretion)

- **With physical contact:**

- ◊ **1st Offense:** 3 days ISS
- ◊ **2nd Offense:** 5 days ISS
- ◊ **3rd Offense:** 3 days OSS or admin discretion

- **ALCOHOL/ILLEGAL DRUGS/INHALANTS:**

Drug paraphernalia will be confiscated and delivered to SRO/law enforcement for testing.

- **Paraphernalia / Drugs / Inhalants**

No student shall possess, consume, transmit, store, be under any degree of influence of, buy, sell, or otherwise distribute, or possess with intent or attempt to buy, sell, or distribute drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, or any other substances under the Georgia Controlled Substances Act, or any substance believed by the student to be an illegal drug. Any substance containing any amount of Tetrahydrocannabinol (THC), including, without limitation, Delta 8, Delta 9, Delta 10, and any other similar substances will be considered illegal drugs on school property.

- **Disposition:** Referral to SRO, 10 Days OSS & Referral to a tribunal with a recommendation of:

- ◊ **1st Offense:** Minimum of 90 days Alternative School
- ◊ **2nd Offense:** Minimum of 180 days Alternative School
- ◊ **3rd Offense:** Expulsion

- **ALCOHOL (CONSUMPTION & POSSESSION)**

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

- **Disposition:** Referral to SRO, 10 Days OSS & Referral to a tribunal with a recommendation of:

- ◊ **1st Offense:** Minimum of 90 days Alternative School
- ◊ **2nd Offense:** Minimum of 180 days Alternative School
- ◊ **3rd Offense:** Expulsion

- **ATTENDANCE VIOLATIONS:**

- **General Note:** All students are expected to attend school as per the attendance code in the handbook.
- All early dismissals for non drivers must be signed out in person by a parent or legal guardian. Phone calls and emails alone will not be accepted as valid forms of checkout authorization.
- Student drivers may be allowed to check out without a parent being physically present if the following conditions are met:
 - A written note from the parent/guardian is provided,
 - An email is sent to the attendance clerk from the parent/guardian, and
 - The attendance clerk confirms the dismissal through a phone call to the parent/guardian for verification.

***All three steps must be completed before a student driver will be permitted to leave campus.**

- Medical appointments require documentation for sign-out and re-entry.
- Students dismissed early must leave campus unless checked back in with a pass.
- Parking privileges may be revoked for attendance violations.

- **TRUANCY:** Failing to attend school as required by Georgia Compulsory Attendance Laws.

- **SKIPPING:** Missing or being tardy to class without a valid excuse. Being 10+ minutes late is considered skipping.
 - **Disposition:**
 - ◇ **1st Offense:** Administrative Detention
 - ◇ **2nd Offense:** 3 days ISS
 - ◇ **3rd Offense:** 5 days ISS or possible OSS (Admin discretion)

- **LEAVING CAMPUS:** Leaving school grounds without permission from a parent and the principal or designee.

- **Disposition:**
 - ◇ **1st Offense:** 3 days ISS, 10 days loss of driving/parking privileges
 - ◇ **2nd Offense:** 5 days ISS, 20 days loss of driving/parking privileges
 - ◇ **3rd Offense:** 3 days OSS, permanent loss of driving/parking privileges

- **UNAUTHORIZED AREA:** Being in any location without specific permission (e.g., gym, restroom, lockers, parking lot, hallways, Media Center, offices, more than one person in a restroom stall).

- **Disposition:**
 - ◇ **1st Offense:** Administrative Detention or 1 day ISS (Admin. Discretion)
 - ◇ **2nd Offense:** 3 days ISS
 - ◇ **3rd Offense:** 5 days ISS

- **TARDIES TO CLASS:** Being late to class without a valid excuse.

- **Disposition:**
 - ◇ **1st Unexcused Tardy:** Teacher documentation
 - ◇ **2nd Unexcused Tardy:** Teacher notify guardian
 - ◇ **3rd Unexcused Tardy:** Teacher referral to Admin- Administrative Detention
 - ◇ **4th Unexcused Tardy:** Discipline Referral/1 day ISS
 - ◇ **5th Unexcused Tardy:** Discipline Referral/3 days ISS
 - ◇ **6th Unexcused Tardy:** Discipline Referral/5 days ISS

- **More than 6 tardies** will require a parent conference. Admin discretion as to the consequences and include out of school suspension.

- **Ten or more tardies** require referral to external agencies(DFCS, law enforcement, juvenile court)

- **Tardies will be counted per semester** and will restart at the beginning of the next semester.

- **TARDIES TO SCHOOL:** Students with driving privileges who arrive late without a valid excuse will have driving privileges revoked.

- **Disposition:**
 - ◇ **1st Offense:** Warning
 - ◇ **2nd Offense:** Administrative Conference/ contact guardian
 - ◇ **3rd Offense:** 5 days loss of driving privileges & Admin. Detention
 - ◇ **4th Offense:** 10 days loss of driving privileges & Admin. Detention
 - ◇ **5th Offense:** 20 days loss of driving privileges
 - ◇ **6th Offense:** Permanent loss of driving privileges

- **BOMB THREATS/TERRORISTIC THREATS:**

- **BOMB THREATS:** Defined as transmitting a false alarm suggesting a bomb or explosive is concealed on school property, creating a potentially dangerous situation.
- **TERRORISTIC THREATS:** Defined as a willful threat to commit a crime resulting in death or bodily harm, made with specific intent, or causing reasonable fear.
 - **Dispositions:**
 - ◊ Referral to School Resource Officer/Law Enforcement, 10 Days OSS, and Recommendation for Tribunal

- **HARASSMENT/BULLYING**

Chattahoochee County High School is committed to providing a safe, supportive, and orderly learning environment. Behavior that compromises the physical, emotional, or mental well-being of others will not be tolerated. To ensure clarity for students and families, the district distinguishes between **Harassment** and **Bullying** based on the frequency, intent, and nature of the behavior.

- **HARASSMENT:** Harassment is defined as any single or isolated electronic, written, verbal, or physical act intended to intimidate, mock, or create an uncomfortable environment for another student. While serious, harassment lacks the repetitive, targeted nature defined under state bullying laws.
 - ◊ **1st Offense:** Administrative Conference and one (1) day of In-School Suspension (ISS).
 - ◊ **2nd Offense:** Three (3) days of In-School Suspension (ISS). *Note: A second offense of harassment may be legally classified and processed as Bullying.*
 - ◊ **3rd Offense:** Five (5) days of In-School Suspension (ISS) or Out-of-School Suspension (OSS), and placement on a mandatory Behavior Contract.
- **BULLYING:** In accordance with Georgia Law (**O.C.G.A. § 20-2-751.4**), bullying is a **pattern of behavior** defined as willful attempts or threats to inflict injury, physical harm, or severe mental stress on another person, accompanied by an apparent ability to do so. It includes intentional displays of force that give a victim reason to fear immediate bodily harm, as well as ongoing, repetitive verbal, written, or electronic abuse directed at a specific individual.

Because bullying involves systematic or severe threat of harm, it carries immediate, severe progressive disciplinary actions:

 - ◊ **1st Offense:** Minimum of three (3) days of Out-of-School Suspension (OSS).
 - ◊ **2nd Offense:** Minimum of five (5) days of Out-of-School Suspension (OSS) and a mandatory administrative Behavior Contract.
 - ◊ **3rd Offense (Within a Single School Year):** Ten (10) days of Out-of-School Suspension (OSS) and an immediate recommendation to a disciplinary tribunal for alternative school placement.

- **CHEATING:**

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

- **SCHOLASTIC DISHONESTIES:**

- ◊ Taking unauthorized information of any form into a test situation.
- ◊ Plagiarism (using a writer's ideas without giving due credit through documentation). This included direct copy and paste from AI sources.
- ◊ Taking test questions to provide assistance in later situations or the theft of a test, or any other instructional material.
- ◊ Copying the work of others, including but not limited to, homework.
- ◊ Giving or taking information concerning a test after one individual has taken a test and the same form of the test is to be given later.
- ◊ Taking unauthorized information from a computer.
- **Disposition for All Offenses:**
 - ◊ Administrative Detention
 - ◊ Zero on the assignment
 - ◊ No retake privilege
 - ◊ Parent notification

- **CHRONIC MISBEHAVIOR:**

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

- **Disposition:**
 - ◊ Administrative Discretion / Referral to Tribunal / Alternative School

- **PERSONAL ELECTRONIC DEVICES**

In compliance with Georgia House Bill 1009 (**HB 1009: The Distraction-Free Education Act**), which mandates a "bell-to-bell" restriction on personal communication devices for all students, Chattahoochee County High School enforces a strict personal technology policy. The business of school is student learning; therefore, our campus must remain a focused environment completely free from digital distractions.

Because all students are issued a school Chromebook to complete their academic work, **there is never a time when a student will need a personal device for schoolwork**. If headphones are required for a classroom activity, teachers will provide wired headphones to the students.

- **⚠ IMPORTANT LIABILITY DISCLAIMER:** Chattahoochee County High School assumes **no responsibility** for the loss, theft, or damage of any personal electronic items brought onto campus. School administration and law enforcement will not conduct area or classroom searches, nor will they review security camera footage, to locate missing or stolen personal devices.

- **AUTHORIZED VS. UNAUTHORIZED DEVICES**

To maintain a secure and focused learning environment, the school restricts what electronics may be brought onto campus:

- **Cell Phones:** Cell phones are the **only** personal electronic device permitted on campus, should a parent or guardian wish to send their student to school with one.
- **Prohibited Electronics:** Personal tablets, computers, laptops, wireless earbuds/headphones (e.g., AirPods), portable gaming systems, smart glasses, and smartwatches are **not permitted** at school. If brought to campus, these items are subject to immediate confiscation and will count toward the progressive discipline ladder.

- **THE DAILY STORAGE & CHECK-IN PROCESS**

To ensure compliance with the Distraction-Free Education Act, the school provides a secure method for storing cell phones during the day.

- **Morning Collection (Standard Arrival):** Upon arrival to school, during the morning *Panther Preamble* period, students are strongly encouraged and recommended to turn in their cell phones to their Advisement teacher. Devices will be securely locked within a heavy-duty, 36-slot Vevor lockbox inside that classroom.
- **Late Arrival Collection:** Students who check in late to school must turn their cell phone in to the **front office** immediately upon arrival. To prevent instructional disruptions, late arrivals are strictly prohibited from entering a Elevate Advisement classroom to turn in a device.
- **Policy Enforcement:** If a student chooses not to submit their device during morning collection, that choice rests solely on the student. Students must understand that **mere possession of an electronic device at any point during the school day is a direct violation of state law and school policy**. The device does not need to be active or in use to constitute a violation; if it is seen, heard, or found in a student's possession, disciplinary action will be taken.
- **Dismissal Retrieval:** Students who checked in their devices on time will retrieve them from their Advisement teacher at the end of the day. Students who arrived late will collect their devices from the front office after the final dismissal bell.
- **Parent-Student Communication:** If a parent needs to contact a student during the school day, they may send an email to the student's school email address or contact the front office directly. School staff will ensure the message is delivered promptly to the student.

- **PROGRESSIVE DISCIPLINE & CONSEQUENCES**

To ensure fairness and consistency, violations are tracked cumulatively across the school year. **Any electronic device violation counts toward the progressive discipline ladder, regardless of the type of device confiscated.** For example, if a student has an unauthorized smartwatch in their possession in August (1st Offense) and an unsubmitted cell phone in their pocket in October (2nd Offense), they automatically face the second-offense consequence.

If a student is found in possession of any personal electronic device during the school day (including in classrooms, hallways, or restrooms), the device will be immediately confiscated by administration and processed through the following progressive scale:

- ◇ **1st Offense:** One (1) day of In-School Suspension (ISS). The device must be picked up by a parent or guardian. If a parent is unable to pick it up immediately, the device will remain locked in the school safe until a parent can retrieve it.
- ◇ **2nd Offense:** Three (3) days of In-School Suspension (ISS). The device must be picked up by a parent or guardian.
- ◇ **3rd Offense:** One (1) day of Out-of-School Suspension (OSS). The device must be picked up by a parent or guardian, and a mandatory parent-administration conference is required upon the student's return.
- ◇ **4th Offense:** Three (3) days of Out-of-School Suspension (OSS). The device must be picked up by a parent or guardian, and a mandatory parent-administration conference is required upon the student's return.
- ◇ **5th Offense:** Five (5) days of Out-of-School Suspension (OSS) and an immediate recommendation to a disciplinary tribunal for alternative school placement, as the student is now demonstrating chronic defiance and behavior modification strategies have been exhausted.

*****Medical Exception Note:** In strict compliance with federal and state regulations, students with documented medical disabilities may be permitted to possess or utilize a specific personal electronic device if it is explicitly required for medical monitoring or health accommodation, and formally documented within the student's current Individualized Education Program (IEP) or Section 504 Plan.

- **GENERAL SCHOOL CONDUCT:**

- **RUDE/DISRESPECTFUL (Adults: Teachers, Faculty/Staff)** Definition: No student shall be disrespectful towards any adult. This includes arguing, raising their voice, interrupting, being offensive, displaying a poor attitude, intimidating, threatening, or any other impolite actions.

- **Disposition:**

- ◇ **1st Offense:** 3 days ISS
 - ◇ **2nd Offense:** 3 days OSS
 - ◇ **3rd Offense:** 5 days OSS
 - ◇ **4th Offense:** 10 days OSS with possible recommendation for tribunal

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

- **RUDE / DISRESPECTFUL CONDUCT (Toward Other Students)** Definition: Any verbal, written, electronic, or physical conduct directed at another student that is rude, insulting, Mocking, or intentionally disrespectful. This behavior disrupts the positive learning environment but does not meet the legal definition of bullying or harassment.

- **Disposition:**

- ◇ **1st Offense:** Administrative Conference (**Minimum**).
 - ◇ **Subsequent Violations:** Progressive discipline will be applied to recurring offenses, beginning with **one (1) days of In-School Suspension (ISS)** and escalating if the behavior continues.

- **PROFANITY (Adults: Teachers, Faculty/Staff)** Definition: No student shall use profane, vulgar, obscene, abusive, or offensive language/gestures towards any administrator, faculty, staff, or guest on school property or at a school-sponsored event. This includes hand signs, ethnically offensive language, suggestive initials, or jargon commonly known to be disrespectful.

- **Disposition:**

- ◊ **1st Offense:** 5 days ISS
- ◊ **2nd Offense:** 3 days OSS
- ◊ **3rd Offense:** 5 days OSS
- ◊ **4th Offense:** 10 days OSS with possible recommendation for tribunal

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

- **PROFANITY (Students)** Definition: No student shall use profane, ethnically offensive, vulgar, obscene, abusive, or offensive language/gestures towards another student or that may be overheard by an administrator, teacher, adult, faculty/staff, or guest on school property or at a school-sponsored event.

- **Disposition:**

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

- **OBSCENE MATERIALS** Definition: No student shall possess or distribute profane, vulgar, pornographic, obscene, or ethnically offensive materials.

- **Disposition:**

- ◊ **1st Offense:** 1 day OSS
- ◊ **2nd Offense:** 3 days OSS
- ◊ **3rd Offense:** 5 days OSS
- ◊ **4th Offense:** 10 days OSS with possible recommendation for tribunal

- **FALSE REPORTS AND ALLEGATIONS** Definition: Making an intentionally false accusation, fabrication, or report against a fellow student, school staff member, or school official. This policy applies to all levels of false reporting. It encompasses situations that students may mistakenly view as "minor" (such as falsely reporting that a peer is in possession of a vape or electronic cigarette) as well as severe, malicious fabrications regarding major rule violations or illegal activity. Because false allegations can severely damage reputations, disrupt the instructional environment, and waste critical administrative resources, they are treated with the utmost seriousness.

- **Disposition:** Consequences are handled through a progressive discipline framework based on the intent, nature, and severity of the false accusation:

- ◊ **Minimum Penalty:** One (1) day of In-School Suspension (ISS).
- ◊ **Maximum Penalty:** Up to ten (10) days of Out-of-School Suspension (OSS) with an immediate recommendation to a disciplinary tribunal for alternative school placement.

- **FAILURE TO ATTEND** Definition: No student shall fail to attend teacher or administrative detention or give cause to be removed from detention or In-School-Suspension (ISS).

- **Disposition:**

- ◊ **For Teacher Detention:** Days doubled in ISS and detention served upon completion of ISS.
- ◊ **For ISS:** OSS and remaining ISS must be completed upon return

- **DRESS CODE POLICY & ENFORCEMENT PROTOCOL**

The primary objective of the Chattahoochee County High School dress code is to maintain a respectful, safe, and distraction-free learning environment that prepares students for postsecondary and professional settings. Comprehensive guidelines regarding acceptable attire are detailed earlier in this handbook. The following section outlines the administrative consequences for non-compliance.

- **POLICY STATEMENT & ADMINISTRATIVE AUTHORITY**

Students are expected to adhere fully to the dress code throughout the entirety of the instructional day. All dress, attire, and grooming choices are subject to the final discretion of the Chattahoochee County High School administration or their designee. Repeated violations demonstrate a disregard for school policy and will not be tolerated.

- **PROGRESSIVE DISCIPLINARY SCALE FOR DRESS CODE VIOLATIONS**

When a dress code violation occurs, students will not be permitted to attend regular classes until their attire complies with school standards.

- ◇ **1st Offense:** Official warning and parent notification. The student will be given an immediate opportunity to correct the violation (e.g., changing clothes or having appropriate attire brought to the school). **The student will remain in In-School Suspension (ISS) for the day or until the dress code issue is fully corrected.**
- ◇ **2nd Offense:** Three (3) days of In-School Suspension (ISS).
- ◇ **3rd Offense:** One (1) day of Out-of-School Suspension (OSS).
- ◇ **Subsequent Offenses:** Accelerated progressive discipline consisting of a minimum of **three (3) days of Out-of-School Suspension (OSS)** per incident. Additionally, a mandatory parent/guardian re-entry conference with administration is required before the student may return to regular classes

- **INSUBORDINATION** Definition: A student is "Insubordinate" when failing to comply with or follow instructions/directions given by an administrator, teacher, faculty, or staff. This includes, but is not limited to, turning over cell phones/electronic equipment to authority, going where instructed, and disregarding directives. Insubordination also includes failure to identify oneself when asked.

- **Disposition:**

- ◇ **1st Offense:** 5 days ISS; may be suspended for up to 5 days OSS for refusing to comply with an Administrator's directive.
- ◇ **2nd Offense:** 3 days OSS; may be suspended for up to 5 additional days OSS for refusing to comply with an Administrator's directive.
- ◇ **3rd Offense:** Administrative Discretion (possibility of 10 days OSS with recommendation for alternative school)

- **DISRUPTION OF CLASS OR SCHOOL ENVIRONMENT** Definition: No student shall intentionally make noise, create a distraction, or act in any manner that interferes with a teacher's ability to conduct class, or another student's ability to learn.

- **Teacher-Led Intervention Protocol:** To protect instructional time, teachers will address initial classroom behaviors directly and document each intervention before involving school administration:

- ◇ **1st Incident:** Direct conference with the student.
- ◇ **2nd Incident:** Documentation of behavior and a mandatory conference or phone call with the parent/guardian.
- ◇ **3rd Incident & Beyond:** Formal disciplinary referral to school administration.

*** Once a student is formally referred to the front office for classroom disruption, the following progressive consequences apply:

- ◇ **1st Referral:** Administrative Detention (Minimum).
- ◇ **2nd Referral:** Minimum of one (1) day of In-School Suspension (ISS).
- ◇ **3rd Referral:** Minimum of three (3) days of In-School Suspension (ISS).
- ◇ **Subsequent Referrals:** At this stage, the repeated disruption of the learning environment constitutes **chronic defiance of school authority**. Continued offenses will result in **Out-of-School Suspension (OSS)**, with the exact duration determined at administrative discretion.

- **SCHOOL DISRUPTION** Definition: No student shall, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other intentional conduct, cause the disruption, obstruction, or interference with any lawful mission, process, or function of the school day.

EXAMPLES OF MAJOR SCHOOL DISRUPTION INCLUDE, BUT ARE NOT LIMITED TO:

- Instigating or participating in a mass disturbance (e.g., throwing food or causing a scene in the cafeteria).
- Screaming, yelling, or cursing in the hallways or common areas in a manner that disrupts ongoing instruction in nearby classrooms.
- Engaging in aggressive verbal confrontations or threats that require staff intervention to maintain order.
- Deploying airborne chemical irritants or nuisance odorants on campus, such as liquid novelty prank sprays (e.g., "fart spray"), hunting cover scents, or excessive aerosol chemical sprays that compromise air quality or trigger building evacuations.
- Any coordinated behavior or stunt designed to draw students away from their assigned locations or disrupt school operations.

- **Disposition:** Because these actions impact the safety, orderly climate, and operations of the entire student body, they bypass the classroom intervention scale.

- ◊ **All Offenses:** Handled at **Administrative Discretion**, with a **minimum consequence of three (3) days of Out-of-School Suspension (OSS)**. Depending on the severity, scope of the disruption, and safety risks involved, consequences may escalate up to ten (10) days of OSS and a recommendation to a disciplinary tribunal for alternative school placement.

- **FALSE SAFETY REPORTS** Definition: No student shall make false calls to emergency services or report false fire alarms, which create a potentially dangerous interruption to normal school operations and affect the physical and emotional well-being of students and staff.

- **FALSE CALL TO EMERGENCY SERVICES/ FALSE FIRE ALARM** Definition: No student shall knowingly make or cause a false call to emergency services to be made.

- **Disposition:**

- ◊ Referral to School Resource Officer, Admin discretion up to 10 days OSS with Recommendation for Tribunal

- **GAMBLING** Definition: No student shall participate in any form of gambling activity as defined by state law, or any activity that involves the wagering, betting, or exchanging of services, money, or items of value. To maintain an appropriate academic focus, students are strictly prohibited from playing cards or engaging in card games during instructional time.

- **Disposition:**

- ◊ **1st Offense:** Three (3) days of In-School Suspension (ISS).
 - ◊ **2nd Offense:** Five (5) days of In-School Suspension (ISS).
 - ◊ **3rd Offense:** Three (3) days of Out-of-School Suspension (OSS).
 - ◊ **4th Offense:** Five days (5) of Out-of-School Suspension (OSS)
 - ◊ **5th Offense:** Ten days (10) of Out-of-School Suspension (OSS) with an immediate administrative recommendation to a disciplinary tribunal for alternative school placement, as the behavior represents chronic non-compliance.

- **GANG-RELATED ACTIVITY** **Definition:** The Chattahoochee County Board of Education maintains a zero-tolerance policy to eliminate and prevent gang influence, symbols, and activities on school grounds.
 - A **"gang"** is defined as any group, association, or fraternity—whether formal or informal—that encourages, facilitates, or participates in illegal, illicit, or disruptive acts.
 - A **"gang member"** is any individual who actively aligns with, promotes, or participates in activities associated with a gang.
- **PROHIBITED CONDUCT & RULES:**
 - No student shall recruit, solicit, or pressure others into membership or alignment with any gang or gang-related organization.
 - No student shall wear, display, possess, or carry any clothing, apparel, colors, tattoos, hairstyles, jewelry, accessories, or articles that indicate or imply gang affiliation. The principal or administrative designee retains sole and final authority in determining what constitutes gang attire or symbols.
 - No student shall exhibit hand signs, gestures, or behaviors symbolizing gang membership, or participate in gang-related activities that intimidate, threaten, or cause physical harm to another individual.
- **Disposition:**
 - ◊ **All Offenses:** Immediate referral to the School Resource Officer (SRO) and law enforcement, ten (10) days of Out-of-School Suspension (OSS), and a mandatory recommendation to a disciplinary tribunal for alternative placement or expulsion.

Note: Students violating this policy are subject to criminal arrest and prosecution under Georgia law.
- **INCENDIARY DEVICES & ARSON** **Definition:** No student shall possess, handle, carry, light, or discharge any type of incendiary or ignition device on school property, school transportation, or at school-sponsored events. This includes, but is not limited to, matches, cigarette lighters, fireworks, firecrackers, smoke bombs, novelty trick bombs, or chemical stink devices.
 - **Disposition:**
 - ◊ **Standard Violations:** Handled at **Administrative Discretion**, up to and including Out-of-School Suspension (OSS) and device confiscation (items will only be returned to a parent/guardian).
 - **ARSON:** Any activity deemed to be arson (the intentional setting of fire to school property or items) will result in an immediate referral to the School Resource Officer (SRO), ten (10) days of Out-of-School Suspension (OSS), and an automatic recommendation to a disciplinary tribunal for alternative placement or expulsion.
- **OFF-CAMPUS OFFENSES** **Definition:** Students may be subject to school disciplinary action for off-campus conduct that directly impacts the safety, security, and welfare of the school, its staff, students, or property, or that substantially disrupts the discipline and educational environment of the campus.
 - **Examples of Off-Campus Misconduct include, but are not limited to:**
 - Any action prohibited by the criminal codes of the State of Georgia or the United States.
 - Criminal conduct punishable as a misdemeanor or felony if committed by an adult.
 - Off-campus conduct for which a student has been formally arrested, indicted, adjudicated, or convicted by the court system.
 - Violations of terms explicitly outlined in the Work-Based Learning (WBL) and/or Youth Apprenticeship Program (YAP) student agreement forms.
 - **Disposition:**
 - ◊ Handled at **Administrative Discretion**, up to and including a ten (10) day Out-of-School Suspension (OSS) and referral to a disciplinary tribunal for alternative placement depending on the severity of the offense and its potential impact on the student body.

- **MEDICATION POLICIES: PRESCRIPTION & NON-PRESCRIPTION (OVER-THE-COUNTER) DRUGS**

- To ensure student safety and maintain compliance with Chattahoochee County School Board policies, **students are strictly prohibited from carrying or having any type of medication in their personal possession at any time while on school property, school transportation, or at school-sponsored events.**
- If a student requires medication during the school day, the medication must be brought directly to the school clinic by a parent or guardian and turned in to the school nurse immediately upon arrival. All medications must be administered through the clinic following proper medical authorization procedures.

- **NON-PRESCRIPTION / OVER-THE-COUNTER (OTC) MEDICATIONS**

- **Definition:** This includes any non-prescription medications, supplements, or remedies (e.g., pain relievers, cough drops, allergy medications). While these are available without a prescription, students are prohibited from self-possessing, carrying, or keeping them in lockers or backpacks.
- **Distribution Prohibitions:** A student is strictly prohibited from selling, sharing, distributing, or possessing with the intent to distribute any over-the-counter medication.
 - **Disposition:**
 - ◊ Handled at **Administrative Discretion** based on the nature of the violation. Consequences range from parent contact and In-School Suspension (ISS) up to an immediate **referral to the School Resource Officer (SRO), ten (10) days of Out-of-School Suspension (OSS), and a recommendation to a disciplinary tribunal** for alternative school placement if distribution or intent to distribute is established.

- **PRESCRIPTION DRUGS**

- **Definition:** This includes any medication that requires a medical prescription from a licensed healthcare provider. No student shall possess, handle, or use any prescription medication on campus. Possession of a prescription medication that is not explicitly prescribed to that specific student is a severe violation of the student code of conduct and state law.
- **Distribution Prohibitions:** Under no circumstances shall a student sell, share, trade, distribute, or possess with the intent to sell or distribute any prescription medication on school property.
 - **Disposition:**
 - ◊ Due to the severe safety and legal risks associated with prescription drug misuse, violations carry immediate accelerated consequences:
 - ◊ **All Offenses:** Automatic **referral to the School Resource Officer (SRO)/ law enforcement, ten (10) days of Out-of-School Suspension (OSS), and an immediate recommendation to a disciplinary tribunal** for alternative school placement or expulsion.

- **PHYSICAL OFFENSES & VIOLENCE**

- Chattahoochee County High School is committed to maintaining a safe, secure, and orderly learning environment. To ensure campus safety, **students are strictly prohibited from putting their hands on other students or school personnel for any reason.** Physical contact of any aggressive or reckless nature will be met with immediate disciplinary intervention.
- The principal or administrative designees will exercise professional discretion in evaluating physical incidents (distinguishing between horseplay, physical altercations, fighting, or battery) and retain the authority to issue differentiated discipline on a case-by-case basis depending on the severity and context of the incident.

- **HORSEPLAY**

- **Definition:** Engaging in rowdy, rough, or physically disruptive behavior that does not stem from malicious intent but carries a high risk of injury or escalation. This explicitly includes activities such as "slap-boxing," "play-fighting," pushing, wrestling, or chasing.
 - **Disposition:**
 - ◊ **1st Offense:** (1) day of Out-of-School Suspension (OSS)
 - ◊ **2nd Offense:** Three (3) days of Out-of-School Suspension (OSS).
 - ◊ **3rd Offense:** Ten (10) days of Out-of-School Suspension (OSS) with an immediate administrative recommendation to a disciplinary tribunal for alternative school placement.

- **FIGHTING & PHYSICAL ALTERCATIONS**

- **Definition:** Participating in a mutual, physical confrontation involving two or more students where punches, slaps, kicks, or other physical blows are exchanged with the intent to inflict harm.
 - **Disposition:**
 - ◊ **1st Offense:** Minimum of five (5) days of Out-of-School Suspension (OSS).
 - *⚠ Note: Engaging in multiple fights within a single school year demonstrates chronic non-compliance and will result in an immediate referral to the School Resource Officer (SRO), ten (10) days of OSS, and a mandatory recommendation to a disciplinary tribunal for alternative school placement or expulsion.*

- **GANGING UP**

- **Definition:** A coordinated physical assault where two or more students combine forces to target, ambush, or physically attack a single student or individual.
 - **Disposition:**
 - ◊ **All Offenses:** Immediate referral to the School Resource Officer (SRO)/law enforcement, ten (10) days of Out-of-School Suspension (OSS), and an administrative recommendation to a disciplinary tribunal for alternative placement or expulsion.

- **BATTERY AGAINST A STUDENT**

- **Definition:** A physical attack or assault initiated by one student against another individual who is not actively participating in a mutual fight. Battery is cited when an unprovoked attack occurs and/or significant bodily harm or injury is inflicted upon the victim.
 - **Disposition:**
 - ◊ **All Offenses:** Immediate referral to the School Resource Officer (SRO)/law enforcement, ten (10) days of Out-of-School Suspension (OSS), and a recommendation to a disciplinary tribunal for alternative school placement.

- **BATTERY AGAINST SCHOOL PERSONNEL (Administrators, Faculty, Staff, & Bus Drivers)**

- **Definition:** Any intentional physical contact, strike, attack, or assault directed at an administrator, teacher, counselor, support staff member, school bus driver, or any other school system employee.
- *⚠ Zero-Tolerance Notice:* Any student who touches, places hands on, pushes, strikes, or physically obstructs an administrator, faculty, or staff member will be charged at a minimum with **Simple Battery**.
 - **Disposition:**
 - ◊ **All Offenses:** Immediate referral to the School Resource Officer (SRO) for criminal prosecution, an automatic ten (10) days of Out-of-School Suspension (OSS), and a mandatory referral to a disciplinary tribunal.
 - *⚠ Note: In accordance with Georgia law, the tribunal panel will adjudicate the referral. A determination of guilt for physical violence against school personnel may result in long-term expulsion for the remainder of the student's legal eligibility to attend public schools.*

• **PROPERTY CRIMES & VANDALISM**

Chattahoochee County High School maintains a strict standard of respect for public and private property. No student shall willfully, maliciously, or intentionally damage, deface, destroy, or vandalize any property belonging to the school system, a school employee, another student, or any individual legitimately on school grounds.

This policy applies uniformly to school grounds, school-sponsored transportation, and off-campus school-sanctioned activities or functions. Defacement or damage inflicted upon the property of neighboring school districts will be prosecuted as if the damage occurred on Chattahoochee County School property.

• **SCOPE OF VIOLATIONS**

Property damage and vandalism include, but are not limited to:

- Writing, drawing, scratching, engraving, or carving onto restroom stalls, school or classroom doors, walls, bleachers, cafeteria tables, student desks, or school textbooks.
 - Kicking, hitting, throwing objects at, or otherwise striking doors, fixtures, or school hardware.
 - Damaging, breaking, or altering school-issued technology, including Chromebooks, computer peripherals, and network infrastructure.
 - Malicious defacement or destruction of building structures, grounds, landscaping, or private vehicles parked on school property.
-
- **ADMINISTRATIVE PROGRESSIVE DISCIPLINARY SCALE** Because property damage directly impacts the school's operational budget and safe climate, all offenses bypass classroom-level interventions and are subject to immediate administrative action.
 - ◇ **1st Offense:** Minimum of three (3) days of Out-of-School Suspension (OSS).
Note: At administrative discretion, the minimum penalty may be reduced to one (1) day of OSS for minor, easily correctable defacement (e.g., small pencil markings on a desk).
 - ◇ **2nd Offense:** Minimum of five (5) days of Out-of-School Suspension (OSS).
 - ◇ **3rd Offense:** Ten (10) days of Out-of-School Suspension (OSS) and an immediate administrative recommendation to a disciplinary tribunal for alternative school placement, as the behavior demonstrates chronic and malicious non-compliance.

• **LEGAL LIABILITY & FINANCIAL RESTITUTION**

⚠ **Legal & Financial Notice:** Pursuant to Georgia law and local board policy, students and their parents or legal guardians will be held jointly and severally liable for the full restitution value of any damaged, defaced, or stolen property.

In addition to the progressive disciplinary consequences outlined above:

- ◇ **Corrective Labor:** When appropriate, students will be required to assist in cleaning, scrubbing, or repairing the vandalized property under staff supervision.
- ◇ **Financial Obligation:** Families are required to pay all replacement costs, materials, and labor fees associated with the restoration of the property.
- ◇ **Hold on Records:** Failure to satisfy financial restitution within the designated administrative timeframe will result in further disciplinary action and an immediate **administrative hold placed on all student records**, including report cards, official transcripts, and graduation diplomas, until the debt is fully cleared.
- ◇ **Law Enforcement Referral:** Every incident of vandalism or property damage will be referred to the School Resource Officer (SRO). The district reserves the right to pursue formal criminal charges, including criminal trespass or criminal damage to property, through the juvenile or adult court systems.

- **SEXUAL OFFENSES:**

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

- **PDA (Public Displays of Affection)** No student shall engage in public displays of affection, such as kissing or inappropriate touching, while on school property or at school events.

- **Disposition:**

- ◊ **1st Offense:** Admin Conference (**Minimum**)
 - ◊ **2nd Offense:** 3 days ISS
 - ◊ **3rd Offense:** 5 days ISS

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

- **CONSENSUAL SEXUAL ACTIVITY**

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

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

- **Disposition:** Referral to School Resource Officer (All Offenses)

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

- **SEXUAL HARASSMENT**

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

- **Disposition:**

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

- **SEXUAL BATTERY**

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

- **Disposition:**

- ◊ All Offenses: Referred to School Resource Officer and system Social Worker

- **SEXUAL MOLESTATION**

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

- **Disposition:**

- ◊ **1st Offense:** Referral to School Resource Officer, 10 days OSS and possible Recommendation for Tribunal

- **ACCEPTABLE USE OF SCHOOL TECHNOLOGY & DIGITAL INFRASTRUCTURE**

Chattahoochee County High School provides technology resources, including district-issued Chromebooks, network infrastructure, and internet access, solely for educational purposes. Access to school technology is a privilege, not a right. Any use of school technology for non-school-related activities, or any action that compromises the integrity, safety, and security of the district's digital network, is strictly prohibited and will result in the immediate revocation of computer privileges.

- **PROHIBITED TECHNOLOGY PRACTICES & RULES**

Students must strictly adhere to the following digital conduct guidelines:

- **NETWORK & SECURITY TAMPERING:** Students are prohibited from probing, scanning, or testing the network for vulnerabilities. Purposely looking for security gaps is classified as an unauthorized attempt to gain elevated access to school technology resources and is treated as hacking.
- **MALICIOUS ALTERATION & HACKING:** Students shall not attempt to disrupt, destroy, alter, bypass, or modify school technology hardware, operating systems, firmware, or software settings. The use of proxy sites, Virtual Private Networks (VPNs), or unauthorized software to bypass district web filters is strictly prohibited.
- **INAPPROPRIATE CONTENT & MATERIALS:** Students are prohibited from using school technology, email accounts, or network resources to search for, visit, view, download, store, or distribute unapproved internet websites, obscene materials, profanity, or otherwise inappropriate content.
- **UNAUTHORIZED RECORDING:** The inappropriate or non-consensual use of digital cameras, video recording features, or audio-capturing tools on school-issued devices is strictly prohibited.
- **CYBER-VANDALISM:** No student shall utilize school technology resources, whether on or off school grounds, to threaten, damage, vandalize, or orchestrate the theft of public or private digital property.

- **Progressive Disciplinary Scale for Technology Offenses**

Because digital infractions can compromise the security of the entire district network or disrupt the instructional environment, consequences are applied progressively and scale rapidly based on the severity of the conduct:

- ◇ **1st Offense:** Handled at **Administrative Discretion**, with a **minimum consequence of three (3) days of In-School Suspension (ISS)** and temporary suspension of network/device privileges.
 - ◇ **2nd Offense:** Handled at **Administrative Discretion**, with a **minimum consequence of one (1) day of Out-of-School Suspension (OSS)** and an extended or permanent revocation of personal technology privileges.
 - ◇ **Severe or Chronically Defiant Infractions:** Major network violations—such as successful hacking, intentional network disabling, cyber-bullying, or severe digital vandalism—will bypass the initial steps of the disciplinary scale. Depending on the gravity of the offense, consequences can scale up to **ten (10) days of Out-of-School Suspension (OSS)** and an **immediate recommendation to a disciplinary tribunal for alternative school placement.**

⚠ **Legal Notice:** Severe technology infractions that violate state or federal cyber-crime laws will be immediately referred to the School Resource Officer (SRO) and law enforcement for criminal investigation and potential prosecution. Parents and students will be held financially responsible for any costs incurred by the district to repair, re-image, or restore compromised technology networks or hardware.

- **THEFT** No student shall steal or possess stolen private property or school property.

- **THEFT (Item Value less than \$50)**

- **Disposition:**

- ◇ Referral to School Resource Officer, 3 days OSS up to 10 Days OSS, and possible recommendation for Tribunal.

- **THEFT (Item Value \$50 or more)**

- **Disposition:**

- ◇ Referral to School Resource Officer, 10 days OSS, and possible recommendation for Tribunal.

- **TOBACCO, NICOTINE, AND VAPOR PRODUCTS POLICY**

In accordance with federal and state laws, Chattahoochee County High School maintains a strict zero-tolerance policy regarding the possession or use of nicotine and tobacco products. **Nicotine delivery products—specifically electronic vapor devices (vapes, e-cigarettes) and modern smokeless alternatives like nicotine pouches (e.g., Zyn)—present significant health and safety risks and constitute a major violation of the student code of conduct.** This policy applies universally to all students while on school grounds, school-provided transportation, or attending any school-sponsored activity or function off-campus.

- **PROHIBITED ITEMS & SCOPE**

Students are strictly prohibited from possessing, using, selling, or distributing:

- Traditional tobacco products (cigarettes, cigars, loose tobacco, chewing tobacco, or dip).
- Electronic nicotine delivery systems, including vapor devices, e-cigarettes, vape pens, cartridges, pods, and charging components.
- Smokeless non-tobacco nicotine products (nicotine pouches, lozenges, or toothpicks).
- Ignition or related paraphernalia (matches, lighters, or rolling papers).

△ **CONFISCATION NOTICE:** All prohibited items and delivery devices found in a student's possession will be immediately confiscated and destroyed by school administration. **Under no circumstances will these items be returned to the student or their parents.**

- **Progressive Disciplinary Scale**

Because the possession and use of these illicit products directly compromise the health and safety of the student body, violations carry immediate out-of-school consequences:

- ◇ **1st Offense:** Three (3) days of Out-of-School Suspension (OSS).
- ◇ **2nd Offense:** Five (5) days of Out-of-School Suspension (OSS).
- ◇ **3rd Offense:** Ten (10) days of Out-of-School Suspension (OSS) and an immediate recommendation to a disciplinary tribunal for alternative school placement or expulsion.

Note: Any vapor device or substance suspected of containing illegal compounds (such as THC or controlled substances) will be turned over to the School Resource Officer (SRO) for chemical testing. If a substance tests positive for an illegal drug, the infraction will be reclassified as a drug offense, resulting in criminal charges and immediate referral to a disciplinary tribunal.

- **WEAPONS**

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

- **Disposition:**

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

- **BUS TRANSPORTATION & SAFETY CONDUCT**

Riding a Chattahoochee County school bus is a **privilege, not a right**. District transportation is provided as a service to eligible students, contingent upon their continued adherence to safety regulations and civil behavior. Because a bus is an extension of the school campus, **school bus drivers are official school authorities with the same disciplinary jurisdiction over students as teachers have within the classroom**. All student handbook rules, behavioral expectations, and progressive consequences apply fully while students are boarding, riding, or exiting school transportation.

Students must strictly follow the specific safety rules posted on each bus. Any behavior that compromises the safe operation of the vehicle, distracts the driver, or threatens the welfare of passengers will not be tolerated.

- **Disciplinary Scale and Administrative Discretion**

School administrators retain complete authority to issue consequences for bus misconduct on a case-by-case basis. Depending on the frequency and severity of the infraction, a student's riding privileges may be suspended.

- ◇ **MINOR INFRACTIONS:** Handled through progressive administrative intervention, which may include student conferences, parent notifications, In-School Suspension (ISS), or short-term bus suspensions.
 - ◇ **BUS SUSPENSIONS:** Administrative consequences for persistent or disruptive misconduct range from **one (1) day of bus suspension up to the complete revocation of riding privileges for the remainder of the school year**.
 - ◇ **DUAL CONSEQUENCES:** If a student commits an offense on the bus that violates the standard student code of conduct (e.g., fighting, vandalism, or possession of prohibited substances), they will face **both** bus suspension and standard school-day disciplinary actions (ISS/OSS).

- **SEVERE SAFETY VIOLATIONS & LAW ENFORCEMENT INTERVENTION**

⚠ **Critical Safety Notice:** Any misconduct that actively threatens the health, safety, or physical well-being of the driver or passengers will result in immediate emergency intervention. Such actions may lead to:

- ◇ Immediate removal of the student from the school bus and/or school functions.
 - ◇ Up to ten (10) days of Out-of-School Suspension (OSS) pending a formal disciplinary investigation and potential tribunal referral.
 - ◇ Mandatory referral to the School Resource Officer (SRO) and local law enforcement agencies for criminal investigation and prosecution.

Note: If a student's riding privileges are suspended or revoked, it becomes the sole legal responsibility of the parent or guardian to arrange for the student's safe, on-time transportation to and from school. A bus suspension does not excuse a student from compulsory school attendance laws.

• DISCIPLINARY INTERVENTIONS, SUSPENSION PROTOCOLS, AND ALTERNATE PLACEMENT REGULATIONS

Chattahoochee County High School utilizes a progressive tiered approach to student discipline. The following sections outline the specific guidelines, expectations, and regulations governing after-school detentions, in-school interventions, out-of-school exclusions, and alternative educational placements.

1. **ADMINISTRATIVE DETENTION REGULATIONS** Administrative Detention is an assigned disciplinary intervention designed to address specific behavioral infractions by restricting a student's after-school privileges while maintaining an academic and corrective focus.
 - **Schedule and Timing:** Administrative Detention is held on **Tuesdays and Thursdays from 2:30 PM to 4:00 PM.**
 - **Arrival and Tardy Policy:** Students are required to report to the designated detention room immediately following the final dismissal bell. If a student arrives late to detention, the supervising administrator may deny them entry. **A late arrival resulting in non-admittance will be treated as a failure to report,** and the student will receive one (1) day of In-School Suspension (ISS) and remain required to attend the next scheduled detention session.
 - **Attendance and Failure to Report:** Attendance is mandatory when assigned by school administration. If a student fails to show up for an assigned detention session, they will automatically receive **one (1) day of In-School Suspension (ISS)** and will be rescheduled to complete their service at the next available detention session.
 - **Operational Rules and Restorative Requirements:** While serving administrative detention, students are strictly required to remain productively engaged. Students must complete their **Restorative Behavior Reflection** and work continuously on school-issued academic assignments.
 - **Non-Compliance and Behavior Removal:** If a student refuses to complete the required reflection or academic assignments, or fails to follow the directives of the supervising administrator, they will be removed from the session. In such cases, **the served time will not count toward fulfillment of the disciplinary sentence,** and the student will face progressive consequences ranging from **In-School Suspension (ISS) to Out-of-School Suspension (OSS).**
 - **Transportation Responsibility:** It is the sole responsibility of the parent, guardian, or legal custodian to provide safe, timely transportation for the student at 4:00 PM upon the conclusion of the detention session if the student does not have authorized on-campus driving privileges. School bus transportation is not provided for after-school disciplinary sessions.

2. **IN-SCHOOL SUSPENSION (ISS) GUIDELINES AND REGULATIONS** In-School Suspension (ISS) is a disciplinary intervention designed to remove a student from the regular classroom setting while maintaining academic progression.

- **Attendance and Completion Requirements:** Students will not be readmitted to the general student population until they have fully completed their assigned duration in ISS and completed all academic coursework assigned during their placement.
- **Partial-Day Credits:** Students suspended or assigned to ISS for a fraction of a school day will not receive credit for completing that day. The partial day must be made up in full.
- **Onboarding and Restorative Practice:** Upon entry to ISS, students are required to read and review the digital ISS Handbook online. Before transitioning back to regular classes, the student must complete a **Restorative Behavior Reflection** and a behavior-correction plan in coordination with the ISS Instructor.
- **Non-Compliance & Removals:** Refusal to report to ISS, or removal from the ISS room due to insubordination or disruption, constitutes direct defiance. Such actions will result in an immediate escalation to **Out-of-School Suspension (OSS).** Any remaining ISS days must still be served sequentially upon the student's return from OSS.
- **Extracurricular Restriction:** Students serving ISS **are permitted** to attend team practices and organizational meetings. However, they are strictly prohibited from participating in, dressing out for, or attending any official extracurricular contests, games, competitive events, or public performances. Eligibility for full participation resumes after the final dismissal bell on the student's last successfully completed day of ISS.

3. OUT-OF-SCHOOL SUSPENSION (OSS) REGULATIONS Out-of-School Suspension (OSS) represents a formal exclusion from all school property and functions due to severe or chronic infractions.

- **Campus and Activity Ban:** Students under an active OSS order are barred from entering any Chattahoochee County School District property. They are strictly prohibited from attending or participating in any school-related activities, including athletic conditioning, tryouts, practices, meetings, or games.
- **Duration Enforcement (GHSA Compliance):** In strict compliance with Georgia High School Association (GHSA) regulations, a student's suspension does not expire until they are formally readmitted to the physical classroom environment. *Example: If a student's suspension runs through Friday, they remain ineligible to participate in or attend any school events over the weekend (such as Saturday games).*

4. ALTERNATIVE SCHOOL PLACEMENT & TRANSITION PROTOCOLS The Chattahoochee County Alternative School is an off-campus Virtual Learning Program where students complete coursework asynchronously from home while fulfilling a disciplinary term.

- **Placement Authority:** Placement into the alternative program is legally determined by a Disciplinary Tribunal, the Superintendent, or the Board of Education. Placement is **automatic and mandatory** for any student enrolling in the district directly from another school system's alternative program, a Youth Detention Center (YDC), or a boot camp.
- **Extracurricular Exclusion:** Students assigned to the alternative school are strictly prohibited from attending, viewing, or participating in any extracurricular activities, athletic events, dances (including Prom), or graduation exercises.
- **Re-Entry Probationary Period:** To ensure a safe, structured, and orderly transition back to the traditional campus, all students returning from an alternative school placement must serve a **mandatory ten (10) day probationary period in ISS** to get acclimated back to the in-person environment before being permitted into general education classrooms.

• **DIGITAL SURVEILLANCE AND VIDEO RECORDING PRIVACY POLICY**

Chattahoochee County High School balances the individual privacy rights of students with the administrative duty to maintain a safe, secure, and monitored campus.

- **PURPOSE AND SCOPE OF SURVEILLANCE** Digital surveillance networks operate continuously (24 hours a day, 7 days a week) across hallways, the school store, gymnasiums, cafeterias, outdoor walkways, and designated classrooms/labs. While cameras are never placed inside restrooms, cameras are specifically mounted outside restroom entryways for identification and tracking purposes. Surveillance data is utilized to deter physical misconduct, detect theft or vandalism, and assist administration and the School Resource Officer (SRO) in behavioral tracking.
- **⚠ VANDALISM NOTICE:** Any attempt to blind, block, redirect, damage, or tamper with a surveillance camera or network hardware will result in immediate property damage/vandalism charges, an automatic suspension, and law enforcement referral.
- **PARENTAL VIDEO REVIEW GUIDELINES**
 - **Review Requests:** If a student is directly involved in an behavioral incident under administrative investigation, parents or legal guardians may request to view the specific surveillance footage capturing their child.
 - **Viewing Restrictions:** Upon approval, school administration will review the relevant footage with the parent/guardian in a controlled environment. However, to preserve the federally protected privacy rights of other students visible in the video, **parents and guardians are strictly prohibited from downloading, copying, recording, or taking pictures of the surveillance video.** * **Third-Party Disclosures:** Any external request to formally obtain or secure a copy of digital surveillance evidence requires explicit approval by the Chattahoochee County School Board or a valid legal subpoena.