

Charlton County High School



2018-2019

Student Handbook

Dr. Joshua M. Howard, Principal

(912) 496-2501

Charlton County High School
994 Indian Trail
Folkston, Georgia 31537
PHONE: 912-496-2501
FAX: 912-496-3732

Mission Statement:

One tribe, one goal: College and Career Ready!

Belief Statements:

All students have the ability to learn.

All students have worth.

Students learn best when they are responsible for their own learning, actions, and behavior.

Students are entitled to an education in a safe environment where discipline is firm, fair and consistent.

The school's curriculum is created and implemented to be meaningful and applicable to real-life situations.

Instruction should guide and stimulate students toward independent study as they utilize creative thinking, problem solving and decision-making skills.

Students benefit from instruction that includes the utilization of technology.

Family and community support and involvement are important for the success of any educational institution.

Educators should serve as role models, commit to the education of all students, and attempt to grow professionally ensuring that the educational process will develop all students into productive members of society.

Principal's Message:

Welcome to Charlton County High School! As your principal, I would like to take this opportunity to welcome you and let you know that it is the goal of the Charlton County School System to help you graduate from high school and move on to productive adult lives. Anyone can be successful. We will provide you with opportunities to enrich yourself through academics and extra-curricular activities. I challenge each of you to work hard and do the best you can to truly learn while you are here. I also encourage you to become involved in one or more of our many great extra-curricular activities ranging from athletic teams to clubs and opportunities in fine arts. The faculty and staff at CCHS are committed to helping you be successful. We only ask that you are committed as well, and all of us will reap the benefits of your success. I hope that all of you have a rewarding and fulfilling year.

Joshua M. Howard, Ed.D.
Principal

Charlton County Board of Education:

Dr. Matthew Sands, Chairman
Mr. Pender Lloyd, Member
Ms. Lucille Hannans, Member

Mr. Curtis Nixon, Vice Chairman
Mr. John Canaday, Member

County Administration:

Superintendent Dr. John Lairsey

CCHS Administration:

Principal/CTAE Director Dr. Josh Howard
Assistant Principal Mr. Dale Cooper
Assistant Principal Mr. Thad Marchman
Counselor Mrs. Crystal Brooks
Athletic Director Mr. Jesse Crews

Foreward

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

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

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

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

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

Coordinator: Dr. Sherilonda Green
1259 Third Street
Folkston, Georgia 31537
(912) 496-2596

PARENT'S RIGHT TO KNOW TEACHER and PARAPROFESSIONAL QUALIFICATIONS

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

1. Whether the student's teacher—

- has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- is teaching in the field of discipline of the certification of the teacher.

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

If you wish to request information concerning your child's teacher's qualification, please contact your child's principal. (See front of handbook for contact information.)

Georgia House Bill 251 Public School Choice
Annual Parent Notification
Public School Choice for 2018-2019

To the parent or guardian of a student currently enrolled in our school district, this is to notify you that under a new state law you may request to transfer your child to another public school in the Charlton County School System for the upcoming 2018-2019 school year. **Parent Responsibilities:** As a parent or guardian, you can request to have your child transferred to another public school within your school district of residence as long as the school district has determined that there is available classroom space at the school after all assigned students have been enrolled. Please keep in mind that if you choose to transfer your child to another school in the

district, **the law requires you to assume all costs and responsibilities related to the transportation of your child to and from the school as long as your child remains at that school.** In order to process your request, you will need to complete and submit a “Transfer Request Form,” which can be obtained from the local Board of Education located at 1259 Third Street in Folkston. Transfer requests will be considered based on the capacity of the buildings, class-size, and by grade and subject. If you have questions regarding this, or would like a Transfer Request Form mailed to you, please contact the Charlton County Board of Education at 912-496-2596. Superintendent of Schools, John D. Lairsey, Ed.D.

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NEW SAFETY CHANGES CHARLTON COUNTY HIGH SCHOOL 2018-2019 SCHOOL YEAR

SYSTEM-WIDE

- All schools now have a video surveillance system.
- All schools have a “buzz-in” system with video at all front entrances.
- Enhanced armed law enforcement will have a greater presence at all schools. Specific details are not being released to the public.
- All schools will utilize the Check-mate Plus System to check-out students and to monitor visitors/volunteers on campus. A picture identification will be required.

CHARLTON COUNTY HIGH SCHOOL

- A new front office area has been renovated. Once school begins each morning, all exterior doors will be locked and alarmed. Entrance to and exit from the building can only be obtained through the new front office area.
- The high school bell schedule has been revised and extended learning time has been added to the day. For safety reasons, the morning break time has been eliminated.
- Oversized duffel bags or backpacks are not allowed. Approved athletic bags are allowed. Administration will be glad to view bags for approval.
- Head phones or ear buds are prohibited unless they are being used in an instructional activity.
- Food deliveries for lunch will be restricted to Friday only.

Attendance Policy

Attendance and Absence from School

Regular and punctual attendance on the part of all students is necessary for success in school. Repeated tardies and absences may cause one to become discouraged and bring about failure in school. Charlton County High School and the Charlton County Board of Education have an approved school calendar for the school year. This official calendar contains holidays and teacher in-service days on which students do not report to school. This calendar does NOT contain nor does the Charlton County Board of Education recognize any skip days or beach days during the school year.

Absence from school is defined as the non-attendance of a pupil on any day school is in session.

YOUR ATTENDANCE AT SCHOOL EVERYDAY IS CRITICAL IF YOU EXPECT TO BE SUCCESSFUL. DO YOUR BEST TO BE HERE, ALL DAY, EVERY DAY.

Truancy

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

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

Absence from school may be excused for the following reasons:

1. Personal illness or attendance in school endangering a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. Celebrating religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous of student health or safety.
6. A period not to exceed one day is allowed for registering to vote or voting in a public election.

*Students shall be counted as present when they are serving as pages of the Georgia General Assembly.

Absences during the year:

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

Attendance Procedures for Excessive Unexcused Absences and Tardies

Excessive Absences:

1. When a student has 3 unexcused absences in any given class, a parent/guardian contact will be made by the classroom teacher and documentation will be logged in Infinite Campus.

2. When a student has 5 unexcused absences in any given class, the school will send a letter to a parent/guardian notifying them of the absences. The attendance clerk will send the letter to the parent/guardian and then make a referral to the graduation coach.
3. When a student has reached 6 unexcused absences, the graduation coach will make contact with the parent/guardian and documentation will be logged in Infinite Campus and a referral will be made to the school social worker.

Excessive Tardies:

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

The penalty for excessive tardies will be at the principal's discretion depending upon the severity of the tardies and the circumstances surrounding the tardies. The possible penalties for excessive tardies are as follows:

- 1) Lunch detention- student is sent to alternate setting for lunch.
- 2) After school detention- student will stay after school to make up missed work/assignments.
- 3) Student on-campus driving privileges can be revoked.

School Attendance and Participation in School Functions

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

- To be eligible to participate in any curricular or extra-curricular activity after school hours, the student must be present at school for the entire school day. If a student is tardy, he or she must check in prior to 9:00 AM in order to be counted present for the entire day. If a student checks out prior to 2:30 PM, he or she is not considered present for the entire day. Exceptions to this rule will be at the discretion of the principal.
- If an extra-curricular activity such as Prom, Grad Bash, or an athletic or club event occurs on a weekend or during a school holiday, then the student must have been present at school on the last regular school day for the entire day before the event. For example, if the Junior-Senior Prom is held on a Saturday, then the student must attend school the entire Friday before the event.
- If a student accumulates **two or more unexcused absences in any nine weeks grading period**, then the student is suspended from participating in any extra-curricular activity for the rest of the current nine weeks and the next nine weeks. If the student has good attendance during the suspension period, then he or she will be re-instated to all extra-curricular activities. These activities include but are not limited to athletic, band, clubs, Proms, school trips, and field trips. In addition, any student that drives on campus will lose his or her campus driving privileges.

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

Hospital Homebound

When a student needs to be absent for a period of five (5) or more days due to medically diagnosed physical condition, which is non-communicable and restricts him/her to the home or hospital, the parent may request Hospital/Homebound service. The request is to be made through the Guidance Office and should be made as soon as the need is known. When a student is placed on this program, a teacher will be assigned to work with the student while he/she is out of school. The student remains on the roll and is counted present each day if the student is seen a minimum of three hours per week. However, parents and students should be aware that Hospital/Homebound is a short-term program offering only three (3) hours of instruction per week. It should never be seen as a substitute for school attendance. When a student returns to school, he/she must complete

work assigned while on the Hospital/Homebound Program in a specified period of time as determined by the classroom teacher.

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

Attendance/Behavior and the Teen-age Driver Responsibility Act

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

School-Sponsored Trips

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

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

School-sponsored trips can be either extracurricular designated as a Red X or co-curricular designated as Blue X. Red X (extracurricular) is any time a student participates in a school-sponsored function that is not directly connected through GPS/QCC's to that student's current enrollment in a specific class. For example, students involved in all sporting events and any trips for clubs or organizations.

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

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

Requests for additional days:

1. Students must be in good standing in all classes that will be missed with a current grade of 80 or above and must have 5 or fewer absences per semester from the affected class other than the Red or Blue X days.
2. Students who wish to request additional days and who meet the above criteria will meet with a committee of the following:
Principal or principal's designee

Teacher sponsoring the trip in question
The teachers of those classes to be missed
Student requesting additional days
His or her parent/guardian

If any person listed above is unable to attend this scheduled meeting, he/she will abide by the final decision of the group.

The student and the sponsor for the trip are responsible for determining whether a request for additional days must be made. All requests for additional days must be made no less than one week in advance of the scheduled trip. If the student's request for additional days is denied, that student may not participate in the activity for which the additional days are requested.

Tardy to Class

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

Leaving Campus

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

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

Students may not check out for lunch.

Withdrawal/Dropouts:

A student who withdraws from CCHS for any cause must report to the Guidance Office to obtain a withdrawal form. This form must be signed, in person, by the student's parent/guardian in order to properly transfer records.

Summer School:

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

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

Bell Schedule

CCHS Regular	Bell Schedule	CCHS SPEAR	Bell Schedule
First Block	8:12-9:46	First Block	8:12-9:38
Second Block	9:51-11:26	SPEAR Period	9:41-10:11
Skinny 2A	9:51-10:36	Second Block	10:14-11:46
Skinny 2B	10:41-11:26	Skinny 2A	10:14-10:59
Third Block	11:31-1:34	Skinny 2B	11:01-11:46
Lunch A	11:31-12:01	Third Block	11:49-1:47
Lunch B	12:01-12:31	Lunch A	11:49-12:19
Lunch C	12:31-1:01	Lunch B	12:19-12:49
Group A Class	12:04-1:34	Lunch C	12:49-1:19
Group B Class	11:31-12:01; 12:34-1:34	Group A Class	12:22-1:46
Group C Class	11:31-12:31; 1:04-1:34	Group B Class	11:49-12:19; 12:52-1:46
		Group C Class	11:49-12:49; 1:22-1:46
Fourth Block	1:39-3:13	Fourth Block	1:49-3:13

Dress Code Policy

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

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

The dress code should be observed in all classes, including physical education and weight training. It is in effect until the student leaves campus for the day.

Student Code of Conduct and Discipline

Introduction

It is the desire of the Charlton County School System that all students should have every possible opportunity to take advantage of the instructional programs offered in Charlton County. Whatever distracts from a favorable learning environment decreases that opportunity.

The purpose of the Charlton County School s' Code of Student Conduct is to ensure that all students are well aware of the actions which violate school rules and of the consequences of such behavior. Those who commit such violations take away from themselves and from others the educational opportunities, which all students have a right to expect. The rules listed in the attached pages apply to all students grades Pre-K through 12. Special education students with Individual Education Plans (IEP) will be disciplined consistent with their IEPs.

The dispositions listed are maximums. The school principal has the discretion to use a lesser penalty. Principals may consider mitigating circumstances. On the other hand, the safety and welfare of the other students, employees, patrons, and the protection and security of the school facility must be considered. This Code of Student Conduct is not an all-inclusive list of misconduct for which a student may be disciplined. An act of misconduct not listed will be subject to the discretionary authority of the principal.

This Code of Student Conduct, its rules, and regulations are effective during the following times and in the following places:

- On school grounds at any time
- Off the school grounds during a school activity, function, or event
- En-route to and from school on school buses, en-route to and from school functions, activities, or events in the Drug Free School Zone and School Safety Zone for certain rules and regulations at all school bus stops and school bus loading areas

Definitions of Disciplinary Actions/Terms

1. Expulsion: The denial to a student of continuing in school beyond the current school semester or year.
2. Suspension:
 - A. Short-term suspension is the denial to a student to attend school and to take part in any school function for a period not exceeding ten (10) school days.
 - B. Long-term suspension is the denial to a student to attend school and to take part in any school function for a period of more than ten (10) school days but not beyond the current school semester or year.
 - C. Suspension within academic limitations: No make up work or make up tests shall be allowed with the exception of finals. Finals may be scheduled with the principal and upon good behavior at the testing station.
 - D. Suspension of special education students: Where the safety and/or welfare of other students, teachers, staff or property is not unduly threatened, special education students shall continue to receive special education services during suspension/expulsion as per the Turlinton Case.
3. In –School Suspension: The removal of a student from all classes and school-sponsored activities by the administration. Students are placed in the In-School Suspension Program.
4. Corporal Punishment: Physical punishment administered by good faith and must not be excessive or unduly severe. It must be administered in conformity with regulations set forth by the Charlton County Board of Education and state law.
5. Detention: A requirement that the student report to specific school location and to a designated teacher or school official to make up work missed or to receive specific instruction in behavior modification. Detention may require the student's attendance before school, after school, on Saturday, or during

scheduled class or school activity time if school officials deem removal of the student from his or her regular school schedule essential to well being of the student or school.

6. Bus Suspension: Removal of a student from all Charlton County System transportation for a designated period of time.
7. Student Probation: A student has been informed that the future occurrences of rule violations will result in further punishment for past conduct. Probation may include action to isolate the student from the extra-curricular activities of the school.
8. Parent Conference: A formal meeting between the parent, teacher, and/or administrator or other school personnel. The conference will provide to the parent the rule violation, disciplinary action taken, and consequences for future violations. In addition, the conference may include the student's academic standing and progress, means of behavior modification, or other support agencies or individuals who may be of assistance, and other topics relevant to the student's improving behavior.
9. Drug Free Zone: A Drug Free Zone is an area that must be drug free from school property or at school functions. The zone is defined to be an area within 1000 feet of any real property owned by or leased by the school system.
10. School Safety Zone: A School Safety Zone is an area that must be weapons-free from school property or at school functions. The zone is defined to be an area within 1000 feet of a school or the boundaries of the school campus.
11. School bus stops/loading areas: Areas where students gather to load/unload buses including pick-up/drop-off areas en route to and from school.

Code of Student Conduct and Discipline

The principal may refer a student to the Hearing Tribunal for disciplinary action from the violation of any of these rules. Upon such referral, the Hearing Tribunal may take such action, after proper notice and hearing, as it shall deem appropriate, including suspension and/or expulsion.

- Rule 1: Disruption and Interference with Schools
- Rule 2: Damage, Destruction, or Theft of School Property
- Rule 3: Damage, Destruction, Theft, or Extortion of Private Property
- Rule 4: Assault and/or Battery on a School Employee
- Rule 5: Assault and/or Battery on a Person Not Employed by the School
- Rule 6: Weapons and Dangerous Instruments
- Rule 7: Narcotics, Alcoholic Beverages, and Stimulant Drugs or other Control Substance
- Rule 8: Disregard of Directions or Command
- Rule 9: Skipping and Tardiness
- Rule 10: Dress and Grooming
- Rule 11: Parking and Traffic Violations on Campus
- Rule 12: Use of Profane, Vulgar, or Obscene Words, Gestures, or Other Actions Which Disrupt School System Operations
- Rule 13: Gambling
- Rule 14: Misbehavior on Bus
- Rule 15: Criminal Law Violation
- Rule 16: Sexual Misconduct or Offense
- Rule 17: Rude and Disrespectful Behavior

- Rule 18: Use or Possession of Tobacco
- Rule 19: Cheating
- Rule 20: Possession of Pocket Pagers or Electronic Paging Device
- Rule 21: Racial Harassment
- Rule 22: Sexual Harassment
- Rule 23: Chronic Disciplinary Problem Student
- Rule 24: Violation of Probation
- Rule 25: Violation of Rules and Regulations of Extra-Curricular Activities
- Rule 26: Possession of Potentially Dangerous Objects or Replicas of Objects
- Rule 27: Bullying
- Rule 28: Failure to Comply with Compulsory Attendance as Required Under O.C.G.A 20-2-690.1
- Rule 29: Falsifying, Misrepresenting, Omitting, or Erroneously Reporting Information

OFFENSE**MAXIMUM DISPOSITIONS****Rule 1****Disruption and Interference With School**

No Student Shall:

- a. Block any entrance, occupy any school building, prevent any class or function from taking place, prevent any student, guest, or employee from using any normal pedestrian or vehicular traffic path or otherwise deprive others of free access to, or use of, any facility, program, or activity associated with the Charlton County Schools.
- b. Set fire to or in any school buildings or property.
- c. Cause false fire alarm or bomb threat.
- d. Discharge or otherwise threateningly use explosives
- e. Continuously and intentionally make noise or act in any other manner so as to interfere seriously with the teacher's ability to conduct class. In any other manner, by the use of violence, force, noise, coercion, threat, resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process, or function.
- f. Urge, encourage, or counsel other students to violate any of the preceding paragraphs of this rule.
Example: Inciting a fight.
- g. Students shall not engage in any public displays of affection such as kissing, hugging, holding hands, massaging, or other inappropriate physical contact.

Possible Suspension

1st Offense – 3 Days2nd Offense – 5 Days3rd Offense – 10 Days

Possible Referral to Police Department

Mandatory short-term suspension.

Restitution for damages.

Possible referral to hearing Tribunal.

Mandatory referral to Police or Sheriff's Department.

Mandatory short-term suspension

Possible referral to Hearing Tribunal

Possible referral to Police or Sheriff's Department

Mandatory short-term suspension

Mandatory referral to Hearing Tribunal

Mandatory referral to Police or Sheriff's Department

Mandatory parent conference

Disposition may include: detention, student probation, referral to counselor and/or social worker, In-School-Suspension, Suspension, or referral to Hearing Tribunal

Mandatory Parent Conference

Possible Suspension

1st Offense – 3 Days2nd Offense – 5 Days3rd Offense – 10 Days

Possible Suspension

1st Offense – 3 Days2nd Offense – 5 Days3rd Offense – 10 Days

Possible referral to Police or Sheriff's Department

Possible detention

In-School Suspension

Suspension

Rule 2**Damage, Destruction, or Theft of School Property**

A student shall not cause damage to, steal, or attempt to steal school property

Possible Suspension

Restitution for Damages

Possible referral to the Police or Sheriff's Department and/or

Hearing Tribunal

Rule 3**Damage, Destruction, or Theft or Extortion of Private Property**

A student shall not cause or attempt to cause damage or destruction to private property, shall not steal, or extort or attempt to steal or extort private property.

Possible Suspension

Restitution for Damages

Possible referral to the Police or Sheriff's Department and/or

Hearing Tribunal

Rule 4

Assault and/or Battery on a Person Employed by the School

A student shall not cause or threaten to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee, including bus drivers.

Aggravated Assault and/or Battery:

- Mandatory 10 days suspension
- Mandatory referral to Hearing Tribunal
- Mandatory referral to Police or Sheriff’s Department

Simple Assault and/or Battery:

- In-School-Suspension or possible suspension
- Mandatory referral to Hearing Tribunal and/or Police or Sheriff’s Department

Rule 5

Assault and/or Battery on a Person Not Employed by the School

A student shall not cause or threaten to cause bodily harm or mental anguish to any person, student, or guest.

Aggravated Assault and/or Battery:

- Mandatory 10 days suspension
- Mandatory referral to Hearing Tribunal
- Mandatory referral to Police or Sheriff’s Department

Simple Assault and/or Battery:

- In-School-Suspension or possible suspension
- Mandatory referral to Hearing Tribunal and/or Police or Sheriff’s Department

Rule 6

Possession of a Weapon on School Property or at School Functions

A student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

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

Paragraph 1 disposition:

- Mandatory referral to Hearing Tribunal
- Mandatory referral to Law Enforcement
- Mandatory referral to District Attorney
- Weapon will be confiscated
- Possible long-term suspension
- Possible long-term expulsion

Paragraph 2 disposition:

- Mandatory short-term suspension
- Possible expulsion
- Possible referral to hearing tribunal
- Possible referral to law enforcement
- Weapon will be confiscated

In addition, an article which is designed for other purposes but which easily could be used to inflict student injury (for example, a pencil, comb, or compass) shall be considered a “weapon” if used in an aggressive or belligerent manner.

Rule 7

Narcotics, Alcoholic Beverages, and Stimulant Drugs, or any other Controlled Substance

- a. A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any drugs requiring a prescription controlled by the Georgia State Board of Pharmacy (unless lawfully prescribed for use by such student), alcoholic beverage or intoxicant of any kind, nor shall any student possess, sell, or transmit any substance, represented to be one of such prohibited substances.
- b. A student shall deposit in the principal’s office (or other determined by the principal) all prescription or non-prescription drugs when he/she arrives at school. A student shall not sell, use, or transmit any medication, prescription or non-prescription to another student.

Mandatory 10 days suspension
Mandatory referral to Hearing Tribunal
Mandatory referral Police or Sheriff’s Department

Possible short-term suspension
Possible expulsion
Possible referral Hearing Tribunal

Rule 8

Disregard of Directions or Commands

A student shall not fail to comply with reasonable directions or commands of teachers, paraprofessionals, principals, school bus drivers, lunch room workers, or other authorized personnel.

- a. Refusal to carry out instructions
- b. Failure to accept disciplinary action
- c. Failure to comply with safety rules or procedures including the failure to safely operate a motor vehicle
- d. Failure to comply with decision of the Hearing Tribunal

Possible Suspension
1st Offense – 3 Days
2nd Offense – 5 Days
3rd Offense – 10 Days and referral to the Hearing Tribunal
Possible referral to Police or Sheriff’s Department

Possible Suspension
1st Offense – 3 Days
2nd Offense – 5 Days
3rd Offense – 10 Days and referral to the Hearing Tribunal

Possible Suspension
1st Offense – 3 Days
2nd Offense – 5 Days
3rd Offense – 10 Days and referral to the Hearing Tribunal
Possible suspension of driving privileges

Mandatory referral to Hearing Tribunal
Possible referral to the Police or Sheriff’s Department

Rule 9

Skipping

Skipping class, skipping school, leaving campus without authorization, or urging others to violate these rules

Mandatory parent notification.
Disposition may include:

- Detention
- Student probation
- Counseling
- Referral to social worker and/or juvenile authorities
- Referral to in-school-suspension program
- Suspension

Rule 10**Dress Code**

A student shall not dress, groom, or wear or use emblems, insignias, badges or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. Apparel which advertises illegal and/or controlled substances is considered distracting. The principal or his designee shall determine whether any particular mode of dress, apparel, grooming or use of emblems, insignias, badges, or other symbols results in such interference or distraction as to violate this rule, and shall give notice of such interference or disruption, and its cause, to all students by announcement, posting at the school, or in the student handbook. Obscene pictures or symbols or lewd, profane, or suggestive language shall not appear on clothing or accessories. Hats, headbands, hair rollers, and visors are not considered appropriate attire inside the building.

Possible suspension

Rule 11**Parking and Traffic Violations on Campus**

Students shall not abuse school parking regulations or operation of a motor vehicle in such a way as to cause damage to public or private property located on school grounds or in such a way as to endanger life or limb of persons utilizing school facilities, driveways, or parking areas.

Possible suspension (See Rule 8-C)
Restrictions of driving privilege
Possible referral to Police or Sheriff's Department

Rule 12**Use of Profane, Vulgar, or Obscene Words, or Other Actions Which Disrupt School Operations**

A student shall not use profane, vulgar, or obscene words, gestures, or perform other similar actions which disrupt school operations.

Possible suspension
Possible Referral to a Hearing Tribunal

Rule 13**Gambling or Games of Chance**

A student shall not gamble or participate in games of chance, nor urge, encourage, or counsel other students to gamble or participate in games of chance.

Possible suspension.
All monies of participants will be confiscated.
Possible referral to Police or Sheriff's Department

Rule 14**Misbehavior on Bus**

- a. A student shall not exhibit any behavior which will distract or interfere with the safe operation of the school bus

Possible suspension from all buses
1st Offense – discretion of the principal
2nd Offense – 5 days suspension from the bus
3rd Offense and subsequent offenses:

- 10 days suspension from the bus and/or possible expulsion from the bus for the remainder of the year.
- Possible conference with parents and school officials to develop a bus behavior contract.
- Required conference with parents and school officials to develop a bus behavior contract upon repeated and/or serious offenses.

b. A student shall not use any electronic device during the operation of a school bus, including but not limited to cell phones, audible radios, cd players without headphones, or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.

Possible suspension from all buses

1st Offense – discretion of the principal

2nd Offense – 5 days suspension from the bus

3rd Offense and subsequent offenses:

- 10 days suspension from the bus and/or possible expulsion from the bus for the remainder of the year.
- Possible conference with parents and school officials to develop a bus behavior contract.
- Required conference with parents and school officials to develop a bus behavior contract upon repeated and/or serious offenses.

c. A student shall not use mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

Possible suspension from all buses

1st & 2nd Offenses – discretion of the principal

3rd Offense and subsequent offenses:

- 10 days suspension from the bus and/or possible expulsion from the bus for the remainder of the year.
- Possible conference with parents and school officials to develop a bus behavior contract.

Required conference with parents and school officials to develop a bus behavior contract upon repeated and/or serious offenses.

A student who violates the rules of the Code of Student Conduct while on a school bus is subject to the discipline of the rule violated and Rule 14. Bullying or physical assault or battery on a school bus will require a meeting between parents and school officials to develop a bus behavior contract.

Rule 15

Criminal Law Violations

A student who has been formally charged with a violation of criminal law, on or off campus, and whose presence on the school campus may endanger the safety of other students and/or cause substantial disruption to school operations.

Possible suspension

Possible referral to Alternative School

Possible referral to Hearing Tribunal

Rule 16

Sexual Misconduct or Offense

a. No student shall be guilty of molesting another student, indecent exposure, rape, or any other overt heterosexual or homosexual act.

Suspension

Possible referral to Hearing Tribunal

Mandatory referral to Police or Sheriff's Department

b. Students shall not possess, share, or show any pornographic materials including printed materials or electronic files found on electronic devices.

Possible suspension

Possible referral to a Hearing Tribunal

Possible referral to Police or Sheriff's Department

Mandatory parental notification

Any deliberate physical contact which fits the definition of sexual battery or molestation must be referred to the Police or Sheriff's Department

Rule 17

Rude and Disrespectful Behavior

A student shall not curse, talk back, "sass", or intentionally argue in a demanding or disruptive manner with any teacher, bus driver, administrator, or otherwise show disrespect for school personnel.

Possible Suspension

1st Offense – 3 Days

2nd Offense – 5 Days

3rd Offense – 10 Days

Possible referral to a Hearing Tribunal

Rule 18

Use or Possession of Tobacco

The use or possession of tobacco, lighters, matches, pipes, snuff, and containers which contain tobacco spit by students is prohibited.

Possible Suspension
1st Offense – 3 Days
2nd Offense – 5 Days
3rd Offense – 10 Days

Rule 19

Cheating

A student shall not cheat on any exam, project, homework, or report.

Suspension permissible
1st Offense – “0” grade and parent and administrative notification
2nd Offense – Referral to administration

Rule 20

Possession of Pocket Pagers or Electronic Devices

Students shall not be permitted to use cell phones during the school day. Usage of cell phones during the school day includes, but is not limited to, sending or receiving calls or text-messages or taking, sending, or receiving pictures or images. To be in compliance, students shall keep their cell phones off and put away. The use of video cameras, smartphone video recorders, or video recorders from any other electronic device to record videos at school is prohibited for any reason unless approved by the school administration. All other use of electronic devices is prohibited unless the use is in compliance with the school’s Bring Your Own Technology policy.

1st Offense – discretion of the Principal
2nd Offense – possible suspension
3rd Offense – possible suspension

Rule 21

Racial Harassment

A student shall not harass another student or students or any employee through racially disparaging conduct or communications.

Possible suspension
Possible referral to Hearing Tribunal

Racial harassment may include: 1) Oral or written statements having racially demeaning implications made or sent to an individual. 2) Gestures or conduct rooted in racial prejudice or racial factors of consideration that signal contempt toward another of any race

Rule 22

Sexual Harassment

A student shall not sexually harass a school employee, student or guest.

Possible suspension
Possible referral to Hearing Tribunal

Sexual harassment is an unwelcome advance, request, or verbal or physical conduct of a sexual nature that results in the conduct having the purpose or effect of unreasonably interfering with work or learning performance or creating an intimidating, hostile, or offensive working or learning environment.

Rule 23

Chronic Disciplinary Problem Student

A student who exhibits a pattern of behavior characteristics which interferes with the learning process of students around him or her which are likely to reoccur will be considered a chronic disciplinary problem.

Mandatory notification of parent to observe child in classroom
Encouragement of parent to attend a conference to develop a disciplinary and behavioral correction plan
Possible suspension
Possible referral to Hearing Tribunal

Rule 24

Violation of Probation

A student shall not fail to comply with the conditions of probation imposed by the principal or Hearing Tribunal.

Mandatory short-term suspension
Mandatory referral to Hearing Tribunal

Rule 25

Violations of Rules and Regulations of Extra-Curricular Activities

A student shall not violate any rule and/or regulation set by the sponsor of the activity, the school, the Charlton County School System, the Georgia Department of Education, the Georgia High School Association and/or other governing agency.

Possible suspension from participation for a definite period of time.
Possible expulsion from participation.
Mandatory compliance with disposition of rule violation as set by this Code of Conduct or any other governing agency such as the Georgia High School Association.

Student participation in extracurricular activities is a privilege extended to all students who meet the eligibility requirements for participation. Student participation in extra-curricular activities is not a right. Extra-Curricular activities include, but are not limited to, sports, marching, band, concert band, clubs, literary events, and other identified school-sponsored activities. The term "Sponsor" includes coaches, band directors, coordinators or any employee or approved volunteer who has been assigned the responsibility of monitoring and/or directing a school-sponsored activity.

Rule 26

Possession of Potentially Dangerous Objects or Replicas of Objects

A student shall not carry, possess, or have under control any object or replica of object such as, but not limited to, mortar shell, firearm, cartridge, explosive device, any suspicious looking object, or any potentially dangerous object, including lighters.

Possible suspension
Possible referral to Hearing Tribunal
Possible referral to Police or Sheriff's Department

Rule 27

Bullying

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

1st Offense – Possible suspension
2nd Offense – Possible suspension
3rd Offense – Automatic placement in Alternative School

Rule 28

Failure to Comply with Compulsory Attendance Policies

A student shall not fail to comply with the conditions of the compulsory attendance law and the attendance procedures established by the local board of education.

Possible referral to legal agencies
Possible referral to attendance task team
Possible placement into Alternative School
Possible suspension of driver's license

Rule 29

Falsifying, Misrepresenting, Omitting, or Erroneously Reporting Information

A student shall not falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee. Students shall not violate this rule by verbally or in writing making false accusations to students, employees, or guests at CCHS; verbally or in writing filing a false report about an employee with law enforcement, DFCS, the school board, the Georgia Professional Standards Commission or any other agency; or through posting of false information on social media sites such as but not limited to Facebook, Twitter, and SnapChat.

Possible suspension of school network rights
Possible suspension
Possible referral to Hearing Tribunal and/or law enforcement

Charlton County High School Policy on Bullying

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

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

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

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

1. Warning
2. Loss of a privilege
3. Reassignment of seats in the classroom, cafeteria or school bus
4. Detention
5. In-school suspension
6. Out-of-school suspension
7. Assignment to an alternative school (through administrative placement or appropriate due process hearing)
8. Expulsion (through appropriate due process hearing)

All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity and during a school-sponsored activity. If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

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

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

The following actions will be taken when bullying is reported:

1. Record

A Bullying, Harassment, or Intimidation Reporting Form will be completed and kept on file for the extent of the student's high school career.

2. Investigate

Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel.

3. Discipline

Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances.

Students in grades nine through twelve found to have committed the offense of bullying for the third time in a school year shall be assigned to an alternative school through administrative placement or appropriate due process by disciplinary hearing officers, panels, or tribunals. Consideration for incidents in prior years should also be considered during the disciplinary phase. While a student charged with bullying may not have committed three acts during a given school year, a pattern of behavior established over the course of more than one school year may need to be considered.

Retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

4. Follow Up

Follow up is important to the accused and the victim. If follow up is needed for the victim and/or perpetrator, we will make sure to meet the needs of both parties.

Parents will be notified as needed.

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

PBIS

Charlton County Schools have adopted a state-wide initiative entitled Positive Behavioral Interventions and Supports (PBIS). This framework is an evidence-based, data-driven framework that has been proven to reduce disciplinary incidents, increase a school's sense of safety, improve school climate, and support improved academic outcomes for all students.

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

Media Center Policies

The Media Center opens at 8 a.m. and closes at 3:45 p.m. Since the Media Center serves a variety of needs ranging from classroom projects to individual study, a standard of behavior is required to insure that each individual need is met. In order to accommodate these needs, the following guidelines of behavior should be adhered to (1) Noise in the Media Center is limited to quiet and necessary conversation. Any level of noise that can be heard at the next table is an infringement on the rights of others. (2) Foods and beverages are not allowed in the Media Center. (3) Students may be dismissed from the Media Center for talking loudly or excessively, loitering, and eating food or drink. (4) No tardy passes will be written by Media Center staff. (5) Restrooms and locker passes will not be issued by the media staff. (6) No Book bags are allowed in the Media Center. (7) Students will be charged \$.10 every school day that a book is overdue.

Media Center Checkout

Students may use media and equipment located in the Media Center during school hours. Certain items are available for student checkout. These materials are primarily limited to books. The books are loaned to students for two-week periods and may be rechecked twice for a total of six weeks. Overdue books will be fined at a rate of 10 cents per calendar day.

Media Center Procedures

Small groups of students (three or fewer) may be sent from any classroom at any time during the school day. Each student will need an individual pass and assignment. These students will be excused from the Media Center approximately five minutes prior to the bell ending the class period. They are expected to return to class with their pass counter-signed by Media Center personnel. Students will not be allowed to use the Media Center to make up tests or work. Students are not permitted to come from a regularly scheduled class and work on assignments from another class.

STUDENT POLICIES & PROCEDURES FOR USE OF TECHNOLOGY IN CHARLTON COUNTY SCHOOL SYSTEM

Use of the Network/Internet:

1. It is acceptable for students to use the network and the Internet to access information for school
2. Projects, assignments, and to collaborate with others to accomplish educational objectives. Use of the network is a privilege– not a right.
3. Only after teachers have trained students on the network and Internet may an Acceptable Use Policy form be given to a student prior to utilizing the network and Internet. Teachers will give students a form to be sent home for parents to sign and return to be filed in the student's records. If a student does not return his/her form they will not be allowed to work on the network and Internet.
4. Teachers will supervise students at all times when using the network and Internet.
5. Students may not use the network/Internet to transmit any material in violation of U.S. or state regulations such as threatening or obscene material.
6. Students may not use copyrighted materials accessible via the network/Internet without the owner's permission.
7. Students may not harm or destroy equipment or data of another user, the Internet, or any other network.
8. Students may not create computer viruses on the network or transfer viruses from home computers to the school.
9. Students may not allow anyone else to use your account.
10. Students may not use the network/Internet in any way that will disrupt the use of the network/Internet by other users.
11. Inappropriate use of the network/Internet will result in a cancellation of those privileges. Abiding by the rules of the network/Internet will enable everyone to benefit from valuable resources.

Use of Computers & Printers:

Students will be responsible for

- Reporting to the teacher any problems that might be encountered on computers and other related equipment.
- No computer software will be loaded by a student.
- Software should not be brought into the school without prior consultation/approval by the media specialist and technology specialist.
- All data disks or removable storage devices such as jump drives, flash drives, data keys, etc brought into the school need to be scanned by the teacher or the media specialist prior to opening them. F-Prot, McAfee Virus Scan & IBM Anti-Virus are located in the school media center and classrooms.
- Loaning, copying, loading, and sharing software is illegal and **will not be allowed**.

If a student is caught doing any of the above, disciplinary action will be taken.

ACCEPTABLE USE POLICY (AUP) FOR HIGH SCHOOL STUDENTS

Internet access has been available in the Charlton County School System since 1997. We are very pleased to continue to provide access to our schools. Our goal in providing this service is to promote educational excellence in the curriculum by facilitating communications for resource sharing and innovation.

Therefore, it is the belief of the Charlton County School District that the use of telecommunications, including the Internet, in instructional programs is an educational strategy, which facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system.

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

ELECTRONIC USE GUIDELINES

The Charlton County School System (CCSS) guidelines provide for users to become aware of their responsibilities.

If a CCSS user violates any of the following provisions, his or her access may be terminated. Disciplinary actions may be taken that could result in the initiation of legal action.

Student Due Process:

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

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

TERMS AND CONDITIONS

I. ACCEPTABLE USE

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

II. PRIVILEGES

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

III. ACCEPTABLE AND UNACCEPTABLE USE GUIDELINES FOR ALL USERS

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

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

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

A. USERS will NOT access or send materials or communication, which are:

1. Damaging to another's reputation
2. Abusive
3. Obscene
4. Sexually oriented
5. Threatening
6. Contrary to the school's policy on harassment

7. Harassing

8. Illegal **CHARLTON COUNTY SCHOOL SYSTEM FY13-14 IFBG-R**

B. USERS will NOT use the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of a school rule or a local, state or federal regulations

C. USERS will NOT copy or download copyrighted material connected to the school system's hardware/software without the owner's permission. Only the owner(s) or individuals specifically authorized by the owner(s) may copy or download copyrighted material to the system. Copying and downloading of any copyrighted material should adhere to Federal Copyright Laws - <http://www.copyright.gov/>

D. USERS will NOT Plagiarize or represent the work of others as one's own

E. USERS will NOT use the network for private, financial, political, or commercial gain

F. USERS will NOT share their email or network password with anyone

G. USERS will NOT attempt to read, delete, copy, or modify the e-mail of other users and deliberately interfering with the ability of other users to send/receive electronic mail

H. USERS will NOT share online any student or staff personal information

I. USERS will NOT use the email account to conduct commercial or for-profit business activities

J. USERS will NOT view or transmit any racist, sexist, pornographic, obscene, or threatening material

K. USERS will NOT download any materials that are not related to course work

L. USERS will NOT plagiarize or represent work of others as their own

M. USERS will NOT research for inappropriate materials

N. USRS e-mail correspondence will be monitored by the onsite advisor for the online course

O. USERS will NOT upload viruses or other destructive computer files; hack into the district or external computers; intentionally bypassing the district filters; and purposely damaging any data on the network

P. USERS will NOT use USB, bootable CDs, or other devices to alter the function of computer or a network

Q. USERS will NOT use or participate in the use of online non-educational uses such as games, role-playing multi-user environment, gambling, junk mail, chain mail, jokes, chat rooms, instant messaging

R. USERS will NOT damage or modify any computers, printers, other equipment or network devices attached to the network

S. USERS will NOT use personal email accounts, not district-provided e-mail accounts, on the district network, unless given prior permission by their school level administrator

T. USERS will NOT utilize any software having the purpose of damaging the school system's servers or other user's equipment

U. USERS will NOT post material unauthorized or created by another user without his/her consent

V. USERS will NOT post anonymous messages in e-mails or on their school webpage

W. USERS WILL send to their building level administrators all message postings or e-mails for prior approval for **ALL** school or non-school community functions

X. USERS will NOT use the network while access privileges are suspended or revoked

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

V. ADOPTED BOARD POLICY FOR PROTECTION OF CHILDREN'S INTERNET SAFETY

(Adopted May 21, 2002; Updated 6-19-2012)

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

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and

2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child

pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:

a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;

b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;

c. Provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness, and response in accordance with FCC's Report and Order FCC 11-125 rulings released August 11, 2011;

d. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;

e. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and

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f. Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000.

CIPA BACKGROUND

Full text of the Children's Internet Protection Act http://www.fcc.gov/ccb/universal_service/chipact.doc

FCC regulations implementing CIPA; FCC 01-120

http://www.fcc.gov/Bureaus/Common_Carrier/Orders/2001/fcc01120.doc SLD's FAQ on E-rate certification procedures and timing <http://www.sl.universalservice.org/reference/CIPAffaq.asp>

VII. INTERNET FILTERING

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

It is prohibited to use personally owned equipment such as, but not limited to, smart cards, wireless cards, etc, to bypass the filtered Internet that CCSS has put in place.

Software and websites that are used to bypass the filter such as anonymizers and proxies are prohibited.

V. COMPUTERS

Users will log off or shutdown his/her computers at the end of the day. Users will lock the computer when they take a break or if the computer is left unattended for any extended period. A domain policy will be implemented that will automatically lock workstations when no activity has been detected after 30 minutes. Computer(s) will be secured if a staff member is not there to monitor them.

At no time will personal equipment (computers, laptops) or peripheral equipment (PDA's, digital cameras, external drives, etc) be used on the network only by prior written approval from the administrator and media staff at each school. This is to ensure that malicious software and viruses do not breach security. **CHARLTON**

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VI. SOFTWARE

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

If prior approval is not acquired before using personal equipment and/or software on the CCSS network, the equipment and/or software may be confiscated. If a user needs written approval for use of personal equipment and/or software, they must contact the media staff or administrator at your school for an official form.

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

VIII. SECURITY

Network security is a high priority:

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

4. Any CCSS user who gives another user their login information will have their network and computer privileges revoked.

IX. NETWORK ETIQUETTE

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

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

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

XI. USER INFORMATION

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

XII. ACCEPTANCE

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

Cafeteria Policies

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

Cashiers will only accept money for extra sales. On the last school day, any money remaining in a student's account will be credited to his/her account for the following school year. This money will not be returned unless the student is transferring out of Charlton County or graduating. Proof of transfer is necessary for refund. The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced breakfast and lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your cooperation. Students are expected to

1. Return all trays and utensils to the dishwashing area for disposal.
2. Leave the table and floor in a clean condition.
3. Refrain from breaking in line.
4. All students must report to the cafeteria area during their assigned lunch period. No students may remain in classrooms.
5. Cafeteria staff members are school personnel and should be treated respectfully.
6. Enter and exit in the assigned doors.

No lunch trays or lunchroom food will be allowed in the commons.

All schools will provide the offer-vs.-serve program within their lunchrooms for both breakfast and lunch. Students will be required to choose a minimum of three components in order to purchase a meal with one component being a fruit or vegetable choice. Ala carte sale of food item is available.

Extra juice and milk are available to students at an additional cost.

General Operating Procedures

Announcements

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

After School Detention

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

Class and Club Parties

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

Financial Obligations

Students are responsible for all financial obligations incurred at Charlton County High School (library fines, lost/damaged textbooks, extracurricular expenses, fundraising debts, etc.). Student records such as report cards, transcripts, diplomas etc. will be withheld until the bill is paid or a payment plan is set up with the principal.

Students that have financial obligations for any of the above stated reasons will not be allowed to participate in any extra-curricular activities including but not limited to athletics, band, clubs, Prom, Grad Bash, field trips, etc.

Flowers, Balloons, Etc.

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

Fundraising Activities

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

Hall Passes

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

Insurance

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

Littering

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

Lockers and Locks

Lockers and locks are rented at the beginning of the school year from homeroom teachers. Rent for the year is \$10.00. Locks are the property of CCHS and should remain on the lockers at all times. If a lock is lost or damaged during the year, the student to whom the lock is issued will pay full replacement cost. Only school issued locks may be used on lockers. Locks not issued by the school will be cut off the lockers when found.

Students are reminded that lockers are the property of CCHS, and the school reserves the right to inspect or search lockers at any time without prior notice. The contents of the locker are the responsibility of the renter. Lockers should be kept locked at all times. Students are cautioned against telling their combination to each other or they cannot expect their property to be safe. Each student is responsible for keeping his or her assigned locker clean both inside and outside. Damages caused by any misuse of tape, graffiti, etc. will be charged to the student responsible. Students are cautioned not to keep money or other valuables in their lockers.

Married and Independent Status

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

Medication

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

Messages at School

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

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

Parent-School Communication

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

Personal Items/Property

Students assume responsibility for any item brought to school. The school is not responsible for the breakage, loss, or theft of some treasured item, which should have been left at home. Pocketbooks, expensive sneakers, jackets and money, if left carelessly unattended, are often stolen or lost. Lost items are turned in to the custodial supervisor and may be claimed by identifying them. Students are encouraged to take care of their belongings by not carelessly leaving them around the campus. Valuable articles should not be brought to school. *The school does not accept responsibility for lost or stolen articles.*

Pledge of Allegiance

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

Restricted Items

Students who use an electronic device on campus inappropriately or during instructional time may be subject to disciplinary action. Inappropriate use may include, but is not limited to, placing/receiving personal phone calls during the school day, recording or transmitting video/audio/pictures

without the permission of school administration, and possessing/viewing/transmitting obscene images, videos, texts, etc. In addition, ear buds or headphones are not allowed anytime during the school day or after school in the bus loading/pick-up area. Students are allowed to use ear buds or headphones if they are needed to perform class work or assignments using a computer, Chromebook, or iPad, etc. **Technology use is at teacher discretion. It is a privilege, not a right.** *The school does not accept responsibility for lost or stolen articles.*

Pepper spray or any other type self-defense propellant is prohibited on any school grounds or at any school function.

In case of emergency or illness, students are to report to the main office so that office personnel or the school nurse can make the appropriate phone calls.

Skateboards, roller blades, roller shoes, and skates are prohibited at school.

Electronic nicotine delivery systems (ENDS) including: e-cigarettes, e-pens, e-pipes, e-hookah, and e-cigars are prohibited.

Restrooms

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

Returned Check Fee

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

Safety Drills

Fire drills are required by state law and should be respected for the protection of life. When the alarm sounds (continuous beeping of the buzzer) all occupants of the various wings will immediately leave the building and walk to the assigned area posted in the school. Three short rings of the school bell will signal that the drill is concluded and occupants may return to the building.

Tornado drills will be scheduled during the school year. When the alarm sounds (a continuous ringing of the bell), students will remain in the classroom and move to the closest wall away from windows. Students should crouch on the floor with heads between legs as a precaution against flying glass and debris. Three short rings of the school bell will signal that the drill is concluded and occupants may return to their normal seating.

Lockdown drills will be conducted at least once per semester.

School Telephone

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

Selling Unauthorized Products

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

Student Parking/Driving

To park on campus, students must obtain a parking permit that will be displayed at all times that the student's vehicle is on campus. If the student drives more than one vehicle, the permit can be transferred to other vehicles. Vehicles with no permit, or vehicles parked in unassigned spaces, may be towed and the driver may face disciplinary action. All student vehicles will be parked in the student parking lot in assigned spaces. Student parking permits will cost \$15.00 per student. Parking will be on a first come, first served basis. Students must present a driver's license, proof of insurance, and tag number to obtain a parking permit. The parents of students who drive motor vehicles to school will be responsible for loss, accidents, and conduct of the student driver. Students driving to school are to park properly, lock their vehicles, and leave the parking area immediately. Students may return to their cars during the day ONLY with written consent of an administrator. Students must park in the area designated for student parking. Driving privileges will be denied if operation of vehicles does not comply within safety regulations. The Charlton County Board of Education endeavors to provide a safe and secure environment for all students. The Board authorizes reasonable searches of students' cars or any car on campus during operating hours. The Principal or his authorized representative possesses the authority to conduct an auto search. Such searches shall be based on reasonable suspicion of the presence of unlawful items.

Driving and/or parking on the campus of CCHS is a privilege and not a right. *Students that accumulate two or more unexcused absences in a nine weeks grading period will have their driving privileges suspended for the remainder of the nine weeks and the following nine weeks*. Students that improve attendance during the suspension may have their privileges re-instated.

Textbooks

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

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

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

Unauthorized Areas

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

Visitors on School Campus

Students are not allowed to have visitors during the school day. All other visitors, including parents coming on the school campus during the school day, are required to report to the school receptionist. Parents are always welcome and may visit at any time. Arrangements must be made beforehand if parents wish to visit classrooms. Visitors going beyond the administrative offices must obtain a visitor's pass.

Guidance Department and Scholarship Information

The guidance staff consists of one counselor and one graduation coach. Guidance services offered by the high school are designed to assist the students in making adequate choices, plans and interpretations in a number of areas. Guidance services include assistance in

1. Orientation, registration, and placement in courses
2. Securing proper student records
3. Assessment and curriculum planning
4. Testing and evaluation
5. Joint enrollment or early admissions for colleges or technical institutes
6. Individual or group advisory sessions
7. Personal problem solving
8. Career exploration and follow-up

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

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

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

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

Schedule Changes: Schedule changes will be made on a need basis only. Changes will be made in a student's schedule if the student is scheduled for a class he or she has previously completed successfully or if the schedule adversely affects the student's academic track. In the event that a schedule change is necessary, the request must be made in the first two days of the semester. The change request must be on the appropriate form, which is available in the guidance center. Students must follow the assigned schedule until a new schedule is issued. No elective schedule changes are allowed unless it is needed for an upperclassmen to complete a pathway.

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

HOPE SCHOLARSHIP/GRANT PROGRAMS

Georgia's HOPE Scholarship Program Overview

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

Georgia's HOPE Grant Program

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

Georgia Special Needs Program

The Georgia Special Needs Scholarship may provide special education students the opportunity to attend an approved private school or another public school. Please go to the Georgia Special Needs Scholarship website at <http://public.doe.k12.ga.us/sb10.aspx> for more information about the state scholarship program.

Student Records and Privacy

Policy Student Records

Descriptor Code: JR

It is the policy of the Board of Education that the School District shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Student Data Privacy, Accessibility, and Transparency Act of Georgia (the Act). For the purposes of this policy, a "parent" is defined as a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. An "eligible student" is defined as a student who has reached 18 years of age or is attending an institution of postsecondary education.

The Superintendent shall implement procedures whereby every principal is directed to develop a means to notify, on an annual basis, parents and eligible students, including parents or eligible students who are disabled or who have a primary or home language other than English, of their rights under the FERPA and the Act, either through a student handbook distributed to each student in the school or by any means that are reasonably likely to inform them of their rights. Generally, a parent or eligible student will be permitted to obtain a copy of the student's education records upon reasonable notice and payment of reasonable copying costs.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Confidentiality of student records shall be preserved while access is provided to parents, eligible students, and school officials with legitimate educational interests, as described in the annual parent notice.

With the exception of directory information as defined below, personally identifiable information will not be released by the school district from an education record without prior written consent of the parent or eligible student, except to the extent authorized by the FERPA and its implementing regulations at 34 C.F.R. § 99.31.

The Board of Education designates the following information as "directory information." Unless a parent or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated as directory information for the individual student, such information will not be considered confidential and may be disclosed upon request.

- a. Student's name, address and telephone number;
- b. Student's date and place of birth;
- c. Student's e-mail address;
- d. Student's participation in official school activities and sports;
- e. Weight and height of members of an athletic team;
- f. Dates of attendance at schools within the district;
- g. Honors and awards received during the time enrolled in district schools;
- h. Photograph; and
- i. Grade level.

Academic Programs

Dual Enrollment

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

Dual Enrollment is available to all students in grades 9-12 who receive a qualifying SAT or Accuplacer score. Please see the school counselor for more information, including options, requirements, and opportunities in this program. CCHS will offer college courses through Coastal Pines Technical College on campus for the 2018-2019 school year.

Dual enrollment is available to all students in grades 9-12 who receive a qualifying score on the SAT or Accuplacer test. Please see Mrs. Brooks in the Guidance Center for more information, including available options, requirements, and opportunities in this program. CCHS will offer college courses through Coastal Pines Technical College during the 2018-2019 school year.

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

Georgia Virtual School

The Georgia Virtual School is an on-line school administered by the Georgia Department of Education. Students can take a wide variety of classes not available at CCHS. Applicants for GAVS courses will be screened by guidance and administration with input from CCHS teachers before being approved for requested courses. Students that have a history of average to below average academic performance, serious disciplinary problems, or excessive absences from school may not qualify for courses through the GAVS. Placement will be determined by a committee including the counselor and administrators. Any student interested in taking a Georgia Virtual School course should contact the school counselor in the Guidance Center for more information. Students will be required to sign a contract ensuring completion of the course. If a course is taught by a CCHS teacher on campus, then students cannot take the GAVS version during the regular school day and/or academic year.

**Program of Study
Graduation Requirements**

Required Areas of Study	ONE COMMON SET OF <u>REQUIREMENTS</u> FOR ALL STUDENTS	
English	4 units 9 th grade Literature and Composition 10 th grade Literature OR English 1101 American Literature OR English 2130 British Literature OR English 1102 Technical College Readiness English OR Any Other Approved English Course	
Mathematics	4 units Foundations of Algebra Algebra I Geometry Algebra II College Readiness Math Duel-enrollment Math Courses	**SEE MATH SEQUENCE PAGE** Available in the Registration Catalog and Guidance Office
Science	4 units Environmental Science Biology Physical Science & 1 other Science (Physics, Chemistry, Human Physiology, Dual enrollment science or **CTAE approved science course) **The 4th science unit may be used to meet both the science and CTAE elective requirements for students in specific pathways.	
Social Studies	4 units Civics U.S. History OR History 2111 or 2112 World History OR History 1111 or 1112 Economics	
Health/ Physical Education	1 unit	
CTAE/ Fine Arts/ Foreign Language	3 units CTAE and/or Foreign Language and/or Fine Arts for all students ***STUDENTS PLANNING TO ENTER OR TRANSFER INTO A UNIVERSITY SYSTEM OF GEORGIA INSTITUTION OR OTHER POST-SECONDARY INSTITUTION MUST TAKE <u>TWO</u> UNITS OF THE SAME FOREIGN LANGUAGE.	
State Electives	4 additional elective units for all students	
Locally Required Electives	4	
Total Credits	28	

Testing, Promotion, and Graduation Requirements

Carnegie Units Required for Promotion/Graduation Grades 9-12

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

Special Education Students:

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

State Mandated Tests:

All Grades Georgia Milestones End of Course assessment in the following courses: Ninth grade English/Language Arts; American Literature; Algebra; Geometry; Biology; Physical Science; U.S. History; and Economics. These tests will count as 20% of a student's grade in the course.

Graduation Credentials

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

Recommended Test Schedule:

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

Students should plan to take the PSAT twice. Taking this test helps prepare the student for the SAT. Registration must be sent in at least a month ahead of testing for the SAT. Students need to register as early as possible because there are a limited number of seats. Students should check with guidance for dates and locations in the area. It is recommended that students take at least two English classes and through Algebra II before attempting the SAT or ACT.

Fifth Year Students:

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

Grading

GRADE SCALE

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

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

INCOMPLETE GRADES

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

GRADES

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

Gifted Education

Gifted Education Philosophy

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

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

Charlton County High School Gifted Education Services Overview

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

Rule 160-4-2-.38 Education Program for Gifted Students and the State Board approved regulation for Gifted Students.

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

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

Eligibility Requirements

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

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

Initial Eligibility

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

-OR-

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

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

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

Referral Options

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

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

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

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

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

Contact Information

In the event of requests for appeals of decisions or procedural problems not specifically addressed in the local or Georgia Department of Education Resource Manual for Gifted Education Services, contact Dr. Barbara Hannaford, Director of Curriculum and Instruction, Charlton County School System (912) 496-2596

Special Education

Notice of Rights of Students and Parents under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as “Section 504,” is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. Parents and/or students are provided with the following rights through the implementing regulations of Section 504 as set out in 34 CFR Part 104:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic or nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system’s request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information for a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child’s educational records. 34 CFR 104.36.

13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedures. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United State Department of Education's Office of Civil Rights. The address of the regional office is: Office for Civil Rights; Region IV; 61 Forsyth Street, Suite 1970; Atlanta, GA 30303.

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

Charlton County Schools
1259 Third Street
Folkston, GA 31537
(912) 496-2596
mwainright@charlton.k12.ga.us

Student Recognition and Awards

Honor Roll

Students who make good grades will be recognized after each 9 weeks grading period. To become eligible for the “A Honor Roll” the student must achieve all grades 90 and over. To become eligible for the “Honor Roll” the student must achieve no grade lower than an 80 in all classes on their report card.

Miss Shilofohaw and Mr. CCHS

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

Election #1:

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

Election #2:

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

Homecoming Court Election

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

Election #1

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

Election #2

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

Homecoming Queen Election

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

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

Election #1

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

Election #2

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

Senior Superlatives

To be eligible for senior favorites, students must be classified as a senior. Seniors can hold only one Senior Favorite. Senior Favorites are voted on by their peers; senior class sponsors will count the Senior Favorite ballots.

Honor Court

Honor court averages are determined from all required academic courses completed at the end of a student's junior year. However, the top 10% will be determined by the number of seniors enrolled at the beginning of the school year.

Any student who has completed or is enrolled in eighteen (18) of the following courses*, is maintaining a "B" average, and is in the upper ten (10) percent of the class will be a member of the Honor Court:

English 9

English 10 OR English 1101

American Literature OR English 2130

British Literature or English 1102

Civics

US History OR History 2111 OR History 2112

World History OR History 1111 OR History 1112

Economics

Spanish I

Spanish II

Or approved sequence in another language through GAVS or MOWR

Algebra I

Geometry

Algebra II OR Math 1111 OR 1113

4th math option OR Math 1111 & 1113 OR Math 1131 OR Math 1127

Environmental Science

Biology

Physical Science

Chemistry, Physics, Human Anatomy/Physiology,

OR any AP science course taken via GAVS OR

MOWR college science course

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

Honor Graduates

Any student who successfully completes the 18 required academic courses in the Honor Court Section with an average of 90 or better will be considered an honor graduate and noted on the commencement program.

Top Ten Percent Grades 9-11

Top ten (10) percent of student's grades 9-11 are determined by averaging all grades earned in academic courses taken through the first semester of the school year.

Senior Top Ten Percent The top ten (10) percent of students who successfully complete the 18 prescribed academic courses listed in the Honor Court Section will be noted on the commencement program. Academic averages are calculated through the sixth week of the 4th nine (9) weeks of the 12th grade.

Junior Usher for Graduation

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

Graduation Participation

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

Salutatorian

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

Valedictorian

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

Extracurricular Activities

Eligibility for Athletic and Literary Competition

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

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

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

School Clubs and Organizations

Participation in school clubs and organizations is an excellent opportunity for students to meet a variety of people, to promote leadership and organizational skills, and to discover more about areas of particular interest or talent. In accordance with Georgia Code 20-2-751.5, parents may choose to decline permission for his or her child to participate in a club or organization by completing the Opt Out form included in the Student Information Update Packet distributed to students at the beginning of the school year or upon enrollment. Students may participate in the following school clubs and organizations for the 2015-2016 school year.

Art Club

Sponsor: Mrs. Meredith Harris

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

Beta Club

Sponsor: Mrs. Mary Fouraker and Ms. Tracey Willis

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

Charlton County Senior 4-H Club

Advisors: Mrs. Ashley Mesa and Ms. Donna Whitney (912-496-2040)

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

Drama Club

Sponsor: Mrs. Meredith Harris

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

Family, Career, and Community Leaders of America (FCCLA)

Sponsor: Mrs. Jamie Haynes

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

- Monthly nursing home visits with an assigned resident per student (pen pals)
- Region & State STAR Events
- Travel to Atlanta state conference in April of every year
- FCCLA/FFA summer camp in the end of May/early June (Covington, GA)
- Fundraisers for charities
- Keep Charlton Beautiful
- Teacher Appreciation Week

Fellowship of Christian Athletes (FCA)

Sponsors: Katy Ruth Huling and Brad Tippins

The mission of FCA is to present to athletes and coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church. Planned activities include a Thanksgiving Canned Food Drive, spring volleyball tournament, and participation in Department of Family and Children's Services' drive for the needy.

Future Business Leaders of America (FBLA)

Sponsor: Mr. Eric Taylor

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

Future Farmers of America (FFA)

Sponsor: Mrs. Audrey Pickren

FFA is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. To accomplish its mission, CCHS FFA hosts and participates in numerous individual, chapter, and community events each year. Some of the learning and travel

opportunities include regional and state contests, Okefenokee Fair, State and National Conventions, Local and Regional Banquets, Local and State Livestock Shows, National FFA Week, FFA Sweetheart Pageant, and FFA Camp. FFA members are also eligible to apply for four local scholarships and numerous state and national scholarships.

Journalism Club

Sponsor: Mr. Bruce Morgan

Shilofohaw, Flaming Arrow, and Expressions (creative writing/arts journal)

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

Oasis

The mission of Oasis is to allow students of Charlton County High School an opportunity to worship in a nondenominational setting. Past activities have included students' inviting community youth leaders to participate in a short devotional before school.

Student Council

Advisor: Mrs. Katy Ruth Huling

Student Council is a service organization whose purpose is to promote school spirit and school pride through projects, activities, and other school related events as sanctioned by the school administration and staff. Each spring, Student Council shall hold an open enrollment for membership for the next school year. Any student with a C average or higher is eligible for enrollment. To remain an active member of Student Council, members must: 1) Maintain a C average 2) Receive no serious office referrals that result in ISS or OSS assignments 3) Miss no more than 3 meetings 4) Serve on 1 committee and 5) Participate in 2 service projects per semester.

Athletics Policies

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

Rules of the CCHS athletic department which require special emphasis are as follows:

1. Any student charged in any crime that results in detainment or arrest by the law for the student's guilt or association in the crime, shall be suspended from the Athletic Program pending a hearing before the Athletic Disciplinary Panel. It is the responsibility of the student-athlete to self report such arrests to the CCHS administration.

Possible discipline:

- A sport season.
 - A number of games (panel determination).
 - Coach would discipline player through the sports program
 - Cleared no discipline.
 - A second offense for which the student is charged with a crime and is detained or arrested by a law enforcement agency for the student's guilt or association in the crime will result in a mandatory appearance before the Athletic Disciplinary Panel and may result in permanent suspension from all sports programs at Charlton County High School.
2. Students caught using alcohol will be required to attend counseling for alcohol use and abuse with the school counselor or other counselor as designated by the principal. Second offense: student will be suspended from participation for four games or four weeks, whichever time period is longest. Third offense: student will be removed from all athletic activities and programs at Charlton County High School.
 3. Students caught using illegal drugs will be required to attend counseling for drug use and abuse with the school counselor or other counselor as designated by the principal. Student and his or her parent(s) are required to meet with the principal and other such school personnel as deemed necessary by the principal. Second offense: student will be suspended from participation for four games or four weeks, whichever time period is longest. Third offense: student will be removed from all athletic activities and programs at Charlton County High School.
 4. Students caught selling illegal drugs will be dismissed from the team immediately. The coach, athletic director and principal will review return to the sports programs at CCHS.
 5. Students who are serving in-school suspension or those who are suspended from school are ineligible to practice or to participate until they return to school in good standing.
 6. Students must ride the team bus to and from all athletic events in which they participate. Only a parent or legal guardian may take a student home after an away contest, but it must first be cleared by the coach. No written notes will be accepted.
 7. Students must attend school for the entire school day to be eligible to participate in an athletic event held that day.
 8. The Athletic Disciplinary Panel will consist of an assistant principal, athletic director, and a teacher appointed by the principal.

Parent/Student Sign-Off Sheet
REQUIRED REQUIRED
CHARLTON COUNTY SCHOOL SYSTEM
2018-2019 School Year

Student's Name: _____ **Grade:** _____

School Name: _____

Parent or Guardian's Name: _____

The goal of the Charlton County School System (CCSS) is to provide a safe and successful environment for your child. Please take a few minutes to review the CCSS Rights and Responsibilities Handbook (Charlton County High School Handbook) so that you understand the District's behavioral expectations and the consequences for failure to meet those expectations.

A. Charlton County School System Student Code of Conduct

I understand that in order to participate in middle/high school sports I must agree to the rules and regulations in the Athletic Code of Conduct.

_____ **I have reviewed and understand the District's Code of Conduct.**
Student Initials

_____ **I have read the District's Rights and Responsibilities Handbook and reviewed it with my child.**
Parent/Guardian Initials

B. Academic Honesty

Students are expected to respond to academic challenges with the highest degree of integrity and honesty. When engaged in learning activities, students should demonstrate the discipline necessary to seek guidance from their instructor rather than resorting to inappropriate behaviors that may undermine their own academic and personal development. District educators will encourage the development of ethical behavior in their students and support constructive dialogue regarding the characteristics of academic integrity in their classes. Consequences will result when this policy is violated. (JCDA-E Code of Student Conduct and Discipline).

_____ **I have reviewed and understand the District's Code of Conduct.**
Student Initials

_____ **I have read the District's Rights and Responsibilities Handbook and reviewed it with my child.**
Parent/Guardian Initials

C. Compulsory Attendance

Frequent absences from the regular classroom disrupt the student's education.

The Georgia legislature has adopted compulsory attendance laws (JBA – Compulsory Attendance) to ensure regular school attendance for children between six and sixteen years old. These attendance laws place the responsibility of regular attendance on the student and the parent.

If a student has four unexcused absences from school or from class in any one month or 10 unexcused absences during a school year, the student is in violation of the Georgia School Attendance Law and District Policy (JBA – Compulsory Attendance); therefore, the district may commence disciplinary and/or legal action.

Student Initials

Parent/Guardian Initials

Parent/Student Sign Off Sheet (Continued)

D. Disclosure of Directory Information

The District may disclose directory information from a student's record. Directory information is determined by Board Policy as including: the student's name; date and place of birth; participation in officially recognized sports and activities; height and weight of athletic team members; dates of attendance; and degrees, awards, honors, and other distinctions received. The addresses and telephone numbers of students shall not be disclosed, except as provided by law. The parent of a student (or an eligible student) may refuse to allow the release of student directory information.

I agree to the release of directory information. _____ **Parent/Guardian Initials**

I do not agree to the release of directory information. _____ **Parent/Guardian Initials**

E. Club and Activity Membership

I understand that if I am suspended due to alcohol or substance use or possession or other serious violations, I may lose my privilege of being a member of a club or organization and/or any leadership roles.

Student Initials

Parent/Guardian Initials

F. Permission to Email Parents

I understand by providing my email address to teachers and administrators I am giving them permission to email me information regarding my child. This gives them the right to communicate important events and questions regarding my child via my email account. Additionally, I will be responsible for notifying my child's school of any changes to my email account.

Parent/Guardian Initials

G. Permission to include Student in Media Coverage

There may be times during the school year when different media groups (newspapers, television, university, school production class, etc.) will cover activities at the various Charlton County Schools with articles, video or still photography that may be published locally or nationally. In addition, schools or the District may want to include school-oriented articles, video or photography in their own publications and/or on their own web sites.

I give my permission for my student to be included and identified in both District and non-District media coverage, including articles, videos and photography.

Parent/Guardian Initials

H. Athletics and Media Coverage

I understand that if I participate in middle/high school sports, the sports events at which I compete are public events and may be covered by media. I also understand my photo, name and other identifying information may be published by District and/or non-District media in print and/or electronic coverage of sporting events in which I participate.

Student Initials

Parent/Guardian Initials

FINAL SIGNATURES FOR SIGN-OFF FORM - Please sign below indicating that you have read the Student Handbook:

Student Signature **Date**

Parent/Guardian Signature **Date**

Bring Your Own Technology (BYOT) Policy/Agreement

The contents of this policy/agreement may be modified by the administrative team of each school to fit the needs of the particular learning community. *However, any changes may not supersede the guidelines provided by the district's [Acceptable Use Policy](#).*

Introduction

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. Therefore, we have decided to implement Bring Your Own Technology (BYOT) at our schools. In this initiative, students are encouraged to bring their own technology devices to school to assist their learning experiences. This document is a contract which we will adhere to as we establish this program within our schools. Please note that students who cannot bring in outside technology will be able to access and utilize the school's equipment. No student will be left out of instructional activities.

Definition of "Technology"

For purposes of BYOT, "Technology" means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable Internet devices, hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Internet

Only the Internet gateway provided by the school may be accessed while on campus. Personal Internet connective devices, such as, but not limited to, cell phones /cell network adapters are not permitted to be used to access outside Internet sources at any time.

Security and Damages

Responsibility to keep the device secure rests with the individual owner. CCHS is not liable for any device stolen or damages to it on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins(decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

BYOT Student Agreement

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school without the approval of school personnel. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in BYOT must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use (Policy IFBG-R). Furthermore, the student must agree to the following conditions:

- The student takes full responsibility for his or her technology device. The school is not responsible for the security of student-owned technology.
- The technology must be in silent mode while on school campuses and while riding school buses.
- The technology may not be used to cheat on assignments or tests, or for non-instructional purposes.
- The student accesses only files on the computer or Internet sites which are relevant to the classroom curriculum.
- The student complies with a teacher's request to shut down the computer or close the screen.
- The student acknowledges that the school's network filters will be applied to one's connection to the Internet and will not attempt to bypass them
- The student understands that bringing on the school premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions
- The student realizes that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- The student realizes that printing from personal technology devices will not be possible at school.

Students of the Charlton County School System, must understand and abide by the above policy and guidelines. Students must further understand that any violation is unethical and may result in the loss of network and/or laptop privileges as well as other disciplinary action.

Parent Signature: _____

Student Signature: _____

Date: _____

Date: _____