

# CHARLTON COUNTY SCHOOLS

## 2018-19

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### PARENT/STUDENT HANDBOOK



Bethune Middle School

Danny McCoy, Principal (912) 496-2360

Folkston Elementary School

Michael F. Walker, Principal (912) 496-7369

St. George Elementary School

Dr. Drew Sauls, Principal (912) 843-2383

# Foreword

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

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

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

Dr. Sherilonda Green:  
Compliance Director

Charlton County Board of Education  
1259 Third Street  
Folkston, GA 31537  
(912)496-2596

Parents

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

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

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

**A. Permission to email parents**

I understand by providing my email address to teachers and administrators 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** \_\_\_\_\_

**B. Permission to include student in media coverage**

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

**Parent/Guardian Initials** \_\_\_\_\_

**C. Athletics and media coverage**

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

**Parent/Guardian Initials** \_\_\_\_\_

-----Please cut and return to school-----



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# Charlton County School System

## Mission Statement

The Charlton County School System will provide a quality education for all students – no excuses.

### Belief Statements

- All learners have needs, wants, desires, and expectations – social, emotional, physical and intellectual.
- All children can learn.
- All children should be shown that they have worth.
- Listening to children validates their worth.
- Teacher enthusiasm and supportive family are essential in learning for students’ self-esteem and motivation.
- While learning occurs at all levels, effective learning occurs when the learner accepts responsibility for learning, is motivated from within, and when subject matter is relevant.
- All children need flexibility instructional procedures and difficulty levels.
- The learning environment must be comfortable, non-threatening, aesthetically appealing, appropriately structured and free of sarcasm both for teacher and student.
- Technology is necessary in the educational process.
- Learning is a continuous, life-long process.

### Charlton County District Focus Areas

- All teaching and learning activities begin, progress, and end with an in-depth and intense focus on state standards.
- Communication with stakeholders is frequent, consistent, meaningful, and documented and includes student progress and celebrations of success.
- Teacher and leader effectiveness and growth are promoted and supported with the expectation of improving student learning.
- Interventions, based upon formative assessments and other student performance data, meet the needs of individual students and are developed, implemented, monitored, and documented at every tier of response to intervention (RTI).
- Summative and formative student achievement data are consistently collected and analyzed to guide instructional planning.

### **Current Board Members**

Dr. Matthew Sands .....	Chairperson
Mr. Curtis Nixon.....	Vice-Chairperson
Ms. Lucille Hannans .....	Member
Mr. Pender Lloyd.....	Member
Mr. John Canaday .....	Member
Dr. John Lairsey.....	Superintendent

# Instruction

## Curriculum

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

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

**Primary (Grades 1-3):** The major role of the primary grades is to help the students become proficient in listening, speaking, reading, writing and number concepts. The majority of the school day at this level is spent in reading, language arts, and math activities. The curriculum includes P.E., music, health, art, and college and career lessons also.

**Middle School (Grades 4-8):** The major role of the upper elementary grades is to continue and extend the general educational program of the primary grades by providing experiences in the basic learning areas of communicative skills, computational skills, and investigative skills. The curriculum emphasizes basic skills in the content areas, thinking skills, personal learning skills, and student activity programs. Students are encouraged to explore and develop their interest in a wide range of activities and understand that learning is a life-long process.

## Report Cards

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

<b>GRADING SCALE</b>	
<b>Kindergarten</b>	
NA	Not Yet Assessed
ND	Not Yet Demonstrated
EM	Emerging
P	Progressing
M	Meets
E	Exceeds

<b>GRADING SCALE</b>	
<b>Grades 1 - 8</b>	
A	90 - 100
B	80 - 89
C	70 - 79
F	Below 70

## **PARENT - TEACHER CONFERENCES**

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

## **HOMEWORK AND CLASSWORK**

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

## **HONOR ROLL**

**"A" Honor Roll** - Students receiving a grade of A in all subjects for each 9-week grading period will be recognized. Students who receive all A's for the year will receive a certificate for the year.

**"A-B" Honor Roll** - Students receiving A's and B's in all subjects for each 9-week grading period will comprise the AB list. Students who maintain all A & A-B Honor Roll for the year will be recognized with a certificate at the end of the year. The Honor Roll is based on actual grades earned, not averages.

## **PROMOTION**

### **From Kindergarten to Grade 1:**

For a student to be promoted from Kindergarten to Grade 1

A. he/she must master essential curriculum objectives, as stated on the kindergarten report card  
B. be assessed on the GKIDS, state readiness assessment instrument.

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

### **Grades 1-2:**

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

### **Grades 3-5:**

For a student in grades 3-5 to be promoted, he/she must pass ELA, math, and one of the following: social studies or science.

### **Grades 6-8:**

For a student in grades 6-8 to be promoted, he/she must:

- Pass language arts and math and either science or social studies

### **OR**

- Pass language arts or math and pass both science and social studies

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



## **Special Education Students**

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

## **MEDIA CENTER**

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

1. The media center will be open during the school day 7:50 to 3:30. The library is available for both returning and checking out books during that time.
2. Check-Outs: Books are checked out by the borrower at the circulation desk. Each student will give the staff member his/her student number and name. All borrowers (student, faculty and community) are responsible for the materials until the materials are returned in same condition to the library staff.
  - a. Books may be checked out one at a time by students for two weeks and may be renewed.
  - b. The library staff encourages students to return and check out books often so that more books may be read and enjoyed by the students.
3. If a book is lost or damaged, the student will be charged the full purchase price. All lost or damaged books should be reported to the library staff immediately. If a book is not found in a reasonable length of time, the student will be expected to pay for it. If the book is later found and is in good condition, the money will be refunded.
4. Students who have overdue or damaged books may not check out additional books until fines have been paid in full.

## **TEXTBOOKS**

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

## **PHYSICAL EDUCATION**

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

## **GIFTED EDUCATION SERVICES**

Gifted services are offered for all eligible students in grades K-8. Referrals for consideration may be made by teachers, counselors, administrators, parents, peers, or the student.

To be eligible for gifted education services, a student must either (a) score at or above the 99th percentile (for grades K-2) or the 96th percentile (for grades 3-12) on the composite or full scale score of a standardized test of mental ability or (b) qualify through a multiple criteria

assessment process by meeting the criteria in any three of the following four areas: mental ability (intelligence), achievement, creativity and motivation.

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

### **GEORGIA SPECIAL NEEDS PROGRAM**

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

# CHARLTON COUNTY SCHOOL SYSTEM

## Section 504:

### Notice of Rights of Students and Parents Under Section 504

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

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

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

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

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

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

## **Child Find**

The Charlton county School System seeks to locate and identify all children with disabilities in Charlton County. A disabled person under the age of 22, who resides in the county, attends a public, private, or home school in Charlton County, is highly mobile, or homeless may be eligible for special education services. To refer children between the ages of 3-21 for consideration to receive special education services through the public school system, please contact Dr. Sherilonda Green, Director of Exceptional Programs for the Charlton County School System (912-496-2596). For children 0-3 years of age, please contact Babies Can't Wait (800-429-6307).

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

1. Inspect and review the educational records of a student who is your child, or in the case of a student who is eighteen (18) years of age or older, your own educational records.
2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

3. Consent of disclosures of personally identifiable information contained in the student's educational records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorizing disclosure without consent.
4. File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Charlton County Board of Education to comply with the requirements of the Act or the regulations promulgated thereunder.
5. Obtain a copy of the policy that the Board of Education has adopted regarding access to the records.

### **Directory Information**

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

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

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

### **Response to Intervention TEAM**

Charlton County Public Schools have instituted the Response to Intervention (RTI) concept as part of its instructional plan. RTI teams span all grade levels, K-12. Any student who experiences difficulty in his/her instructional day is eligible for the RTI process.

A request for service from RTI may be made by any student (for him/herself), teacher, administrator, or parent. Typical techniques used by the RTI team: assessment of learning styles, evaluation of developmental/achievement levels, modification of the curriculum, identification of the need for better home-school communication and coordination.

For more information on RTI involvement, contact your child's teacher, Mrs. Jeanne Crews (RTI coordinator), or administrator.

### **PARENT Engagement**

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

## **PARENT’S RIGHT TO KNOW a TEACHER’S and PARAPROFESSIONAL’S QUALIFICATIONS**

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

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

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

## **ENROLLMENT AND ATTENDANCE POLICIES**

### **Public School Choice**

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

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

### **ENROLLMENT PROCEDURE**

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

1. The child and the legal parent or guardian must reside in Charlton County (proof of residency required).
2. A certified copy of a birth certificate must be presented when a child enrolls in kindergarten or first grade for the first time.
3. State law requires a certificate of immunization (unless a waiver is on file) and an official copy of the child’s social security card.
4. Records from the last school attended should be presented. A child may be enrolled without such records but the principal may make a decision as to grade placement of the student.
5. All students born on or after January 1, 2002 entering or transferring into seventh grade and any transferring “new entrant” entering into 8<sup>th</sup>-12<sup>th</sup> grades in Georgia must provide

proof of an adolescent pertussis (whooping cough) booster vaccination (called “Tdap”) **AND** an adolescent meningococcal vaccination (MCV).

6. Georgia law states students must have an Ear, Eye and Dental Certificate from the county health department. Students new to the State of Georgia must file this certificate with the principal’s office within 120 days of enrollment. Students will be withdrawn from school if this form is not received.
7. Charlton County Schools offer a limited number of Pre-K classes. Parents must present proof of residency, a certified copy of the child’s birth certificate, immunization and social security card (if available), to be admitted to the Pre-K program.

### **ATTENDANCE AND ABSENCE FROM SCHOOL**

Regular and punctual attendance on the part of all students is necessary for success in school. Repeated tardies and absences may cause one to become discouraged and bring about failure in school. The Charlton County Board of Education has an approved school calendar for the school year. This official calendar contains holidays and teacher in-service days on which students do not report to school. The calendar does not contain nor does the Charlton County Board of Education recognize vacation trips out of town with family members. The Charlton County Board of Education has set (10) school days, as the maximum number a student can miss from any given class during the school calendar year. After ten (10) unexcused absences, parents of student’s age 14 and younger will be referred to State Court for prosecution. Students shall be required to be in attendance for the full session of the school the child is eligible to attend. Absence from school is defined as the non-attendance of a pupil on any day school is in session. **For personal illness, a maximum of two (2) parent notes will be accepted per semester. After two (2) parent notes, a doctor’s excuse will be required in order to receive an excused absence for the personal illness.**

Students who are going to be out of school for a minimum of ten (10) consecutive school days or more due to medical reasons, should contact the office to request services through the Hospital/Homebound Program. Parents or legal guardians of students who feel extenuating circumstances are present to the extent that credit should be given, may communicate such circumstances to the child’s principal.

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

### **School Attendance and Participation in School Functions**

School attendance is required on the day of any school function (activity) in which the student wishes to participate. Exceptions to this rule will be at the discretion of the principal.

### **Attendance/Behavior and the Teenage Driver Responsibility Act**

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

### **TRUANCY**

Truancy: A truant student is one who, while subject to compulsory school attendance, has more than five (5) days of unexcused absences during the school calendar year. The superintendent shall establish rules to enforce the State of Georgia Compulsory School Attendance Law on any child absent from school in violation of the compulsory attendance law. O.C.G.A. 20-2-0698, 20-2-0701.

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

### **Excessive absences:**

1. When a student has **2 unexcused absences**, a parent/guardian contact will be made by the classroom/homeroom teacher and documentation **will be logged in infinite campus**. The teacher will first attempt to make a personal phone call to the parent/guardian, if no contact can be made then a letter will be sent by the teacher.
2. When a student has **3 unexcused absences**, the school attendance clerk will send a letter to parent/guardian notifying them of absences, and a referral will be sent to the school counselor.
3. When a student has reached **5 unexcused absences**, the school counselor will schedule parents to attend the School Attendance Review Committee Meeting. The Attendance Review Committee will consist of the school administrator, school counselor and academic teacher. At the School Attendance Review Meeting, the parent/guardian, student (if applicable), and committee members will review the students' attendance, grades and individual circumstances. The student may be required to make up missed instruction time through instructional extension time, depending upon the individual circumstances and the committee's decision. Any student who has accumulated 6 or more unexcused absences could be required to make up time, regardless of his/her academic standing. If the student meets all other promotion requirements as stated in the Charlton County Board of Education Policy, but exceeds maximum number of absences allowed; then the committee will decide if the student will be required to make up missed days through instructional extension time in order to be promoted to the next grade.



4. Parent/guardians of students **missing 6 or more unexcused days** of school will be contacted by the School Social Worker, and required to attend the Charlton County Truancy Task Force at the Charlton County Board of Education.

5. **Any additional absences after 6 unexcused (once the Truancy Task Force meeting has taken place)** will be referred by the School Social Worker to the Charlton County State Court for truancy charges.

***Instructional Extension Time:***

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

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

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

**Excessive Tardies:**

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

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

- 1) Lunch detention – student is required to eat at a designated table isolated from peers during lunch
- 2) Recess detention – student will be required to sit in from recess and make up work missed because of the tardy and/or student will be required to sit out a portion of the recess time (ex; 5 minutes, 10 minutes, etc).
- 3) After school detention: student will be required to stay after school to make up missed work/assignments.

## **ATTENDANCE LAW**

- a) **Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth and sixteenth birthdays shall enroll and send such child or children to a public school, private school, or a home study program** that meets the requirements for a public school, private school, or home study program.
- b) Any parent, guardian, or other person residing within this state having control or charge of any child or children who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not to exceed \$100.00 or imprisonment not to exceed 30 days, or both. Absence from school in violation of this part will constitute a separate offense.
- c) All children enrolled for 20 school days or more in the public schools of this state prior to their sixth birthday shall become subject to all of the provisions of this article, the provisions of Code Sections 20-2-690 through 20-2-702, and the rules and regulations to the State Board of Education relating to compulsory school attendance even though they have not attained six years of age. (Code 1981, §20-2-150, enacted by Ga. L. 1985, p. 1657, §1; Ga. L. 1987, p. 1169, §1.)

## **ABSENCES AND EXCUSES**

Absence from school may be excused for the following reasons:

1. 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 mandating absence from school.
4. Celebrating religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student's health or safety.

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

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

Absences during the year:

1. Any student who has been absent from school shall bring a note signed by the parent or guardian explaining the reason for the absence. The note is due the day the student returns to school.

Out of school suspension is considered an unexcused absence and will result in zeros, unless extra make up work is completed.

## **MAKE-UP WORK**

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

## **CLASS ATTENDANCE**

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

### **LEAVING CAMPUS**

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

### **EARLY DISMISSALS**

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

### **CLUB PARTICIPATION**

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

## **Lockers and Locks (Bethune Middle School only)**

Lockers and locks are rented at the beginning of the school year from homeroom teachers. Rent for the year is \$8.00. Locks are the property of Bethune Middle School (BMS) 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 BMS, 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

## **6TH, 7TH AND 8TH GRADE SPRING DANCE (MORP)**

The 6th, 7th and 8th grade dance is held in the spring. As incentive for perfect attendance, junior high students will pay half price for admission to the dance if they have perfect attendance within a specific timeframe. This timeframe will be determined by the junior high teachers and administration, announced to students, and included in the parental permission letter. Students who have perfect attendance will be responsible for paying any fines or fees in order to attend the dance. General Junior High Spring Dance Guidelines:

- Only students currently enrolled in the 6th, 7th or 8<sup>th</sup> grade in the Charlton County School System shall attend this event. High school students or guests from other middle/junior high or high schools will not be allowed to attend the dance.
- A student who has been in ISS, OSS, or supervised time out the day of the dance will not be allowed to attend the Spring dance.
- Students must attend school the entire day of the dance
- No money will be refunded.
- Appropriate dancing will be displayed by all students at all times. If a student is asked by an adult to leave due to improper dancing, the student will also receive an office referral.
- Parents wishing to chaperone the spring dance will be asked to contact the grade-level chairs for their child's class prior to the night of the dance.
- Small children will not be allowed into the Spring Dance.

The Spring Dance is not a junior high prom. Dress code for the Spring Dance will be semi-formal; however, jeans will not be allowed. Dress pants and shirts are appropriate for boys. Girls should remember when picking out a dress that they should not reveal any parts of the stomach or mid-drift areas. If they choose to wear a dress that is strapless or halter neck, a shawl must be over their shoulders.

### **ATHLETIC RULES for MIDDLE SCHOOL (Grades 6-8)**

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

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

Possible discipline:

- a) A sport season.
  - b) A number of games (panel determination).
  - c) Coach would discipline player through the sports program
  - d) Cleared no discipline.
  - e) 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.
1. 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.
  2. 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.
  3. 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.
  4. Students who are serving out of school suspension cannot participate or attend a contest until they return to school. Students in in-school suspension cannot participate or attend a contest until they are released from ISS.
  5. 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.
  6. Students must attend school for the entire day to be eligible to participate in an event that day. If they are present for at least half the school day and have a doctor's note they would be eligible to participate. This rule includes practice.

7. The Athletic Disciplinary Panel will consist of an assistant principal, athletic director, and a teacher appointed by the principal.

### **ACCEPTABLE USE POLICY (AUP) FOR ELEMENTARY AND MIDDLE 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/Online/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
- 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 forprofit 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. USERS 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 the 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)**

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
- 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](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](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.

## **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.

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

# **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.

## **STUDENT CONDUCT**

### **DISCIPLINE**

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

### **SCHOOL AND THE LAW**

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

### **CORPORAL PUNISHMENT**

If you do not wish corporal punishment to be administered to your child, please file a letter with the principal stating your desires within the first ten (10) days after the beginning of school.

### **SUSPENSIONS**

For any offense that is dangerous for other students, students will be suspended or be disciplined in some other way which is a deterrent in the best interest of the school. The principal will use discretion in invoking suspension.

### **ITEMS AT SCHOOL**

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

### **FLOWERS AND GIFTS**

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

### **BUS CONDUCT**

Students riding Charlton County buses are expected to abide by the following safety rules:

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

### **CHANGE IN TRANSPORTATION**

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

# **GENERAL POLICIES**

## **CAFETERIA AND MEALS**

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

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

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

## **DRESS AND GROOMING**

The Charlton County Board of Education is aware of the fact that most of our students exhibit good taste and personal pride through good grooming and dress habits. However, it is the policy that all students are expected to be clean, neat and appropriately dressed for all school activities. Student dress should be comfortable and in good taste. Clothing advertising alcoholic beverages and tobacco products or containing inappropriate language and/or messages will not be worn.

The following guidelines have been set:

1. Students are not permitted to wear sundresses, tank tops, tube tops, halter tops, see-through shirts, pajamas midriff or cropped tops.
2. Shorts, skirts, dresses, and other garments worn must not be shorter than 5 inches above the middle of the back of the knees (finger tip length) even if skintight clothing is worn underneath. Clothing with splits and/or holes should adhere to the same measurement.
3. Bicycle shorts or tight-fitted shorts are not permitted.
4. Students will not wear jewelry, buttons, t-shirts or other garments which suggest obscene, sexually oriented, or illegal acts, or which promote alcohol, tobacco, or drugs.
5. Hats or caps are not to be worn inside the building.
6. For health and safety reasons, students must wear shoes at all times. Bedroom slippers or shoe skates are not allowed. Students are not to be without shoes at any time (barefooted or wearing socks with no shoes).
7. Sun glasses are not to be worn inside the building.
8. Dress which is too revealing, too small, too tight, or styles which call attention to anatomical details are considered inappropriate and will not be allowed. Appropriate undergarments must be worn and adequately covered ("baggy" pants/shorts are to be over

the hips at all times and belts worn, if necessary, to ensure this). Flip-flops are not allowed in physical education classes.

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

### **HEALTH PROBLEMS**

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

### **LICE AND SCABIES**

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

### **MEDICATION**

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

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

### **INSURANCE**

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

### **PARTIES**

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

### **TELEPHONE**

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

### **VISITORS**

All visitors are required to check-in at the Principal's Office immediately upon entering the campus. A reason for his or her presence at the school must be presented at the office. Parents who wish to observe classes must receive permission from the principal and must notify teacher and administrator a day prior to visit in order to minimize the disruption of instructional time. Failure to check in at the designated location shall be prima-facie evidence that such person does not have a legitimate need or cause to be present on school premises or within the school safety

zone and, if said person willfully fails to remove himself or herself from the premises after the principal or his/her designee shall request him or her to do so, shall be guilty of a misdemeanor of a high and aggravated nature. **Parents who wish to eat with their child can do so at designated tables only.**

### **WITHDRAWAL PROCEDURE**

The procedure for withdrawal or transferring is as follows:

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

### **BICYCLES**

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

### **RIGHT TO SEARCH**

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

### **LOST AND FOUND**

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

### **FIRE DRILLS**

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

### **TORNADO DRILLS**

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

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

## **COMPLAINTS AND GRIEVANCES**

### **GRIEVANCE PROCEDURE**

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



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

## **STUDENT CODE OF CONDUCT AND DISCIPLINE**

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

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

### **DEFINITIONS OF DISCIPLINARY ACTIONS/TERMS**

1. Expulsion: The denial to a student of continuing in school beyond the current school semester or year.
2. Suspension:

- A. Short-term suspension is the denial to a student to attend school and to take part in any school function for a period not exceeding ten (10) school days.
  - B. Long-term suspension is the denial to a student to attend school and to take part in any school function for a period of more than ten (10) school days but not beyond the current school semester or year.
  - C. Suspension with academic limitations: No make up work or make up tests shall be allowed with the exception of finals. Finals may be scheduled with the principal and upon good behavior at the testing station.
  - D. Suspension of special education students: Where the safety and/or welfare of other students, teachers, staff or property is not unduly threatened, special education students shall continue to receive special education services during suspension/expulsion as per the Turlinton Case.
3. In-School Suspension: The removal of a student from all classes and school sponsored activities by the administration. Students are placed in the In-School Suspension Program.
  4. Corporal Punishment: Physical punishment administered by the principal or his/her designee. It must be administered in good faith and must not be excessive or unduly severe. It must be administered in conformity with regulations set forth by the Charlton County Board of Education and state law.
  5. Detention: A requirement that the student report to specific school location and to designated teacher or school official to make up work missed or to receive specific instruction in behavior modification. Detention may require the student's attendance before school, after school, on Saturday, or during scheduled class or school activity time if school officials deem removal of the student from his or her regular school schedule essential to the well-being of the student or school.
  6. Bus Suspension: Removal of a student from all Charlton County System transportation for a designated period of time.
  7. Student Probation: A student has been informed that the future occurrences of rule violations will result in further punishment for past conduct. Probation may include action to isolate the student from the extra-curricular activities of the school.
  8. Parent Conference: A formal meeting between the parent, teacher, and/or administrator or other school personnel. The conference will provide to the parent the rule violation, disciplinary action taken, and consequences for future violations. In addition, the conference may include the student's academic standing and progress, means of behavior modification, or other support agencies or individuals who may be of assistance, and other topics relevant to the student's improving behavior.
  9. Drug Free Zone: A Drug Free Zone is an area which must be drug free. The zone is defined to be an area within 1000 feet of any real property owned by or leased by the school system, or any location property where a school function is being held.
  10. School Safety Zone: A School Safety Zone is an area which must be weapons-free. The zone is defined to be an area with in 1000 feet of a school or the boundaries of the school campus, or any location property where a school function is being held.
  11. School Bus Stops/Loading Areas: Areas where students gather to load/unload buses including pick-up/drop-off areas enroute to and from school.

### **CODE OF STUDENT CONDUCT AND DISCIPLINE**

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: Possession of Weapons and Dangerous Instruments
- Rule 7: Possession of Narcotics, Alcoholic Beverages, and Stimulant Drugs or other  
Controlled Substance
- Rule 8: Disregard of Directions or Commands
- 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.

### **CODE OF STUDENT CONDUCT AND DISCIPLINE**

The principal may refer a student to the Hearing Tribunal for disciplinary action arising out of 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. This Code of Student Conduct and Discipline and its rules and regulations are effective during the following times and in the following places:

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

Offense	Maximum Dispositions
<b>Rule 1.</b> <b>Disruption and interference with school</b> <b>No student shall:</b>	
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.	<ul style="list-style-type: none"> <li>• Possible Suspension. <ul style="list-style-type: none"> <li>• 1st offense - 3 days</li> <li>• 2nd offense - 5 days</li> <li>• 3rd offense - 10 days</li> </ul> </li> <li>• Possible referral to Police Department.</li> </ul>
B. Set fire to or in any school buildings or property	<ul style="list-style-type: none"> <li>• Mandatory short-term suspension.</li> <li>• Restitution for damages.</li> <li>• Possible referral to Hearing Tribunal</li> <li>• Mandatory referral to Police or Sheriff’s Department</li> </ul>
C. Cause false fire alarm or bomb threat.	<ul style="list-style-type: none"> <li>• Mandatory short-term suspension.</li> <li>• Possible referral to Hearing Tribunal.</li> <li>• Possible referral to Police or Sheriff’s Department.</li> </ul>
D. Discharge or otherwise threateningly use explosives	<ul style="list-style-type: none"> <li>• Mandatory short-term suspension.</li> <li>• Mandatory referral to Hearing Tribunal.</li> <li>• Mandatory referral to Police or Sheriff’s Department.</li> </ul>
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.	<ul style="list-style-type: none"> <li>• Mandatory Parent Conference Disposition may include: <ul style="list-style-type: none"> <li>• Detention</li> <li>• Student Probation</li> <li>• Referral to counselor and/or social worker</li> <li>• In-school suspension</li> <li>• Suspension</li> <li>• Referral to Hearing Tribunal</li> </ul> </li> </ul>
F. 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.	<ul style="list-style-type: none"> <li>• Mandatory Parent Conference</li> <li>• Possible Suspension. <ul style="list-style-type: none"> <li>• 1st offense - 3 days</li> <li>• 2nd offense - 5 days</li> <li>• 3rd offense - 10 days</li> </ul> </li> <li>• Possible referral to Police Department.</li> </ul>
G. Urge, encourage, or counsel other students to violate any of the preceding paragraphs of this rule	Possible Suspension. <ul style="list-style-type: none"> <li>• 1st offense - 3 days</li> <li>• 2nd offense - 5 days</li> <li>• 3rd offense - 10 days</li> </ul>
Offense	Maximum Dispositions
<b>Rule 1 continues</b>	

<b>Disruption and interference with school</b>	
H. Students shall not engage in any public displays of affection such as kissing, hugging, holding hands, massaging or other inappropriate physical contact	Possible detention, corporal punishment, in-school suspension, or suspension
<b>Rule 2. Damage, Destruction, or Theft of School Property</b>	
A student shall not cause damage to, steal, or attempt to steal school property.	<ul style="list-style-type: none"> <li>• Possible suspension</li> <li>• Restitution for damages</li> <li>• Possible referral to the Police or Sheriff's Department and/or Hearing Tribunal</li> </ul>
<b>Rule 3. Damage, Destruction, or Theft or Extortion of Private Property</b>	
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	<ul style="list-style-type: none"> <li>• Possible suspension</li> <li>• Restitution for damages</li> <li>• Possible referral to the Police or Sheriff's Department and/or Hearing Tribunal</li> </ul>
<b>Rule 4. Assault and/or Battery on a Person Employed by the School</b>	
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.	<ul style="list-style-type: none"> <li>• Aggravated Assault and/or Battery</li> <li>• Mandatory 10 days suspension</li> <li>• Mandatory referral to Hearing Tribunal or waiver</li> <li>• Mandatory referral to Police or Sheriff's Department</li> </ul>
<b>Rule 5. Assault and/or Battery on a Person Not Employed by the School</b>	
A student shall not harm or threaten to cause bodily harm or mental anguish to any person, students, or guests.	<ul style="list-style-type: none"> <li>• Aggravated Assault and/or Battery</li> <li>• Mandatory 10 days suspension</li> <li>• Mandatory referral to Hearing Tribunal or waiver</li> <li>• Mandatory referral to Police or Sheriff's Department</li>   <li>• Simple Assault and/or Battery</li> <li>• In-school suspension or possible suspension</li> <li>• Possible referral to Hearing Tribunal and/or Police or Sheriff's Department</li> </ul>

Offense	Maximum Dispositions
<b>Rule 6.</b> <b>Possession of Weapon on School Property or at School Functions</b>	
<p>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:</p>	
<p>A. 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.</p>	<ul style="list-style-type: none"> <li>• Mandatory referral to Hearing Tribunal</li> <li>• Mandatory referral to Law Enforcement</li> <li>• Mandatory referral to District Attorney</li> <li>• Weapon will be confiscated</li> <li>• Possible long-term suspension</li> <li>• Possible long-term expulsion</li> </ul>
<p>B. 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.</p>	<ul style="list-style-type: none"> <li>• Mandatory short-term suspension</li> <li>• Possible expulsion</li> <li>• Possible referral to hearing tribunal</li> <li>• Possible referral to law enforcement</li> <li>• Weapon will be confiscated</li> </ul>
<p>In addition, an article which is designed for other purposes but which could easily be used to inflict student injury (for example, a pencil, comb, compass or other item) shall be considered a “weapon if used in an aggressive or belligerent manner.</p>	
<b>Rule 7.</b> <b>Narcotics, Alcoholic Beverages, and Stimulant Drugs, or any other Controlled Substance.</b>	
<p>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.</p>	<ul style="list-style-type: none"> <li>• Mandatory 10 days suspension or waiver</li> <li>• Mandatory referral to Hearing Tribunal</li> <li>• Mandatory referral to Police or Sheriff’s Department</li> </ul>

Offense	Maximum Dispositions
<b>Rule 7 continues</b> <b>Narcotics, Alcoholic Beverages, and Stimulant Drugs, or any other Controlled Substance.</b>	
B. A student shall deposit in the principal's office (or other location 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.	<ul style="list-style-type: none"> <li>• Possible short-term suspension</li> <li>• Possible expulsion</li> <li>• Possible referral to Hearing Tribunal</li> </ul>
<b>Rule 8.</b> <b>Disregard of Directions or Commands.</b>	
A student shall not fail to comply with reasonable directions or commands of teachers, paraprofessionals, principals, school bus drivers, lunchroom workers or other authorized personnel.	
A. Refusal to carry out instructions	Possible suspension. <ul style="list-style-type: none"> <li>• 1st offense - 3 days</li> <li>• 2nd offense - 5 days</li> <li>• 3rd offense - 10 days and referral to the Hearing Tribunal.</li> <li>• Possible referral to the Police Department</li> </ul>
B. Failure to accept disciplinary action	Possible suspension. <ul style="list-style-type: none"> <li>• 1st offense - 3 days</li> <li>• 2nd offense - 5 days</li> <li>• 3rd offense - 10 days and referral to the Hearing Tribunal.</li> </ul>
C. Failure to comply with safety rules or procedures including the failure to safely operate a motor vehicle	Possible suspension. <ul style="list-style-type: none"> <li>• 1st offense - 3 days</li> <li>• 2nd offense - 5 days</li> <li>• 3rd offense - 10 days and referral to the Hearing Tribunal</li> <li>• Possible suspension of driving privileges</li> </ul>
D. Failure to comply with decision of the Hearing Tribunal	<ul style="list-style-type: none"> <li>• Mandatory referral to Hearing Tribunal.</li> <li>• Possible referral to the Police or Sheriff's Department</li> </ul>
<b>Rule 9.</b> <b>Skipping</b>	
Skipping class, skipping school, leaving campus without authorization, or urging others to violate these rules	<ul style="list-style-type: none"> <li>• Mandatory parent notification</li> <li>• Disposition may include;               <ul style="list-style-type: none"> <li>• Detention, student probation, counseling</li> <li>• referral to social worker and/or juvenile authorities</li> <li>• referral to in-school suspension program</li> <li>• suspension</li> </ul> </li> </ul>
<b>Rule 10.</b> <b>Dress and Grooming.</b>	
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.	<ul style="list-style-type: none"> <li>• Possible suspension.</li> </ul>

Offense	Maximum Dispositions
<b>Rule 10. - continues Dress and Grooming.</b>	
<p>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.</p> <p>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.</p>	
<b>Rule 11. Parking and Traffic Violation on Campus.</b>	
<p>Students shall not abuse school parking regulations or operation of a motor vehicle any a way as to cause damage to public or private property located on school endanger life or limb of persons utilizing school facilities, driveways, or parking areas.</p>	<ul style="list-style-type: none"> <li>• Possible Suspension (See Rule 8-c).</li> <li>• Restrictions of driving privilege.</li> <li>• Possible referral to Police or Sheriff's Department</li> </ul>
<b>Rule 12. Use of Profane, Vulgar, or Obscene Words, or Other Actions Which Disrupt School Operations.</b>	
<p>A student shall not use profane, vulgar, or obscene words, gestures, or perform other similar actions which disrupt school operations.</p>	<ul style="list-style-type: none"> <li>• Possible suspension.</li> <li>• Possible referral to a Hearing Tribunal or waiver</li> </ul>
<b>Rule 13. Gambling or Games of Chance.</b>	
<p>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.</p>	<ul style="list-style-type: none"> <li>• Possible suspension.</li> <li>• All monies of participants will be confiscated.</li> <li>• Possible referral to Police or Sheriff's Department.</li> </ul>
<b>Rule 14. Misbehavior on Bus.</b>	
<p>A. A student shall not exhibit any behavior which will distract or interfere with a bus driver's attention or disrupt or interfere with the safe operation of the school bus.</p>	<p>Possible suspension from all buses.</p> <ul style="list-style-type: none"> <li>• 1st offense - discretion of the principal.</li> <li>• 2nd offense - 5 days suspension from the bus.</li> <li>• 3rd offense and subsequent offenses - 10 days bus suspension from bus and/or possible expulsion from the bus for the remainder of the year.</li> </ul>
<p>B. A student shall not use any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, audible radios, tape or compact disc player without headphones, or any other electronic device in a manner that might interfere with the behavior of the school bus communications equipment or the school bus drivers operation of the school bus</p>	<p>Possible suspension from all buses.</p> <ul style="list-style-type: none"> <li>• 1st offense - discretion of the principal.</li> <li>• 2nd offense - 5 days suspension from the bus.</li> <li>• 3rd offense and subsequent offenses - 10 days bus suspension from bus and/or possible expulsion from the bus for the remainder of the year.</li> </ul>



Offense	Maximum Dispositions
<b>Rule 14 - continues Misbehavior on Bus.</b>	
<p>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.</p>	<p>Possible suspension from all buses.</p> <ul style="list-style-type: none"> <li>• 1st offense - discretion of the principal.</li> <li>• 2nd offense - 5 days suspension from the bus.</li> <li>• 3rd offense and subsequent offences – <ul style="list-style-type: none"> <li>• 10 days bus suspension from bus and/or possible expulsion from the bus for the remainder of the year.</li> <li>• Possible conference with parents and school officials to develop a bus behavior contract upon repeated and/ or serious offenses.</li> </ul> </li> <li>• Required conference with parents and school officials to develop a bus behavior contract upon repeated and/or serious offenses.</li> </ul>
<p>A student who violates 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 while on a school bus will require a meeting between parents and school officials to develop a bus behavior contract.</p>	
<b>Rule 15. Criminal Law Violations.</b>	
<p>A student who has been formally charged with a violation of the 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</p>	<ul style="list-style-type: none"> <li>• Possible suspension</li> <li>• Possible referral to Alternative School</li> <li>• Possible referral to Hearing Tribunal</li> </ul>
<b>Rule 16. Sexual Misconduct or Offense.</b>	
<p>A. No student shall be guilty of molesting another student, indecent exposure, rape or any other overt heterosexual or homosexual act.</p>	<ul style="list-style-type: none"> <li>• Possible suspension</li> <li>• Possible referral to Hearing Tribunal</li> <li>• Mandatory referral to Police or Sheriff’s Department</li> </ul>
<p>B. Students shall not possess, share, or show any pornographic materials including printed materials or electronic files found on electronic devices.</p>	<ul style="list-style-type: none"> <li>• Possible suspension</li> <li>• Possible referral to a Hearing Tribunal</li> <li>• Possible referral to Police or Sheriff’s Department</li> <li>• Mandatory parental notification</li> </ul>
<b>Rule 17. Rude and Disrespectful Behavior</b>	
<p>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.</p>	<ul style="list-style-type: none"> <li>• Possible suspension</li> <li>• Possible referral to a Hearing Tribunal or waiver</li> </ul>

Offense	Maximum Dispositions
<b>Rule 18. Use or Possession of Tobacco</b>	
The use or possession of tobacco, lighters, matches, pipes, snuff, and containers which contain tobacco spit by students is prohibited	<ul style="list-style-type: none"> <li>• Possible suspension</li> <li>• 1<sup>st</sup> offense – 3 days In-School suspension</li> <li>• 2<sup>nd</sup> offense – 5 days In-School suspension</li> <li>• 3<sup>rd</sup> offense – 10 days suspension</li> </ul>
<b>Rule 19. Cheating</b>	
A student shall not cheat on any exam, project, homework, or report	Suspension permissible. <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense – “0” grade and parent and administrative notification</li> <li>• 2<sup>nd</sup> offense – referral to administration</li> </ul>
<b>Rule 20. Possession of Pocket Pagers or Electronic Devices</b>	
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.	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense : Discretion of the principal</li> <li>• 2<sup>nd</sup> offense: Possible suspension</li> <li>• 3<sup>rd</sup> offense: Possible suspension</li> </ul>
Phones may be confiscated and returned only to a parent or guardian at the discretion of the principal.	
<b>Rule 21. Racial Harassment</b>	
A student shall not harass another student or students or any employee through racially disparaging conduct or communications	<ul style="list-style-type: none"> <li>• Possible suspension</li> <li>• Possible referral to Hearing Tribunal</li> </ul>
Racial harassment may include; <ul style="list-style-type: none"> <li>• Oral or written statements having racially demeaning implication made or sent to an individual.</li> <li>• Gestures or conduct rooted in racial prejudice or racial factors of consideration that signal contempt toward another of any race</li> </ul>	
<b>Rule 22. Sexual Harassment</b>	
A student shall not sexually harass a school employee, student or guest.	<ul style="list-style-type: none"> <li>• Possible suspension</li> <li>• Possible referral to Hearing Tribunal</li> </ul>
Sexual harassment is an unwelcome advance, request, or other verbal or physical conduct of a sexual nature that results in the conduct having the purpose or effect of unreasonable interfering with work or learning performance or creating an intimidating, hostile, or	

offensive working or learning environment.	
<b>Offense</b>	<b>Maximum Dispositions</b>
<b>Rule 23. Chronic Disciplinary Problem Student</b>	
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 recur will be considered a chronic disciplinary problem.	<ul style="list-style-type: none"> <li>• Mandatory notification of parent to observe child in classroom</li> <li>• Encouragement of parent to attend a conference to develop a disciplinary and behavioral correction plan.</li> <li>• Possible suspension</li> <li>• Possible referral to Hearing Tribunal</li> </ul>
<b>Rule 24. Violation of Probation</b>	
A student shall not fail to comply with the conditions of probation imposed by the principal or Hearing Tribunal.	<ul style="list-style-type: none"> <li>• Mandatory short-term suspension</li> <li>• Mandatory referral to Hearing Tribunal</li> </ul>
<b>Rule 25. Violation of Rules and Regulations of Extra-Curricular Activities</b>	
A student shall not violate any rule and/or regulation set by the sponsor or the activity, the school, the Charlton County School System, the Georgia Department of Education, the Georgia High School Association, and/or any other governing agency.	<ul style="list-style-type: none"> <li>• Possible suspension from participation for a definite period of time.</li> <li>• Possible expulsion from participation</li> <li>• 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.</li> </ul>
Student participation in extra-curricular 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.	
<b>Rule 26. Possession of Potentially Dangerous Objects or Replicas of Objects.</b>	
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.	<ul style="list-style-type: none"> <li>• Possible suspension</li> <li>• Possible referral to Hearing tribunal and/or Police or Sheriff's Department.</li> </ul>
<b>Rule 27. Bullying</b>	
The willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or any intentional display of force such as would give the victim reason to fear or expect bodily harm.	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense – Possible suspension</li> <li>• 2<sup>nd</sup> offense – Possible suspension</li> <li>• 3<sup>rd</sup> offense – Automatic placement to Alternative School</li> </ul>

Offense	Maximum Dispositions
<b>Rule 28.</b> <b>Failure to Comply with Compulsory Attendance Requirements</b>	
A student shall not fail to comply with the conditions of the compulsory attendance law and attendance procedures established by the local board of education.	<ul style="list-style-type: none"> <li>• Possible referral to legal agencies</li> <li>• Possible referral to attendance task team</li> <li>• Possible placement into alternative school</li> <li>• Possible suspension of driver’s license</li> </ul>
<b>Rule 29.</b> <b>Falsifying, misrepresenting, omitting, or erroneously reporting information</b>	
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.	<ul style="list-style-type: none"> <li>• Possible suspension of school network rights</li> <li>• Possible suspension</li> <li>• Possible referral to hearing tribunal and /or law enforcement</li> </ul>
It is the policy of the Charlton County Board of Education not to discriminate on the basis of sex, age, race, handicap, religion, or national origin in the educational programs and activities or admissions to facilities operated by the Charlton County Board of Education or in the employment practices of the Charlton County Board of Education.	

<b>Charlton County Schools 2018-19 Calendar</b>	
Preplanning	August 1,2,3, 2018
First Day for Students	August 6, 2018
Labor Day Holiday	September 3, 2018
Progress Reports	September 5, 2018
Parent/Teacher Conference	September 6, 2018 3:00pm-5:00pm
In-Service Day	October 8, 2018
Report Cards Distributed	October 10, 2018
Veteran's Day Holiday	November 12, 2018
Progress Reports	November 14, 2018
Parent/teacher Conference	November 15, 2018 3:00pm-5:00pm
Thanksgiving Holidays	November 19-23, 2018
Christmas Holidays	December 20, 2018 - January 4, 2019
Teacher In-Service Days	January 7-8, 2019
Report Cards Distributed	January 9, 2019
Martin Luther King Holiday	January 21, 2019
Progress Reports Distributed	February 13, 2019
President Day Holiday	February 18, 2019
Teacher In-Service Day	March 15, 2019
Report Cards Distributed	March 20, 2019
Spring Break	April 1-5, 2019
Progress Reports	April 24, 2019
Parent/teacher Conference	April 25, 2019
Last Day for Students	May 24, 2019
Graduation	May 24, 2019
Memorial Day Holiday	May 27, 2019
Post Planning	May 28-29, 2019
Report Cards Distributed	May 31, 2019

## **Testing Schedule for 2018-19 School Year**

August 6- May 13	GKIDS – begins first student day & last day to submit GKIDS assessment information is May 4, 2018
September 4 – March 22	GAA main administration and retest option 2
January 11	GKIDS Mid Year Data Checkpoint/GKIDS Mid-Year Extracted
January 15 – March 1	Access for ELLs administration
April 17- May 2	Georgia Milestones Grades 3-8
May 10	GKIDS End of Year Data Due and Access reports to arrive in system