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# CLINCH COUNTY HIGH SCHOOL

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**2015-2016 Student Handbook**



**Recipient of  
State of Georgia Governor's Office of Student Achievement  
2006 GOLD AWARD, 2007 GOLD AWARD, & 2010 GOLD AWARD  
Greatest Gain  
Meeting and Exceeding Standards  
Recognized as One of "America's Best High Schools" by U.S. News &  
World Report 2009, 2013, & 2014**

Mrs. Denise Brown, Principal  
Mr. Trent Hatton, Assistant Principal  
Mrs. Chasity Luke, Guidance Counselor  
Mrs. Susan Fortner, Graduation Coach  
Dr. Donna Ryan, Superintendent, Clinch County Schools

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THE CLINCH COUNTY BOARD OF EDUCATION DOES NOT DISCRIMINATE ON THE BASIS OF SEX, AGE, RACE, HANDICAP, RELIGION, OR NATIONAL ORIGIN IN THE EDUCATIONAL PROGRAMS AND ACTIVITIES OR ADMISSION TO FACILITIES OR IN EMPLOYMENT PRACTICES.

*A child without education is like a bird without wings.*

~Tibetan proverb

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Homerville, Georgia 31634

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Dear Students and Parents,

We would like to take this opportunity to welcome you to Clinch County High School. CCHS has a very proud history, filled with rich traditions and many accomplishments, both academic and extracurricular. We urge you, the students, to become actively involved in your academic studies, as well as extracurricular activities that add so much to your high school memories!

The faculty, staff, and administration are excited about the upcoming school year. We, as a school, will be doing **all** we can do to ensure that **all** students learn at high levels, behave while they are here, learn good work ethics, and have a little fun all at the same time. During the 2015-2016 school year, CCHS staff will be focusing on the new Common Core Georgia Performance Standards and Literacy Standards set forth by the state of Georgia. We will be striving to ensure that every child is successful, safe, and enjoys the academic and extracurricular opportunities that CCHS has to offer.

Students, we urge you to focus more on your academic studies. Set your goals high... take our most rigorous classes, attend classes every day, and study a little every day. Put forth 100% effort and it will pay off. There are lots of fun incentives that you can take part in if you meet the requirements.

- ❖ No Deal or Deal Incentive
- ❖ Attendance Incentive
- ❖ EOCT Incentive
- ❖ Accel Incentive
- ❖ CRCT Incentive
- ❖ Pep Rally Competition

Parents, please, become more actively involved in your child's education. Please emphasize school attendance. Students cannot learn if they are not at school. Please emphasize high academic expectations for your child. Also, please monitor the academic progress of your child closely. PowerSchool is an excellent online resource for you to monitor your child on a daily basis from home or work. Also, make it a priority to visit and call your child's teachers. Let them know that "Failure is Not an Option" for your child and that you are willing to do whatever it takes for your student to excel and receive a diploma. Come early and come often. You are always welcome at CCHS. With this type of expectation, involvement, support, and encouragement, we believe that your child will have a very successful high school experience.

It is truly an honor for Mr. Hatton and me to serve as administrators of Clinch County High School. We believe that if we work together to ensure high levels of learning and a high school diploma for all, then "Failure will Not be an Option" any longer for our students.

Sincerely,

Denise Brown, Principal  
Trent Hatton, Assistant Principal

<b>Clinch County School System</b>		
<b>2015-2016 Calendar</b>		
<b>August</b>	<b>3-6</b>	<b>Pre-Planning</b>
<b>August</b>	<b>7</b>	<b>First Day of School</b>
<b>September</b>	<b>4</b>	<b>Half Day Release</b>
<b>September</b>	<b>7</b>	<b>Labor Day Holiday</b>
<b>September</b>	<b>10</b>	<b>Parent-Teacher Meetings</b>
<b>October</b>	<b>12</b>	<b>Fall Break</b>
<b>October</b>	<b>13</b>	<b>Teacher In-Service</b>
<b>November</b>	<b>23-27</b>	<b>Thanksgiving Holidays</b>
<b>December</b>	<b>18</b>	<b>Half Day Release</b>
<b>December</b>	<b>21 – January 1</b>	<b>Christmas Holidays</b>
<b>January</b>	<b>4 -5</b>	<b>In-Service</b>
<b>January</b>	<b>6</b>	<b>First Day of Second Semester</b>
<b>January</b>	<b>18</b>	<b>Martin Luther King Holiday</b>
<b>February</b>	<b>11</b>	<b>Parent-Teacher Meetings</b>
<b>February</b>	<b>12</b>	<b>Half Day Release</b>
<b>February</b>	<b>15-16</b>	<b>Winter Break</b>
<b>March</b>	<b>14</b>	<b>In-Service</b>
<b>March</b>	<b>25</b>	<b>Good Friday Holiday</b>
<b>April</b>	<b>1 – April 8</b>	<b>Spring Break</b>
<b>May</b>	<b>27</b>	<b>Half Day Release – Last Day of School</b>

## **Clinch County High School Bell Schedule**

7:50	School Begins		
7.55 - 9:27	1 <sup>st</sup> Block (92 min)		
9:30 - 10:00	Enrichment/Intervention (M, W, R, F) Homeroom every Tuesday		
10:03 - 11:33	2 <sup>nd</sup> Block (90 min)		
<b>11:33 – 12:03</b>	<b>First Lunch</b>	<b>11:36 – 1:07</b>	<b>3<sup>rd</sup> Block (91 min)</b>
<b>8<sup>th</sup> Grade Lunch 12:15-12:45</b>			
<b>12:06 – 1:37</b>	<b>3<sup>rd</sup> Block (91 min)</b>	<b>1:07 – 1:37</b>	<b>Second Lunch</b>
1:40 - 3:10	4 <sup>th</sup> Block		

\*Daily announcements are shared during enrichment/intervention each day.

## Clinch County High School Directory of Personnel

<b>Name</b>	<b>Department/Area</b>	<b>E-Mail Address</b>
BARBER, SHANE	Language Arts	<a href="mailto:sbarber@clinchcounty.com">sbarber@clinchcounty.com</a>
BLANTON, SHON	Custodian	sblanton@clinchcounty.com
BROGDON, IVA	Cafeteria Manager	ibrogdon@clinchcounty.com
BROWN, DENISE	Principal	<a href="mailto:dbrown@clinchcounty.com">dbrown@clinchcounty.com</a>
BROWN, SUSIE	Language Arts	sbrown@clinchcounty.com
CARROLL, TIM	Health/Physical Education	tcarroll@clinchcounty.com
CONNER, LISA	History	lconner@clinchcounty.com
DANIEL, KARLA	Principal Administrative Assistant	kdaniel@clinchcounty.com
DAUGHARTY, MOLLY	Language Arts	mdaugharty@clinchcounty.com
DAVIS, BESS	History	<a href="mailto:bdavis@clinchcounty.com">bdavis@clinchcounty.com</a>
DICKERSON, JIM	Physical Education	jdickerson@clinchcounty.com
DOUGLAS, LEE	Business	ldouglas@clinchcounty.com
FORTNER, SUSAN	Graduation Coach	sfortner@clinchcounty.com
GEORGE, TERENCE	Science	tgeorge@clinchcounty.com
GOODMAN, CARRA	Family and Consumer Science	cgoodman@clinchcounty.com
GRIFFIS, JOANN	Registrar	jgriffis@clinchcounty.com
GRIFFIS, KIM	Special Education Paraprofessional	kgriffis@clinchcounty.com
HARRIS, RENEE	Social Worker & Transportation	rharris@clinchcounty.com
HART, JARRED	Science	jhart@clinchcounty.com
HATTON, TAMMY	Paraprofessional	tahatton@clinchcounty.com
HATTON, TRENT	Assistant Principal	<a href="mailto:thatton@clinchcounty.com">thatton@clinchcounty.com</a>
HENDLEY, COLE	Math	chendley@clinchcounty.com
INFINGER, GAYLE	Administrative Assistant	ginfinger@clinchcounty.com
JONES, CHAD	History	<a href="mailto:cjones@clinchcounty.com">cjones@clinchcounty.com</a>
KENNEDY, EMILY	Language Arts	<a href="mailto:ekennedy@clinchcounty.com">ekennedy@clinchcounty.com</a>
LUKE, CHASITY	Guidance Counselor	cluke@clinchcounty.com
MALCOM, LAURIE	Alternative School	lmalcom@clinchcounty.com
MCCOY, ROBERT	Band Director	rmccoy@clinchcounty.com
MCQUAIG, SANDY	Bookkeeper	smcquaig@clinchcounty.com
MERCER, SEAN	Special Education	smercerc@clinchcounty.com
MURRAY, JESSICA	Math	jmurray@clinchcounty.com
MUSGROVE, JANE ANN	Media	jmusgrove@clinchcounty.com
O'NEAL, DUSTIN	Agriculture	doneil@clinchcounty.com
PETERSON, WINSTON	Resource Officer	wpeterson@clinchcounty.com
PHILPOT, DUSTIN	Manufacturing, Engineering, & Construction	dphilpot@clinchcounty.com
REGISTER, MARTHA	Special Education	mregister@clinchcounty.com
SEGRAVES, CINDY	Math	csegraves@clinchcounty.com
SIMS, ANDREL	Math	asims@clinchcounty.com

SLOCUMB, DAWN	Special Education	dslocumb@clinchcounty.com
TOLLE, DAVID	Language Arts	dtolle@clinchcounty.com
TOMLINSON, EMILY	Nurse, CNA Instructor	etomlinson@clinchcounty.com



# Attendance

Clinch County High School is strongly committed to providing the students of Clinch County with the best possible education. Education research indicates a strong positive correlation between school attendance and academic achievement. Good attendance habits and timeliness to school establish a strong foundation for success in the work sector.

Students will be in attendance at public schools in accordance with the requirements of the compulsory attendance laws. The requirement by the Clinch County Board of Education for grades 8-12 is 85 days per semester. Students in grade 8-12 may be retained or lose credit if they are absent (excused or unexcused) six or more days per semester per year. Students who miss more than fifteen (15) minutes of a class period will be counted absent for that class.

## **Mandatory Education for Children O.C.G.A. 20-2-690**

The purpose of this law is to address habitual truancy or absence as defined as five or more days of unexcused absences from school. O.C.G.A. 20-2-690 requires any person in this State who has control or charge of a child between the ages of six and sixteen to enroll and send that child to school, including public, private, and home schooling.

\*In accordance with the Mandatory Education for Children O.C.G.A. 20-2-690, Clinch County High School will hold in effect the law for habitual truancy or absences. Students who have **more than five unexcused absences** per semester **may be retained** or **may not** receive credit for the class or subject taken. All doctors excuses and **no more** than 3 written excuses will be accepted. Any extenuating circumstances must be brought before an administrator.

For a complete copy of Clinch County School System's Attendance Protocol, contact CCHS.

## **CCHS ATTENDANCE PROCEDURES**

### **Entrance and Exit: Emergency Classroom Doors**

- All outside classroom doors will now be called Emergency Classroom Doors. These doors should only be used for emergencies. Do not use these doors for personal use or for student entry/exit. If you must go outside, please exit through our main entrance or through the front entrance by the flag pole.

### **Entrance and Exit: Student**

- Students may enter school from 7:25 – 7:55 through the commons parking lot entrance. After 7:55, students must enter the building through the main entrance. Students may exit the building through the commons parking lot entrance from 3:10 – 3:20. If students leave during the school day, they must sign-out in Mrs. Daniel's office and exit through the main entrance. Students are not allowed to exit the building through classroom emergency doors or any other doors during the school day.
- Mrs. Griffis will send a list of absences, checkouts, ISS and OSS to teachers during first block.
- Teachers in all blocks will need to check their classroom attendance against the published absentee list.

- Teachers should email Mrs. Griffis the name of any student who is absent from class but not listed on the absentee email sent out by her.

### **Excused Absences**

Students should bring their written excuses to the attendance office upon return to school. Failure to do so will result in the absence being unexcused. Unexcused absences due to extenuating circumstances can be appealed to Mrs. Denise Brown or Mr. Trent Hatton. Teachers at Clinch County High School are not required to provide make-up work for unexcused absences.

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 government agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. Observing religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A period not to exceed one day is allowed, at the discretion of the local unit of administration, for registering to vote or voting in a public election.
7. Any absence with prior written approval of the Superintendent.

### **Leaving School**

Once a student arrives on campus, he/she is not permitted to leave the campus at anytime during the school day without permission.

- Checkouts will be made in Karla Daniel's office.
- Only adults (at least 21 years of age) whose names are on the check out sheet will be allowed to check students out of school.
- All students must be signed out in the Attendance Office by a parent or legal guardian's permission before leaving during school hours.
- Students who leave school without going through the proper procedures will be charged with skipping school--the appropriate actions will be taken.

Following proper procedures for checking in and checking out is the responsibility of the student. Records from the office of assistant principal shall be considered the official records of the school.

#### **Early Dismissals: Daily**

Daily early dismissals are provided for the purpose of dealing with student health, illness, and family emergencies. Students requesting early dismissals are required to bring a note of explanation from their parent/guardian to Mrs. Daniel by 7:50 a.m. on the morning of the dismissal.

#### **Early Dismissals: Emergency**

There are circumstances which will occur in a family which cannot be foreseen. These are emergency conditions such as death in the family, serious illness in the family, extreme hardships, etc. Under these unforeseen circumstances, a parent/guardian must come into visitors' office to request the early dismissal and sign out his/her child.

### **Early Dismissals: Illness**

A student who becomes sick while at school should request permission from his or her teacher to visit the nurse. If the nurse determines that the student is too sick to remain at school, the parent/guardian must be notified before the student is allowed to leave school. Students reporting to the clinic because of serious illness must remain in the clinic until released by the nurse to return to class or go home. Any student who leaves school without the proper authorization from the nurse or some other school official –even with parents' knowledge – will be written-up for skipping. The school nurse will send a note with time released with students who are sent back to class. Do not allow students to return to class without a note from the school nurse.

- Students who leave campus due to early, emergency or illness dismissal must sign-out in Karla Daniel's office and leave through the main entrance.

### **Non-Instructional Activities**

A student's participation in an approved school-sponsored activity is recorded as non-instructional time (NON) and is not counted as an absence from school or class. Proper procedures must be followed to prevent NON days from becoming unexcused. Each student will be allowed two non-instructional days per semester if they meet the requirements listed under the "Field Trips and Early Athletic Dismissal" section in this handbook. Students who work voting polls during election times will be coded NON.

A second semester junior and senior (first and second semester) will be allowed to visit one (1) post-secondary institution OR one (1) military installation per semester and it will count as a non-instructional absence. The student is responsible for documentation to the attendance office.

Leaving School for instructional and/or extracurricular activities is a privilege. This privilege is not to be abused by students being tardy to school on the day of the instructional/extracurricular activity or the day following such an activity.

### **Hospital/Homebound Instruction**

Students who have a medically diagnosed physical condition which is not contagious and which restricts them to the hospital or home for at least two weeks may be eligible for hospital/homebound instruction. When such conditions appear to exist, the application forms should be requested from the Board of Education immediately at 487-5321. **HHB services must be applied for each year. Paperwork from the prior year does not continue to the next school year.**

### **School Sponsored Activities (SSA):**

CCHS believes in the value of well-planned educational excursions. While these trips are educationally sound, the time and disruption of learning for students left behind must also be considered. The following parameters apply to all field trips:

- SSA days include competitive events, athletic, debate, literary meets, field trips, etc.
- Field trips during the school day will only be approved if there is no other non-instructional time alternative.
- Students who have not represented Clinch County High School in a positive manner on a prior field trip will lose their privileges for the remainder of the school year.
- Whenever possible, students should turn in missed work before departure. Void of

extenuating circumstances approved by the administration, students will have **ONLY 2** days to make up their work. Students are responsible for meeting with the teacher upon return to receive their work.

- Students must have **ALL** forms, requested by the school, signed and returned before approval will be granted.
- All school rules apply on field trips, especially the school dress code.
- SSA days do not count as an absence. Students are expected to make up the work missed and will be allowed a two days to complete all missed assignments.
- It is the students' responsibility to make up work within the designated time.
- SSA days do not allow students more time to complete long-term assignments (paper or projects). Long-term assignments and tests due on an SSA day should be completed prior to that day unless special arrangements have been made with the teacher. Students shall not be penalized for missing class, including participation points that might be given.
- Attendance at dances and social functions is restricted to CCHS students only, unless a date has been approved by administration in advance.
- Provocative dancing will not be allowed. Chaperones should monitor the students, give warnings, and then escort them from the building if corrections are not made. Appropriate dress will be established by the administration prior to the dance. Dances will end at 11:00 p.m. unless otherwise cleared with the administration.

### **Parent Notification/Appeals**

Parents of students in grades 8-12 will be notified by letter on the fourth (4th) unexcused absence. This letter is to notify parents of the **potential** loss of credit, grade retention, and/or a one-year suspension of the student's driver's permit. Failure by the parent to call the school within five (5) days to discuss absences may result in a referral to the Social Worker. All phone contacts will be documented by the administrator.

### **Teenage & Adult Driver Responsibility Act**

The O.C.G.A. 40-5-22 requires that schools certify that a students' attendance pattern and discipline record permit them to have a Georgia driver's license or permit. The school system is required to report to the Dept. of Motor Vehicle Safety (DMVS) the names of all students who:

- . Have dropped out of school without graduating & have remained out for 7 days.
- . Have more than 7 days of unexcused absences in any semester.
- . Have been suspended from school for:
  1. Threatening, striking, or causing bodily harm to any school employee
  2. Possession or sale of drugs or alcohol on school property
  3. Possession of a weapon on school property.

**Students who have violated these rules will have their names turned into DMVS and will have their license or permit revoked. Reinstatement guidelines can be found at the Georgia State Patrol Office. This act applies to all minors who are at least 15 years of age and under 18. For more information, please call 1-888-420-0767.**

## GEORGIA DRIVER'S LICENSE CERTIFICATE OF ATTENDANCE

The Georgia Department of Public Safety requires a notarized certificate of attendance in order to obtain a Learner's Permit or a Driver's License. Students must sign up for the certificate in the Guidance Office one week in advance. Certificates will be available on Friday afternoon only. NO EXCEPTIONS. Parents may call the guidance office to put their child's name on the list; however, the certificates will not be available before Friday.

Certificates of attendance expire after 30 days. Additional certificates may be purchased for \$1.00 if necessary.

A student's driver's license is suspended for 90 days if the student is removed from school for any of the following offenses:

- Threatening, striking, or causing bodily harm to a teacher or school personnel.
- Possession or sale of drugs or alcohol on school grounds.
- Possession or use of a weapon on school grounds.

### **Perfect Attendance Incentive**

It is crucial that your child be present every day at Clinch County High School. Teachers deliver quality instruction throughout the semester. The last week of the semester is typically devoted to reviewing for and taking finals. With this in mind, CCHS has an attendance incentive for those students who have **perfect** attendance. **Students can miss the last week of the semester if** they do the following.....

- have perfect attendance in every class through December 11<sup>th</sup> and/or May 16<sup>th</sup>.
- have a passing grade in every class through December 11<sup>th</sup> and/or May 16<sup>th</sup>.

Once a student misses one day in one block, excused or unexcused, they no longer qualify for the perfect attendance incentive. They still may qualify for the current final exemptions rule with the possibility of missing the last 2 days of the semester, December 17<sup>th</sup> & 18<sup>th</sup> and/or May 26<sup>th</sup> & 27<sup>th</sup>.

A student having.....

- 1 absence.....must have a C average to exempt final
- 2 absences.....must have a B average to exempt final
- 3 absences.....must have an A average to exempt final

Please encourage your child to attend school every day.

# Academics

## **GRADE REPORTING**

The school year is divided into two semesters. Each semester is divided into two nine-week grading periods. Report cards will be issued every nine weeks for each course of study. Students are issued progress report slips every Tuesday during homeroom. If a parent wishes to check on their child's progress more frequently, he/she may request a parent/teacher conference during the teacher's planning period or after school. Progress reports and report cards must be signed by the parent and returned to the school.

The following is the grading system for the Clinch County High School:

- A - (100-90) Superior achievement for grade level
- B - (89-80) Above average achievement for grade level
- C - (70-79) Average achievement for grade level
- F - (Below 70) Failure
- I – Incomplete

**Parents can access student's grades, attendance, and/or tardies at any time during the year by calling the Guidance office to get the login and password for PowerSchool.**

## **Intervention**

Students who fail two or more classes during a three week grading period will be assigned to our Intervention class. These students are referred to as our regular Intervention students and remain there for at least 3 weeks. In addition, faculty may place students in Intervention who are not meeting daily classroom standards. These students are referred to as our drop-in Intervention students and remain there until the student meets the specific standard. It is the responsibility of the student to collect all necessary assignments from teachers before Intervention time.

Our school mission is, "Failure is not an Option." We work hard to provide extra time and support for students who are struggling academically, therefore Intervention time is treated as an academic class. In order to insure that students have approximately 30 minutes of quiet, uninterrupted work study time, students are expected to bring their assignments, books, pencils, etc. and are expected to behave appropriately. All discipline referrals from the Intervention will be dealt with individually based on the school code of conduct.

## **Final Exemptions**

Students may exempt finals at the end of each semester if they meet the following criteria:

- Grades
  - 90+ .....with only 3 absences
  - 80-89...with only 2 absences
  - 70-79...with only 1 absence

**\*\*\*\*ISS/OSS placements will count as absences from class for determination of final exemptions.**

### **Incompletes**

Any student who receives an incomplete in a course must meet with teacher and establish a timeline for completing missing work. Otherwise, current grade will be official.

### **Make-up Work**

Work missed as a result of a student absence may be made up when the student returns to school. It is expected that the period of time required to make up work will not exceed two (2) days upon returning to school. After two days, if the assignment is not completed, the student must meet with the teacher and establish a timeline for missing work to be completed. Otherwise, a grade of 0 will be given for missed work.

All Out-of-School Suspensions (OSS) are unexcused absences. Students who have unexcused absences are responsible for initiating a request of each teacher for the make-up work he/she missed while having OSS. After two days, if the assignment is not completed, the student must meet with the teacher and establish a timeline for missing work to be completed. Otherwise, a grade of 0 will be given for missed work.

**Note:** If a student is absent on test day and has missed no instruction on test material, he/she should be prepared to make up the test on the day he/she returns.

### **Summer School/Credit Recovery**

Summer School is available on our campus for approximately 4 weeks. Students are able to earn credit for courses they have previously failed. The fee will vary from year to year. Credit recovery is also offered after school during Fall and Spring semesters.

### **Credit Recovery/Repair Requirements:**

There will now be two types of Credit Recovery. The requirements listed below will take effect for classes taken and failed this semester and beyond.

- **Credit Repair: Failed classes with a Grade Range of 60-69**
  - After a student has failed a class with a grade ranging from 60-69, he/she will be assigned lessons in A+ (or personalized assignment) by his/her teacher to replace the failing grade.
  - Students will have a 3 week time frame to complete assignments. This must be done the semester following the failed class.
  - Will be done in the guidance office during enrichment time.
  - Cost - \$100
  - Students must meet attendance criteria from semester he/she took class – no more than a TOTAL of 8 excused or unexcused absences. Exceptions will be made for extenuating circumstances such as death in family, hospitalizations, etc. but will be administrator approved.
- **Credit Recovery: Failed Classes with a Grade below 59**
  - Students who make a grade of 59 or below will qualify to enroll in the credit recovery program.
  - Students will be required to retake full course on A+
  - Cost will remain \$150 per course
  - Will be taught after school each semester and during Summer.

Students must meet attendance criteria from semester he/she took class – no more than a TOTAL of 8 excused or unexcused absences. Exceptions will be made for extenuating circumstances such as death in family, hospitalizations, etc. but will be administrator approved  
A child is responsible to attend school and is subject to adjudication in Clinch County Juvenile Court as an unruly child for violation of this statute. If a parent, guardian, or other person who has control or charge of the child causes the child’s absence, then that person, and not the child, is in violation of this statute. Such a violation is a misdemeanor and carries a penalty of up to \$100 fine and 30 days in jail for each violation. Students who have more than five unexcused absences are in violation of the law.

### **GRADE PROMOTION**

Specific Information is provided to each student at orientation and upon enrollment at CCHS. Programs of study are available in the guidance office. For additional information, please contact Chasity Luke by calling 487-5366 or email [cluke@clinchcounty.com](mailto:cluke@clinchcounty.com)

### **8<sup>th</sup> Grade Promotion/Retention Requirements**

Students in the eighth grade must pass 6 out of 8 classes and pass the Math and Reading parts of the CRCT to be promoted to the ninth grade.

Students who only pass 4 out of 8 classes are eligible for summer school (taking 2 classes) to earn the required 7 classes out of 8.

Students who fail 5 or more classes will **NOT** be eligible for summer school and will be retained in the eighth grade.

### **Credit Requirements for Grades 9-12 Promotion**

Promote from 9 <sup>th</sup> to 10 <sup>th</sup> -----	6 credits/units
Promote from 10 <sup>th</sup> to 11 <sup>th</sup> -----	12credits/units
Promote from 11 <sup>th</sup> to 12 <sup>th</sup> -----	20 credits/units
Minimum required to graduate-----	28 credits/units

### **GRADUATION EXERCISES**

Only those seniors who have met all credit requirements, attendance requirements, and have paid fines and debts to the school will be allowed to participate in the Graduation Exercises. Exceptions may be made for students with an IEP.

Recognition will be awarded to students during graduation exercises for:

1. Valedictorian and Salutatorian (medal will be worn).
2. Honor Graduate (gold stole and gold tassel will be worn).
3. Beta Club Membership (gold cord will be worn).
4. Academic Achievement Awards (medals will be worn).
5. Class Officer (white stole will be worn).
6. Local Honor Seal (black cord will be worn).
7. Credentialed Pathway Completers (white cord will be worn).
8. Associate Degree through Dual Enrollment (grey cord will be worn).



## **HONOR GRADUATES**

Honor Graduates shall be determined by an average of all required courses in the areas of language arts, social studies, science and mathematics from the approved list and pass all state mandated exit exams required for graduation in grades 9-12. In addition to the required courses, any core course that meets Plus Point criteria will also be included in the Honor Graduate average.

Determination of Honor Graduates, Valedictorian, and Salutatorian will be made at the end of the fifteenth (15<sup>th</sup>) week grading period during the second semester of the Senior year. Honor graduates will have a 93 and above weighted average, computed to the nearest hundredth.

In calculating Honor Graduate status, transfer credit will be accepted only from home schools and/or high schools accredited by the Southern Association of Colleges and Schools (SACS) or an agency recognized as a regional accrediting agency by SACS. All grades will be calculated based on the Clinch County High School grading scale.

All course credit received from a post-secondary institution will be recorded on the permanent record exactly as received from the post-secondary institution if given in numerical form. If a postsecondary institution does not report numeric grades, the letter grades will be dealt with using the following method:

- A = 95
- B = 85
- C = 75
- D = 70
- F = 65

## **VALEDICTORIAN AND SALUTATORIAN**

The Valedictorian and Salutatorian represent the top academic students at CCHS; therefore, enrollment in classes at CCHS during 3<sup>rd</sup> nine weeks of Junior year and entire Senior year is required. The Valedictorian and Salutatorian must be enrolled in the College Prep course of study. Selection of the Valedictorian and Salutatorian will be determined by the cumulative weighted GPA of their academic courses only.

### **Clinch Endorsed Honors**

A maximum of four plus points may be earned. If courses taken are Plus Point courses, students must have a minimum grade of 70 as the semester grade. Plus Points are not awarded if students are failing the course(s). A student may earn only one plus point for each subject area (language arts, science, social studies, and mathematics). Plus points will be awarded in the areas of language arts, social studies, and mathematics for Accel or dual enrollment courses if the courses are in addition to the requirements for graduation. A plus point will be awarded in the area of science if the course is meeting the fourth science graduation requirement and is an Accel or dual enrollment course. A student who earns three of four plus points will be considered local honor seal status.

### **Dual Enrollment:**

Dual Enrollment/Dual Credit courses provide opportunities for Georgia high school students to take college-level courses and earn concurrent credit toward a high school diploma and a college

degree. Dual Enrollment/Credit courses are primarily available for eligible 11th or 12th grade students. They may enroll full-time or part-time in approved credit-bearing college -level courses by the State Board of Education.

**Dual Enrollment/Dual Credit Programs in Georgia include:**

- Accel
- Dual HOPE Grant
- Move on When Ready
- Articulated Credit
- Early College
- Gateway to College Residential Programs

**Contact the guidance office for more information or visit <http://www.gacollege411.org>**

**Georgia Virtual School Classes within the  
Clinch County School System**

The Clinch County School System recognizes the importance of putting technology into the hands of students, and one aspect of this goal is allowing students in Grades 3-12 to work through classes in the online forum of Georgia Virtual School (GVS). Recognizing that students are technological learners with a growing need for flexibility and that the business community, colleges, and universities seek high school graduates whose high level digital skills match their ongoing professional and learning needs, the school system offers Georgia Virtual classes as an option for students who desire this technological platform for learning. The rigor of the Georgia Virtual School courses mirrors the high level of expectation and quality that students are held to within the Clinch County School System. See your guidance counselor if you are interested in an online class through Georgia Virtual School. For additional information, visit [www.gavirtualschool.org](http://www.gavirtualschool.org).

**Earning Units of High School Course Credit by Testing-Out**

Local boards of education may award units of high school credit in two ways. First, a student may earn course credit by earning a final course grade of 70 or higher as required by State Board of Education Rule 160-4-2-.13. Second, a student may earn course credit by achieving a predefined performance level on the state designated End of course Test (EOC). This method of earning course credit is referred to as “testing out.” A student who reaches the performance level of Exceeds on an EOC prior to taking the course will be awarded credit for that particular course. Online testing is available as Mid-Month Administration in August, September, and March; this will also be available in Summer Administration. Students or parents that are interested in learning more about the test-out option should contact the guidance counselor of the high school.

## Class of 2016 GRADUATION INFORMATION

Please review this information and call us with any questions at 912-487-5366.

Graduation for the Class of 2016 is scheduled for Saturday, May 28, 2016 at 9:00 a.m. at Donald Tison Field.

**The Graduation Ceremony is a privilege, not a right. If you do not agree with the way we conduct our ceremony, you do not have to participate. For those that choose not to participate, diplomas can be picked up on Monday, May 30<sup>th</sup>.**

### **Fees and Fines**

All seniors must clear up all outstanding fees and fines owed by May 27, 2016. Any senior who still owes money to the school will not be able to participate in the graduation ceremony. Checks, money order, or cash will be accepted for the fees and fines until May 16, 2016. After May 16<sup>th</sup>, only cash or money orders will be accepted.

**ALL FEES AND FINES MUST BE PAID BY FRIDAY, MAY 27, 2016 AT 12:00 P.M., OR STUDENTS WILL BE REMOVED FROM THE GRADUATION PARTICIPATION LIST.** Any questions regarding fees and fines should be addressed to Mrs. Denise Brown at [dbrown@clinchcounty.com](mailto:dbrown@clinchcounty.com).

### **Seniors Ineligible to Graduate**

Parents of any senior, who is ineligible to graduate, will be notified no later than May 26, 2016. You will receive special notification from the school if your son or daughter has not fulfilled the requirements for graduation. Students who have not fulfilled the requirements may not participate in the graduation ceremony under any circumstance. **Students and parents are advised to monitor their senior grades on a regular basis using Power School and contact the instructor of any class that their student may not pass.**

**Attendance is a critical part of graduation requirements. Second semester seniors that have more than 5 unexcused absences, in any required class, will not be allowed to participate in the graduation ceremony. Furthermore, these students must make up the missed days during summer school before diplomas will be issued.**

### **Final Exams/Last Day**

Seniors will take final exams May 25 and May 26. The last day for seniors is May 26.

### **Final Transcripts**

All seniors will be asked to complete an exit survey. Seniors must also complete a sign out sheet which will indicate where your final transcript is to be sent.

### **Baccalaureate Practice and Ceremony**

Baccalaureate practice will be Friday, May 20, 2016. Baccalaureate services will be held on Sunday, May 22, 2016 at 6:00 p.m. All seniors are encouraged to attend Baccalaureate services. All honor graduates are required to attend services. Students must report at 5:15 p.m. on the day of baccalaureate to participate in baccalaureate services.

## Graduation Rehearsal

Graduation Rehearsal will be on Friday, May 27, 2016 at 9:00 a.m. Please enter Donald Tison field through the ticket booth and sit in the chairs on the football field.

**GRADUATES MUST ATTEND REHEARSAL TO PARTICIPATE IN THE GRADUATION CEREMONY.** All fees and fines must be paid or that student will not be allowed to participate in graduation rehearsal or the graduation ceremony.

## Graduation Ceremony

The Graduation Ceremony will be held on Saturday, May 28, 2016 at 9:00 a.m. Graduates are to assemble in the CCHS commons by 8:15 a.m. on the morning of graduation. Students are expected to be dressed appropriately any variation from the dress code will cause a student to be pulled from the graduation line and will not be allowed to participate in the graduation ceremonies.

- Males must wear a white button down dress shirt and tie, dark dress shoes and khaki dress pants. **NO BOOTS OR TENNIS SHOES WILL BE ALLOWED.**
- Female graduates must wear an appropriate dress, OR skirt and blouse and dress shoes. **SHOES WITH HEELS IN EXCESS OF 4 INCHES WILL NOT BE ALLOWED.**
- **Students are only allowed to wear school issued chords/stoles with their cap and gowns.**
  - Academic Achievement Medals
  - Valedictorian or Salutatorian Medals
  - Gold chord (Beta)
  - Black chord (Clinch Endorsed Honors)
  - White chord (Credentialed Pathway Completer)
  - Grey chord (Associates Degree through dual enrollment)
  - Honor Graduate stole
  - Class Officer stole

**No chords or stoles from any other extracurricular activities or organizations will be allowed to be worn by the graduate.**

**Embellishments such as jewels, patches, monograms, etc. will NOT be allowed.**

Guests should be seated by 8:50 a.m. as the ceremony will begin promptly at 9:00 a.m. The gates will be closed at 8:55 a.m. and not reopened until the end of the graduation ceremonies. Guests are asked to remain seated for the ceremony. Graduation is a formal ceremony therefore there will be no yelling or blowing of horns throughout the entire graduation ceremony. Guest who yell or blow air horns at seniors during the procession, graduation ceremonies, awarding of diplomas or recessional will be removed from the stands by security officials. **Flowers and balloons will not be allowed in Donald Tison Field or the CCHS Commons.**

## Awarding of Diplomas

**Diplomas are traditionally awarded by the school superintendent. In the event that a family member or other significant person is present on stage, the graduate may request that the diploma be awarded instead by the stage guest. Only stage guests will be considered. Requests must be submitted to the Principal in writing by Monday, May 30<sup>th</sup>.**

## Code of Conduct

Do not put your graduation in jeopardy by making poor decisions. Participation in graduation  
CCHS Student Handbook

ceremonies can be jeopardized due to inappropriate behavior any time prior and during the graduation ceremonies. Students who are suspended the week of graduation will not be allowed to participate in the graduation ceremonies Make good decisions both academically and socially.

### **Graduate Speeches:**

Honor graduates will be assigned speeches for graduation and baccalaureate ceremonies. Speeches for baccalaureate will be turned in for approval by Thursday, May 19, 2016. Speeches for graduation are due by Monday, May 23, 2016. All speeches will need to be approved. Speeches for both ceremonies will be available to the graduate at the time of baccalaureate and graduation. Guidelines and templates for speeches are available through the Language Arts department and need to be reviewed by a member of the Language Arts department for grammatical errors. No speech will be allowed that has not been reviewed and released by Administration.

### **In the Event of Rain**

In the event of rain, graduation will be moved to the CCHS gym. Every graduate will receive ten (10) tickets for the ceremony; honor graduates will receive twelve (12) tickets. Due to fire code regulations, every person, including infants, must have a ticket for admission to the graduation ceremony. Graduation tickets will be distributed at graduation rehearsal. Additional tickets may be purchased through the front office on the day of graduation until 12:00 p.m. After this time no tickets will be available for purchase.

### **High School End of Course (EOC)**

The A+ Educational Reform Act of 2000, O.C.G.A. §20-2-281, mandates that the State Board of Education adopt end-of-course assessments in grades nine through twelve for core subjects to be determined by the State Board of Education. With educator input, and State Board approval, the End-of-Course Testing program is therefore comprised of the following eight content area assessments:

- Mathematics
  - Coordinate Algebra
  - Analytical Geometry
- Social Studies
  - United States History
  - Economics/Business/Free Enterprise
- Science
  - Biology
  - Physical Science
- English Language Arts
  - Ninth Grade Literature and Composition
  - American Literature Composition

There will be three administrations of the EOC each school year. The EOC will be administered during the fall/winter, spring, and summer.

Fall/Winter EOC-----	December 3 <sup>rd</sup> -7 <sup>th</sup>
Spring EOC -----	May 9 <sup>th</sup> -13 <sup>th</sup>
Summer EOC -----	July 20 <sup>th</sup> -22 <sup>nd</sup>

The End of Course will be used as a final exam and count **20%** toward the semester grade.  
SBOE Rule 160-4-2-.13

**Other Test Schedules:**

**Grade 8 End of Grade Assessment (April 18-22 OR April 25-29)**

Reading/ELA/Writing-----Monday & Tuesday

Mathematics-----Wednesday

Science-----Thursday

Social Studies-----Friday

Make up-----May 2<sup>nd</sup> & 3<sup>rd</sup>

PSAT – Grade 10 -----October 14<sup>th</sup>

Fitnessgram 1<sup>st</sup> semester-----November 2 – December 4

Fitnessgram 2<sup>nd</sup> semester-----February 29 – March 31

**2015-2016 SAT Test Dates**

Test Date	REGISTRATION DEADLINE	LATE REGISTRATION DEADLINE
	<b>\$52.50</b>	<b>\$80.50</b>
October 3	Sept 4	September 18
November 7	October 8	October 23
December 5	November 6	November 20
January 23	December 28	January 8
March 5	February 4	February 12
May 7	April 8	April 22
June 4	May 6	May 20

**2015-2016 ACT Test Dates (\$35.00)**

TEST DATE	REGISTRATION DEADLINE	LATE REGISTRATION DEADLINE
September 12	August 7	August 8-21
October 24	September 18	September 19 – Oct 2
December 12	November 6	November 7-20
February 6	January 8	January 9-15
April 9	March 4	March 5-18
June 11	May 6	May 7-20

## **Career Pathways**

Career Pathways are offered at Clinch County High School for all students. Pathways are offered in all areas in Career, Technical, and Agriculture Education. All students are encouraged to complete a pathway while a student at Clinch County High School.

### **Current Pathways:**

- Agriculture:
  - Plant Science/Horticulture Pathway
  - Forestry/Natural Resources Pathway
- Architecture, Construction, Communications and Transportation
  - Construction Pathway
    - Carpentry
    - Electrical
- Business Education
  - Administrative/Information Support Pathway
  - Interactive Media Pathway
- Education
  - Early Childhood Education Pathway
- Government and Public Safety
  - Law and Justice Pathway
- Healthcare
  - Health Informatics Pathway
    - CNA

To complete a pathway, students are required to take three courses associated with each pathway.

### **Credentialed Pathway Completers:**

Assessments will be given to each pathway completer to measure level of technical attainment. Students who pass the pathway assessment will leave high school with valuable credentials they can use in their post-secondary quests or to enter the workforce. These credentials measure national industry certifications, national occupational assessments, and state licensures and state developed assessments. Agriculture assessments can be earned through state FFA competitions. Credentialed Pathway Completers will be awarded a white chord they can wear at graduation.

# ***EXTRACURRICULAR ACTIVITIES***

All class dues must be up to date before students can participate in extracurricular activities including all sports, cheerleading, band, clubs, homecoming parade, dances, prom, field trips, etc.

**Attendance and academics are closely monitored. Students who have excessive absences or are failing required classes may not be allowed to participate in extracurricular activities/trips.**

## **Homeroom:**

- Each student at CCHS will be assigned to a homeroom teacher. The homeroom teacher will help guide, support and hold students accountable for academics, as well as extracurricular class activities at CCHS. These activities may include the following:
  - Class Officer Elections
  - Homecoming Class Activities
  - Class Fund Raising Activities
  - Junior class activities which may include ordering class rings, junior-senior prom activities, etc.
  - Senior Class Activities which may include, ordering graduation supplies, junior-senior prom activities, Grad Bash Activities, graduation activities

## **GEORGIA HIGH SCHOOL ASSOCIATION ELIGIBILITY REQUIREMENTS**

### **Athletic Eligibility Rules:**

In order to be eligible for participation in GHSA events a student must:

1. Be living in a residence located within your school's district boundary or have successfully completed one year at the school seeking eligibility, or be an entering ninth grader at any school that will accept the enrollment.
2. Have attended school last semester or quarter.
3. Have passed three (3) full time subjects the previous semester.
4. Be "On Track" for graduation (have earned Carnegie units equivalent to years in school).
5. Have been in high school no more than four consecutive years after first entry into ninth grade.
6. Have not attained the 19<sup>th</sup> birthday prior to May 1<sup>st</sup> preceding the year of participation.
7. Have completed a physical examination during the past 12 months that is on files at the school.
8. Have transferred to your school for reasons other than to participate in athletics.
9. Not be a professional athlete in the sport of participation.
10. Were not ineligible at the previous school for academic or behavioral reasons.



**Use of system facilities by system personnel for individual monetary gain is prohibited.**

**Athletic Fields cannot be used by the public unless approved by the Board of Education and High School Administration.**

**ATHLETES AND SPORTS AGENTS**

**It is a direct violation of NCAA and GHSA rules for any student athlete to enter into any relationship with a sports agent. Under GHSA guidelines a student will be declared automatically ineligible if such event occurs. Student athletes may not accept jackets, rings, plaques, certificates, etc. that would amount to a total value of over \$250.00 per year cumulative of all sports played in that particular year.**

**NO PASS/NO PARTICIPATION**

In accordance with the State Board of Education and GHSA By-laws, a Clinch County High School student must pass three out of four subjects taken during the immediately preceding semester and be “on track”. This and all other state and GHSA rules concerning eligibility and interscholastic competition are adhered to by CCHS.

Promotion Requirements: To be eligible the student must be “on track” as follows:

End 1 <sup>st</sup> year	4 Carnegie Units
End 2 <sup>nd</sup> year	10 Carnegie Units
End 3 <sup>rd</sup> year	16 Carnegie Units

\*A student **must have passed 3 out of 4 classes** from the immediately preceding semester and have earned the indicated credit units to satisfy the “on track” requirements for competitive interscholastic eligibility.

All students participating in any extracurricular activity in grades six through 12 must take four subjects during the local board of education-designated grading period of participation.

Students who are placed in In-School Suspension (ISS) will not be eligible to participate in or attend any extra curricular activities. The student will be ineligible for participation immediately upon notification of suspension even if the actual suspension starts the following school day. The ineligibility will end at the close of the school day on the last day of ISS. This policy supersedes any other regulation or rule currently in effect (JDFG).

Georgia High School Association has approved an addition to By-Law 1.21-c. This reads “A student who is suspended for disciplinary purposes whether it be alternative school or out-of-school suspension, is not eligible to participate (practice or play) and/or try-out for a GHSA activity during the period of suspension. Suspension ends when the student is physically readmitted to the classroom. This means that a student participating in a GHSA activity does not become eligible at 3:15 on the last day of his/her alternative school or out-of-school suspension. The student does become eligible when school starts on the first day he/she attends school following the suspension having been served.

**Student athletes who have excessive unexcused absences may be ineligible to play sports until the absences are cleared up or approved by administration.**

## **PARENTAL NOTIFICATION OF SCHOOL CLUBS/PERMISSION FOR PARTICIPATION**

Within the provisions of O.C.G.A. & 20-2-705, schools must provide notification at the beginning of the school year to parents/guardians relative to the various school clubs provided at each to their respective schools. Parents/guardians may exclude their child from participation in any school-sponsored club.

**O.C.G.A 20-2-751(e)** The local school system annually shall notify all its students of the name, office address, and office telephone numbers pursuant to this subsection (Equity in Sports Act Coordinator).

The following clubs may be offered at CCHS for the 2015-2016 school year:

### **FBLA – Future Business Leaders of America**

**FBLA** is the premier organization for students preparing for careers in business. It is the largest student organization in the world with more than a quarter of a million members! **FBLA** prepares students for “real world” professional experiences. Dues are \$15.00.

### **FFA – Future Farmers of America**

The National **FFA** Organization is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. Dues are \$15.00.

### **Senior Beta**

Students must have an 89 GPA or higher entering the 10<sup>th</sup> grade. Students are invited to join the Beta Club in the 10<sup>th</sup> grade. The Beta Club attends the State Beta Club Convention in Atlanta each year. Dues are \$15.00.

### **Junior Beta**

Junior Beta is an academic club at CCHS. Members are limited to 8<sup>th</sup> and 9<sup>th</sup> grade students who have made a 90 and above in all subject areas. Jr. Beta members work throughout the year on community and service learning projects such as Pennies for Patients. Members also attend a convention during the fall where present man projects that they have completed over the course of the year. Membership dues for old members are \$10.00 and new members are \$20.00.

### **4-H**

4-H is a community where more than 6.5 million young people learn leadership, citizenship and life skills.

### **CLASS DUES**

- 8<sup>th</sup> Grade = \$25.00
- 9<sup>th</sup> Grade = \$25.00
- 10<sup>th</sup> Grade = \$25.00
- 11<sup>th</sup> Grade = \$25.00
- 12<sup>th</sup> Grade = \$25.00

## Insurance

Since parents/guardians assume financial responsibility for medical and dental expense for injuries to their children/ward for regular school or extracurricular accidents, CCSS requires that all parent/guardians of students who participate on any athletic team, cheerleader, or manager/trainer for any of the Athletic Programs obtain insurance coverage for their child/ward. **No students may participate in any of the Athletic Programs without being covered by private insurance and CCSS does not assume responsibility for payment of charges for treatment of injuries.**

If your student desires to participate on one of the Athletic Programs, CCSS makes available an insurance plan offered through a private company. Forms are available in the school office. However, any insurance policy obtained, whether through CCSS or your own private insurance carrier, should be checked carefully if you have a child playing football, as many insurance companies exclude football injuries from coverage. In fact the insurance made available by CCSS requires a special football rider and additional premium for football coverage. **Regardless of whether you obtain your own private insurance or use the private insurance made available by CCSS, there is no guarantee that all medical expense will be covered. You are responsible for any remaining expense left uncovered or unpaid.**

# Code of Conduct

All student behaviors shall be based on respect and consideration for the rights of others. Students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school.

Students have the responsibility to know and respect the rules and regulations of Clinch County High School and the Clinch County Board of Education. Students have further responsibility to behave in a manner appropriate to good citizenship everywhere.

When students do not respond to teacher initiated interventions and continue to fail to meet basic school-wide expectations (See Appendix A for Behavior Definitions), teachers will follow a set discipline policy for minor and major behaviors.

In the event of immediate office discipline referral (ODR) or a culmination of classroom disruptions results in an ODR, the school administration will decide on the most appropriate consequence for the offending action. According to Georgia Law, "progressive discipline processes, shall be designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior leading to the discipline, that the previous discipline history of the student being disciplined and other relevant factors will be taken into account, and that all due process procedures required by federal and state law will be followed" (O.C.G.A. § 20-2-735).

## **Level I Behavior Definitions (Minor Offenses)**

1. **Not prepared for class:** *coming to class without books, notebooks, or planner.*
2. **Out of seat:** Failure to remain in assigned area  
*Example: leaving the work area without permission, any instance in which the student left a designated area without teacher permission*
3. **Physical Disruption:** Bodily actions to disrupt the classroom or school milieu  
*Example: running, pounding, noise with materials, throwing self to ground, touching others without permission, horseplay, use of electronic devices*
4. **Verbal Disruption:** Any verbal behaviors to disrupt the classroom or school milieu  
*Example: talking out, tantrums, crying, yelling, making noise, speaking loudly*
5. **Minor Verbal Aggression:** Verbal behaviors to cause emotional harm  
*Example: taunting, teasing, profanity, making fun of another student, name calling, screaming at peers, talking back to teachers, disrespect toward adult*
6. **Non-compliance:** Failure to engage in requisite activities after specifically prompted by teacher or other adult
7. **Dress Code:** *violation of board approved dress code.*
8. **Tardy:** Failure to be in the classroom without a pass after class has begun.

## **Level I Discipline Procedures (Teachers)**

1. **First Offense**
  - a. Verbal warning
  - b. Restatement of expectation
2. **Second Offense**
  - a. Verbal warning
  - b. Restatement of expectation
3. **Third Offense**
  - a. Verbal warning
  - b. Restatement of expectation
  - c. Enter Minor Incident Report (MIR) and give consequence based on classroom management plan

### **Level I Discipline Procedures (Repeat Offences) (Administrative Response)**

Repeated MIR can result in the one or more of the following (but not limited to) at the discretion of the administrator and based on the severity and frequency of the offense (O.C.G.A. § 20-2-735):

1. Parent contact
2. Detention (Recess, Lunch, After-School)
3. In-school suspension (1 to 3 days) (ISS can only be assigned or extended by the administrative team)
4. Out-of-school suspension (1 to 3 days)

### **Level II Behavior Definitions (Major Offenses)**

1. **Repeated and Excessive Level I Behaviors:** See above descriptions.
2. **Continuous Non-Compliance and/or Overt Insubordination:** Failure to engage in requisite activities after specifically prompted by teacher or other adult and level one consequence are deemed ineffective.  
*Examples: refusal to follow an adult's spoken direction after Level I discipline procedure has been implemented.*
3. **Dishonesty:** Deliberate misrepresentation of facts either verbally or through actions (including misrepresenting someone else's work as one's own)  
*Examples: cheating, lying, omitting facts or details*
4. **Verbal Aggression to Peers:** Verbal behaviors to cause emotional harm  
*Examples: profanity, obscene gestures or pictures, verbal coercion in the form of threats, verbal or cyber bullying, verbal coercion in the form of threats to use force, violence, intimidation, fear or disruptive means*
5. **Physical Aggression:** Bodily actions to cause physical or emotional harm to another  
*Examples: hitting, biting, kicking, grabbing, head butting, hair pulling, physical bullying, throwing objects that do or do not result in physical harm, tearing or destroying materials*
6. **Use of or Possession of Tobacco Products:** Smoke or smokeless products
7. **Out of area:** Failure to remain in assigned area including school elopement

### **Level II Discipline Procedures (Administrative Response)**

**Immediate Referral:** Referrals to the office for Level II behaviors can result in the one or more of the following (but not limited to) at the discretion of the administrator and based on the severity and frequency of the offense (O.C.G.A. § 20-2-735):

1. Parent contact
2. Detention (Recess, Lunch, PE)
3. In-school suspension (1 to 10 days) (ISS can only be assigned or extended by the administrative team)
4. Out-of-school suspension (1 to 10 days)

### **Level III Behavior Definitions (Severe Offenses)**

1. **Physical Aggression:** Willfully inflicting pain and injury or attempting to cause physical harm
2. **Verbal Aggression to School Staff:** Verbal behaviors to cause emotional harm  
*Examples: profanity, obscene gestures or pictures, verbal coercion in the form of threats, verbal or cyber bullying, verbal coercion in the form of threats to use force, violence, intimidation, fear or disruptive means*
3. **Possession of Banned Paraphernalia:** Carrying, possessing, or concealing paraphernalia on your person, personal carrying case, book bag, locker, desk, or any other container under the control, ownership, or in possession of the student.  
*Examples: weapons (manufactured or homemade), fireworks or any other explosive device, material or liquid, use or possession of alcoholic beverages, unprescribed legal drugs (including any and all counterfeit or look alike substances), illegal drugs as defined by law enforcement (including any and all counterfeit or look alike substances).*

4. **Illegal or Unauthorized Entry to School Facilities:** *Trespassing on school board property during unauthorized periods of time.*  
*Examples: after-hour entry of school board property, returning to school during a designated suspension/expulsion period,*
5. **Theft:** Any taking or attempting to take items, possessions, physical objects other otherwise belonging to another person without expressed consent.  
*Examples: personal items, school property, identities (figuratively or explicitly)*
6. **Inappropriate Technology Use:** As outlined in the general guidelines for technology use in the student handbook.
7. **Inducing General Panic:**  
*Example: The use of mail, telephone, telegram, or other instrument of commerce; the willful making of any threat; or the malicious conveyance of false information knowing the same to be false which concerns an attempt being made, or to be made; to kill, injure, intimidate any individual; or unlawfully to damage or destroy any building, vehicle, or other real or personal property.*
8. **Violation of State or Federal Laws:** Any act considered illegal under State or Federal Law.  
*Example: Public Intoxication, Physical Assault, Sexual Assault, Arson, Burglary, Indecent Exposure, Possession of illegal Drugs (This list is not meant to be inclusive of all possible violations of the law but examples for the purpose of this description).*

### **Level III Discipline Procedures (Administrative Response)**

**Immediate Referral:** Referrals to the office for Level III behaviors can result in the one or more of the following (but not limited to) at the discretion of the administrator and based on the severity of the offense (O.C.G.A. § 20-2-735):

1. Parent contact
2. Notification of authorities
3. In-school suspension (1 to 10 days) (ISS can only be assigned or extended by the administrative team)
4. Out-of-school suspension (1 to 10 days)
5. Expulsion
6. Referred to local law enforcement

### **Level IV Bullying**

#### **Bullying Definition**

**The term “bullying” is defined as:**

1. a form of written, verbal, or physical aggression intended to offend, harm, or embarrass another person,
2. that occurs **repeatedly** overtime,
3. has a perceived or realized imbalance of power or status,
4. and interferes with the education or educational environment of another.

**Bullying can take the form of:**

1. **Physical Bullying:** The act of one person or a group of people using overt bodily acts to gain power over another.  
*Example: hitting, punching, kicking, slapping, pinching, or any other physical act intended to inflict harm on another.*
2. **Verbal Bullying:** The act of one person or a group of people using language (explicit, obscene, or insinuating) to gain power over another.

*Examples: name-calling, threats, teasing, taunting*

3. **Indirect Bullying:** The act of one person or a group of people purposefully engaging in discourse about another, regardless if the subject matter is fictional or fact, with the intent of publically or privately embarrassing, harassing, or degrading that person.

*Examples: spreading rumors, gossiping,*

4. **Cyber Bullying:** The act of one person or group of people using the internet, computers, cell phones, or other electronic devices to purposefully engage in discourse about another, regardless if the subject matter is fictional or fact, with the intent of publically or privately embarrassing, harassing, or degrading that person.

*Examples: verbal or indirect bullying via electronic device*

### ***Bullying Procedures***

#### ***1. Immediate Referral***

- a. Bullying referrals will be addressed according to district and state policy. Please refer to The State of Georgia Bullying Law ([O.C.G.A. 20-2-751.4](#)) when addressing instances of bullying in the school.
- b. Refer to district bullying policy when addressing bullying.

## **PROCEDURES FOR HANDLING FIGHTS IN SCHOOL**

Physical Abuse, Assault, or Battery by a Student on another Student or to Any Other Person NOT Employed by the School.

*A student shall not engage in (1A) verbal abuse or intimidations, threats of violence, and/or use of "fighting words" (1B) making physical contact or fighting, or (1C) intentionally causing bodily harm.*

### **Disciplinary Action to be Taken**

Disciplinary options for 1A will be at the discretion of the administration and determined by the severity of the offense.

### **Disciplinary Options for 1B Include:**

**First Offense** – 3 days out-of-school suspension

**Second Offense** – 5 days out-of-school suspension

**Third and All Subsequent Offenses** – 10 days out-of-school suspension and possible Tribunal Hearing with recommendation for 90 days in alternative school or long term suspension for the remainder of the semester with a loss of credit; restitution for damage, if applicable, with possible arrest and prosecution.

### **Disciplinary Options for 1C Include:**

**First Offense** – 5-10 days out-of-school suspension

**Second Offense** - 10 days out-of-school suspension and mandatory Tribunal Hearing with recommendation for 90 days in alternative school or long term suspension for the remainder of the semester with a loss of credit; restitution for damage, if applicable, with possible arrest and prosecution.

NOTE: When clearly evident, as witnessed by a faculty member, that one party acted only in self-defense, action taken will be left to the discretion of a school administrator. Offenses involving extreme violence or threat to do bodily harm will be subject to more severe punishment and a Tribunal referral. Notification of law enforcement officials will be at the discretion of the administrator.

### **School-wide Discipline Procedures and Special Education**

All students should be disciplined in accordance to school-wide discipline procedures unless an alternative discipline plan or consequences are detailed in an Individualized Education Plan (IEP) or Behavior Intervention Plan (BIP).

### **General Information**

Parent involvement through conferences is the most desirable avenue for correcting behavior problems. The parent or guardian should be contacted by phone whenever possible. In all cases involving a Level II-IV infraction the parents will be given written notification stating the student's offense and the administrative disposition. The student's failure to complete the punishment as designated will result in escalation to the next step on the ladder.

**\*\*\* Students who are placed in ISS and/or OSS are not to be on any Clinch County School Campus after normal school hours. Once the student has served his/her time in ISS/OSS, then he/she can resume attending extra-curricular activities. Students should not attend high school or middle school athletic events while serving time in ISS or OSS. Students should not be attending recreational league practices or games if those practices or games take place on any Clinch County Schools campus.**



## Quick Reference for Discipline Procedures

<p><b>Level I: Minor Behaviors</b></p> <p><b>DEFINITION:</b> Behaviors that...</p> <ul style="list-style-type: none"> <li>• Do not require administrator involvement</li> <li>• Do not appear chronic</li> </ul> <p><b>EXAMPLES:</b></p> <ul style="list-style-type: none"> <li>• <b>Not prepared for class:</b> <i>coming to class without books, notebooks, or planner.</i></li> <li>• <b>Out of Seat:</b> <i>leaving the work area without permission.</i></li> <li>• <b>Physical disruption:</b> <i>excessive noise, destroying materials, throwing self to ground, touching others without permission, horseplay, use of electronic devices</i></li> <li>• <b>Verbal Disruption:</b> <i>talking out, tantrums, crying, yelling, making noise, speaking loudly</i></li> <li>• <b>Minor Verbal Aggression:</b> <i>taunting, teasing, making fun of another student, name calling, screaming at peers or staff, minor disrespect toward adult</i></li> <li>• <b>Non-compliance:</b> <i>doing opposite of what was asked, refusal to follow an adult's spoken direction</i></li> <li>• <b>Tardy:</b> <i>entering the classroom after class has begun without a pass.</i></li> <li>• <b>Dress Code:</b> <i>violation of board approved dress code.</i></li> </ul> <p><b>PROCEDURE:</b></p> <ul style="list-style-type: none"> <li>• Inform student of rule violated</li> <li>• Implement classroom strategies/consequences</li> <li>• Contact parent if necessary</li> <li>• Enter minor discipline report (MIR)</li> </ul>	<p><b>Level II: Major Behaviors</b></p> <p><b>DEFINITION:</b> Behaviors that...</p> <ul style="list-style-type: none"> <li>• Require administrator involvement</li> <li>• Are chronic Level I behaviors</li> </ul> <p><b>EXAMPLES:</b></p> <ul style="list-style-type: none"> <li>• <i>Repeated and Excessive Level I Behaviors</i></li> <li>• <i>Continuous Non-Compliance and/or Overt Insubordination: refusal to follow an adult's spoken direction after Level I discipline procedure has been implemented.</i></li> <li>• <b>Dishonesty:</b> <i>cheating, lying, omitting facts or details, altering records</i></li> <li>• <b>Verbal Aggression to Peers:</b> <i>profanity, obscene gestures or pictures, threats</i></li> <li>• <b>Physical Aggression:</b> <i>hitting, biting, kicking, grabbing, head butting, hair pulling, throwing objects that do or do not result in physical harm</i></li> <li>• <b>Out of area:</b> <i>running away from school, skipping/cutting class</i></li> </ul> <p><b>PROCEDURE:</b></p> <ul style="list-style-type: none"> <li>• Inform student of rule violated</li> <li>• Describe expected behavior</li> <li>• Contact parent</li> <li>• Enter discipline referral</li> <li>• Send student to administrator</li> </ul>
<p><b>Level III: Severe Behaviors</b></p> <p><b>DEFINITION:</b> Behaviors that...</p> <ul style="list-style-type: none"> <li>• Require administrator involvement</li> <li>• Violate school district policies or state policies or laws</li> <li>• Are chronic Level II behaviors</li> </ul> <p><b>EXAMPLES:</b></p> <ul style="list-style-type: none"> <li>• <b>Physical Aggression:</b> <i>destroying school property, fighting,</i></li> <li>• <i>Verbal Aggression to School Staff: profanity, obscene gestures or pictures, threats,</i></li> <li>• <b>Possession of Banned Paraphernalia:</b> <i>weapon, fireworks, alcoholic beverages, unprescribed drugs, illegal drugs</i></li> <li>• <b>Illegal or Unauthorized Entry to School Facilities:</b> <i>after-hour entry of school board property, returning to school during a designated suspension/expulsion period</i></li> <li>• <b>Theft:</b> <i>personal items, school property, identities</i></li> <li>• <i>Use of or Possession of Tobacco Products</i></li> <li>• <i>Inappropriate Technology Use</i></li> <li>• <i>Inducing General Panic: the willful making of any threat of false information in order to induce panic</i></li> <li>• <b>Sexual Misconduct:</b> <i>lewd and lascivious conduct</i></li> </ul> <p><b>PROCEDURE:</b></p> <ul style="list-style-type: none"> <li>• Inform student of rule violated</li> <li>• Send for an administrator to remove student from area</li> <li>• Enter discipline referral</li> </ul>	<p><b>Bullying Policy</b></p> <p><b>DEFINITION:</b> Behaviors that . . . .</p> <ul style="list-style-type: none"> <li>• Are aggressive or passive aggressive in nature and intend to offend, harm, or embarrass the victim</li> <li>• Occur repeatedly overtime</li> <li>• Have a realized or perceived imbalance of power or status</li> <li>• Interfere with the education or educational environment of another.</li> </ul> <p><b>EXAMPLES:</b></p> <ul style="list-style-type: none"> <li>• <i>Verbal Bullying: name-calling, threatening, harassing</i></li> <li>• <i>Physical Bullying: hitting, kicking, punching, spitting, or any other physical contact intended to cause harm</i></li> <li>• <i>Indirect Bullying: Intimidating someone with physical gestures, spreading false rumors,</i></li> <li>• <i>Cyber-Bullying: name-calling, spreading rumors, harassing via electronic device</i></li> </ul> <p><b>PROCEDURE:</b></p> <ul style="list-style-type: none"> <li>• Inform student of the bullying</li> <li>• Send for an administrator to remove student from area</li> <li>• Enter discipline referral</li> <li>• Implement district policy</li> </ul>

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the right of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in this Code of Conduct.

The Code of Conduct is effective during the following time and in the following places:

- At school or on school property at any time;
- Off school grounds at any school activity, function or event and while traveling to and from such events.
- On vehicles provided for students transportation by the school system;
- At school bus stops.

Also, students may be disciplined for criminal conduct off campus that may pose a threat to the school's learning environment or the safety of students and employees.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

### **AUTHORITY OF THE PRINCIPAL**

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he or she believes to be in the interest of the student and the school provided any such action does not violate school board policy or procedures.

### **PARENT INVOLVEMENT**

This Code of Conduct is based on the expectations that parents, guardians, teachers, and students will communicate freely their concerns about, and actions in response to, student behavior that distracts from the learning environment. School administrators recognize that two-way communications through personal contacts are extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments.

### **STUDENT DISCIPLINE**

The goal of Clinch County High School is to provide the best possible education for each and every student in an environment that is physically and emotionally safe and non-threatening. Many factors affect the attainment of this goal: one of which is student discipline. In order to protect the student's right to an education without interference, no one has the right to interfere with a student attaining an education. There are certain actions or behaviors which will not be tolerated at school, school activities on or off campus, and en route to or from school and school activities.

### **In-School Suspension (ISS)**

- Students are counted as an excused absence in all classes during the ISS placement.
- It is the student's responsibility to get work from teachers prior to reporting to ISS. Students may only go to teachers after school or before school begins. Teachers will not be interrupted during the school day to gather work for ISS students.

- It is the student's responsibility to turn in all work to the teachers the day they return to class.
- If students are in ISS for a tardy, it is the responsibility of the students to get the missed work after school and turn it in the next day.

In the event that a student fails to gather work from teachers:

- The ISS teacher will assign work for the student.
- Students will receive zeros for any graded classroom assignments.
- Teachers are not required to allow students to make up work.

### **Out of School Suspension (OSS)**

- Students are counted absent in all classes during the OSS placement.
- Teachers are not required to allow OSS students to make up work.
- Students are ineligible to participate in any extracurricular activities from the day they receive OSS until the morning after the last day of OSS.
- Upon returning to school, it is the student's responsibility to set up a day & time to meet with teachers, with the possibility of getting the work missed and getting it turned back in by a specified date to receive full credit.

### **Search and Seizure**

Students and parents are hereby notified that school officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. There will be random locker and book bag searches by dogs, deputies, and school personnel; random searches by metal detectors; and random vehicle site inspections.

### **DEFINITION OF DISCIPLINARY ACTIONS**

1. Detention- A requirement that the student report to a specified school location or school official to make up work missed or to receive specific instruction in behavior modification. Detention may require that the student stay during lunch, after school, or during scheduled class or school activity time if school officials deem removal of the student from his/her regular school schedule essential to the well-being of the student to school. Students who willfully do not attend will be charged with insubordination. All bus students will have one day's notice if kept after normal school dismissal times.
1. Corporal Punishment-Physical punishment (padding) by the principal or his designee.
2. In-School Suspension- Temporary removal of the student from his assigned classes to the ISS Center.
3. Out -of -School Suspension-Temporary removal of the student from the campus and exclusion from school-sponsored activities.
4. Tribunal - Students may be required to appear before the Student Discipline Tribunal.
5. Alternative School - To provide chronically disruptive, committed, and/or non-attending students with the social services and individualized instruction and/or transitions to other programs they need to become successful students and good citizens in the school and larger community; and to make the public schools more safe and secure by removing chronically disruptive students from the regular classroom.
6. Expulsion-Removal of a student from the school system for an extended period of time or permanently.

## **DISCIPLINE OF TRANSFER STUDENTS**

Students transferring into Clinch County Schools will not be enrolled until all records including disciplinary records are received and evaluated. The administration reserves the right to place students with chronic discipline issues into Clinch County's Alternative Education Program until such time as appropriate behavior has been exhibited and the principal deems placement into the traditional classroom setting is appropriate. The alternative setting may be ISS or Alternative School at the Principal's discretion.

## **DRESS CODE**

A student shall not dress, groom, 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 interfere with the operation of school. The principal or other duly authorized school official shall determine whether any particular mode of dress, apparel, grooming or use of emblems, insignias, badges, or other symbols results in such interference or disruption as to violate this rule, and shall give notice of such interference or disruption, and its cause, to all students by announcement or posting at the school.

## **THE FOLLOWING ARE NOT ALLOWED AT CCHS:**

1. Head coverings, combs, picks, brushes, rollers, or bandanas
2. Hairstyles and colors determined by the faculty and administration to be distracting to others.
3. Sunglasses (unless doctor's note).
4. Any garment that does not cover the midriff.
5. Any garment that does not cover undergarments or which is immodest or revealing.
6. See-through fabrics, which reveal undergarments
7. Sleeveless shirts, tank tops, or spaghetti straps
8. Low-cut shirts or blouses
9. Sagging pants - Oversized pants will not be tolerated at CCHS. Students who wear pants that are inappropriately sized to waist will be sent home to change. The student will receive corporal punishment for the offense.
10. Pants or pant type clothing with holes above the knee, Shorts, Skirts, and/or dresses shorter than knee length, but no shorter than fingertip length, must be accompanied by leggings or jeggings to cover exposed skin above the knee. See-through tights/leggings are not acceptable.
11. Leggings, tights, yoga pants, etc. that are not covered by a shirt long enough to cover front ends AND rear ends
12. Bedroom Clothing
13. Emblems, slogans, and/or words referring or alluding to tobacco, alcohol, drugs, race, ethnic groups, sex, violence, gangs, or negative connotations.
14. Clothing with song lyrics encouraging violence or groups who promote violence through their music.
15. Visible body piercing except for earrings in the ear.
16. Wallet Chains and Spiked Jewelry.
17. Trench Coats

## **Note:**

- **Gym clothes should not be worn out side of the gym area.**

**Students who are unacceptably dressed may be sent home to change, isolated in ISS for the rest of the day, and/or assigned 1 day OSS.**

The above dress code serves as a guideline for CCHS students, faculty, and parents of our students. As styles change, the school reserves the right to provide further clarification of appropriate dress to the students, faculty, and parents or our students.

**Cell Phones**

Students are allowed to bring cell phones to school as an instructional tool in classrooms where teachers allow them. However, students who bring these items to school do so at their own risk. CCHS is not responsible for damaged, lost, or stolen items. Please keep in mind that every classroom is different and there will be times that students won't be allowed to use their phones during certain classes, or even certain times during the same class. Cell phone rules will be explained in each teacher's syllabus for your review so students will know what to expect.

Students may use cell phones freely between classes and during lunches, as long as the usage does not cause any school or classroom disruption.

If at any time a teacher or administrator feels that the student is misusing the cell phone, or that the cell phone is causing a disruption/distraction, the student will be asked to turn the cell phone over to the teacher who will then turn it in to the front office. This is **NOT** a discipline referral at this point.

In order to get the cell phone back the student may do the following:

- A parent/guardian may come to pick up the phone at the end of the school day.
- The student may pay \$5.00 at the end of the school day.
- The student may wait 5 school days.

**REFUSING TO GIVE CELL PHONE TO TEACHER/ADMINSTRATOR:**

Students can and will be written up for disruption of school/class and the code of conduct followed if students are not cooperative with cell phone rules/procedures.

In the event that students refuse to give the cell phone to the teacher, it becomes a discipline referral for insubordination. The student will receive a minimum of 2 days ISS and will have to give the cell phone to an administrator.

In the event that the student refuses to give the cell phone to the administrator, the student is not allowed to attend school until the cell phone is turned in. Once the cell phone is turned in to administration, the ISS days that were previously assigned are still served.

**\*\*Students are strongly discouraged from bringing large sums of money to school. The school is NOT responsible for money that is misplaced or stolen. If you have some unusual circumstance that requires that you have a large amount of money with you for an extracurricular activity or after-school event, see Administration before school. The money can be locked in a safe and picked up after school.**

**Tardy Policy:**

It is important that each student be on time. In order to receive the maximum benefit of the class, students must be present for the entire class and teachers must suffer a minimum number of interruptions. For this reason we have a tardy policy to encourage your punctuality to class.

- Teachers will be at the entrance door to their classroom when the bell rings.
- When the tardy bell rings, the door will be closed.
- Once the door is closed, students arriving late MUST report IMMEDIATELY to the ISS room.
- Students are NOT allowed any tardies. Tardies 1-5 will report to ISS a minimum of 1 block.
- At tardy #6 and thereafter, students will be escorted back to the classroom and assigned 1 day OSS, 1 day ISS or corporal punishment.

\*If a student is 15 or more minutes late arriving to school, he/she is considered absent for that block. In this case, the student will be held in ISS until the end of that block to avoid interrupting the class.

**BUS PROCEDURES**

Students have the opportunity to ride a bus to and from school. As buses unload in the morning, students come directly into the Commons area of Clinch County High School. When school ends, bus students exit the building on the south side and load the buses. The buses are already lined up when students exit the building; full buses then exit the campus from the northern parking lot exit. The line-up is determined at the beginning of the year, and students are informed. Students who are picked up after school exit the building on the east side. Those who drive to school exit the building on the south side, go to their cars, and leave campus through the southern-most exit. Courtesy and consideration should be made of all students and care taken when exiting the parking lot. Watch the speed limit.

**BUS DISCIPLINE PLAN**

Incident	#1	Corporal Punishment or 1 Day off bus
Incident	#2	3 Days off bus
Incident	#3	5 Days off bus
Incident	#4	10 Days off bus
Incident	#5	15 Days off bus
Incident	#6	20 Days off bus
Incident	#7	25 Days off bus

Major violations such as fighting, harassment, threats to a bus driver or other students, etc., a minimum of five days off bus and placement on school disciplinary ladder. The incidents continue through the year and do NOT start over at the end of first semester.

## **DEFINITION OF DISCIPLINE RESPONSE CODE TERMS**

1. **Authorized Area:** Area defined by administrator or teacher for specific use at a specified time.
2. **Behavior Contract:** Written agreement that serves as a plan between student and teacher/administration outlining corrective action and future disciplinary expectations.
3. **Breaking in Line:** Taking any place other than the last place in line. Must stay in line to maintain position in line.
4. **Bullying:** Code Section 20-2-751.4 The term 'bullying' means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is: (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or (3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: (A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1; (B) Has the effect of substantially interfering with a student's education; (C) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (D) Has the effect of substantially disrupting the orderly operation of the school.  
**Any student in grades six through twelve that has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school.**
5. **Cheating:** Using another person's work and calling it your own. Using notes or other methods, without the teacher's knowledge, to complete a test or assignment.
6. **Classroom Disruption:** Saying or doing something that keeps the teacher from teaching or other students from learning.
7. **Contraband:** Any unauthorized or illegal object not allowed at school such as radios, tape decks, compact disks, cameras, TV's, ammunition, laser pointers, beepers, cellular phones, stolen property, drugs, or any item not required for learning.
8. **Chronic Lack of Supplies:** Repeatedly reporting to class without necessary materials such as books, physical education attire, supplies, etc.
9. **Detention:** Mandatory attendance at an assigned study location before or after school may be assigned by office or by classroom teacher as part of a behavioral plan.
10. **Disciplinary Probation:** A student found guilty of certain offenses may be placed on probation by the local school and/or the Student Disciplinary Panel. Probation is a trial period during which a student violating school and/or school system rules is subject to further disciplinary action.
11. **Disorderly Conduct:** Saying or doing something that upsets the normal school day or any school activity.
12. **Disrespect for Others:** Saying or doing something that puts down, annoys insults or embarrasses a person or a group of people. Includes derogatory remarks designed to inflame a confrontation.
13. **Extortion:** Use of "mild" threats or intimidation to demand money or something of value from another (no weapon).

14. **False or Misleading Information:** Telling lies, or refusing to tell the truth about important matters, such as names~ to members of the school staff.an
15. **Gang Related:** Wearing or possession of gang-related apparel; conveying personnel membership or affiliation with a gang. Gang-related solicitation, violence, threats, defacement of property.
16. **Gestures:** Use of hands, appendages, or any other part of the body to convey message or attract attention. **Improper Slang:** Using current words or phrases to address or disagree with an adult, staff member, or another student. Example: "Bump it."
17. **Fighting/Assault:** Touching or hitting another student against his or her will. If a fight occurs, any student encouraging another student to fight will be punished as a fighter. **Fighting incidents are cumulative in grades 8-12. Individual discipline records will not be cleared, in regard to fighting, at the beginning of each school year.**
18. **Intimate Physical Contact:** Any contact between students where touching of body parts occurs other than hands or feet.
19. **In School Suspension:** Program designed to isolate students from the regularly assigned classroom activities and to provide individually oriented instruction in essential skills and knowledge areas for which low achievement levels may be contributing to the students' adjustment problem (per Quality Basic Education Act).
20. **Misconduct on School Bus or School Approved Transportation:** Saying or doing something that upsets the order and procedures to be followed on the bus, or interferes with the safety of others.
21. **Office Referrals:** Office referrals for misconduct are limited to five (5) per semester (or only 3 for the same offense) or 8 per year. Graduation Coach will schedule a Behavior Intervention Meeting with administrators, parents, and teachers. Office referrals beyond these limits will incur additional penalties of ISS or OSS.
22. **Other Good & Sufficient Cause:** Charges and disciplinary actions may be taken regarding students for any infractions other than these already specified for good and sufficient causes.
23. **Over the Counter Drugs:** Any chemical/compound sold in stores without a prescription. **Personal/Physical Contact (Nonviolent):** Pushing or shoving, wrestling, horseplay between consenting students; also covers romantic or sexual contact between consenting students, other than handholding. **Prescription Drug:** Any chemical/compound prescribed by a doctor.
24. **Probationary Period:** Time in which student's behavior will be closely monitored. During this time, failure to conform to guidelines will result in automatic upgrading to the next response level. Time of probation will refer to the assigned number of school days, and can be carried over from one school year to the next, if necessary. **Note to Seniors:** Assignment of probation could result in holding of diploma and return after school term to work detail or other assigned tasks.
25. **Procedure:** Following school rules or directions of a school official.
26. **Profane, Obscene or Abusive Language Materials:** Using words, gestures, pictures, or objects including racial slurs that are not acceptable at school and/may upset the normal school day or any school activity.
27. **Plagiarism:** Knowingly copying all or part of someone else's work without giving them credit, or claiming it as your own.
28. **Privileges:** Refer to nonessential options such as gum, candy, early lunch, bus, etc.



29. **Repeated Misconduct:** Breaking one or more of the school rules a second or succeeding time.
30. **School Grounds:** The physical property & buildings that constitute the elementary campus and middle-high school campus, as well as school buses in route to and from a school activity or field trip and any school function at any location. This includes all games where school is represented.
31. **Tardiness:** Being late for school or class or activity.
32. **Theft/Stealing:** Taking anything that does not belong to you. Theft offenses will be cumulative from the time students enter high school to the time the students graduate. After 3 offenses, student will appear before a tribunal and be referred to Alternative School.
33. **Transmission:** Any substance, article, or weapon passed to another person.
34. **Trespassing:** Entering or staying on school property or at a school activity after being told to leave by the school staff. Also, applies to unauthorized presence on campus during non-school hours.
35. **Unexcused Absence from School or Class:** Being absent from school or class without a written excuse from a parent or a doctor. Any absence not defined as excusable by state law.
36. **Unauthorized Absence:** Any absence that occurs while student is scheduled to be in class verified by school personnel. Any absence not defined as excusable by state law.
37. **Waiver of Right to Attend Student Disciplinary Panel:** Parents may sign a waiver if they cannot attend or do not elect to attend the panel hearing. In the event a parent or student does not attend the hearing, it will proceed as scheduled.

38. **Weapon:** Any object which can be construed as capable of inflicting bodily harm on another individual, including but not limited to firearms, knives, razors, ice picks, explosives, ammunition, machetes, pellet guns, sword canes, martial arts paraphernalia, etc. This will include any toys or replicas designed to imitate these items, as well as items not specifically designed for offensive/defensive use, but which are presented for use with harmful intent.

“THE ADMINISTRATIVE-BODY OF THE CLINCH COUNTY  
SCHOOL SYSTEM SUPPORTS THE RIGHT OF THE  
TEACHERS TO HAVE DISRUPTIVE STUDENTS REMOVED  
FROM THEIR CLASSROOM AS MANDATED BY  
GEORGIA LAW.”

CLINCH COUNTY HIGH SCHOOL  
CODE OF CONDUCT CHART

Parents and Students,

The purpose of the Code of Conduct is to provide a concise synopsis of the regulation in place, which assist school personnel in providing a safe and orderly learning environment. Please discuss these regulations and become familiar with the progressive behavioral correction plan. The jurisdiction of a public school may include incidents that occur off-campus during times in which the public school has direct control or authority. Additionally, certain severe acts of off-campus misconduct may result in suspension or expulsion from school.

Incident	1 <sup>st</sup> Disposition	2 <sup>nd</sup> Disposition	3 <sup>rd</sup> Disposition
<b>RESPECT FOR AUTHORITY</b>			
Leaving campus without permission	2 OSS, PC	4 OSS, PC	10 OSS, PC, PT
Tardy to class per semester (tardies 1-5)	ISS for the remainder of class	ISS for the remainder of class	ISS for the remainder of class
Excessive tardiness to class (tardies 6 or more)	1 day OSS or C.P, PC	1 Days OSS or C.P, PC	1 Day OSS, PC
Check in later than 15 minutes (1 <sup>st</sup> block)	Absent/ISS remainder of block	Absent/ISS remainder of block	Absent/ISS remainder of block
Skipping Class	2 ISS, PC	4 ISS, PC	10 OSS, PC, P.T
Disrupting Classroom Instruction and/or School	Principal's Discretion	Principal's Discretion	Principal's Discretion
Insubordination	Principal's Discretion	Principal's Discretion	Principal's Discretion
Disrespect toward school authorities	Principal's Discretion	Principal's Discretion	Principal's Discretion
Cheating, Forgery, Plagiarism	A grade of "0"/PC	A grade of "0"/PC/2 ISS	A grade of "0"/PC/4 ISS
Dress Code	Call/Change, PC, Student Isolation	CP or OSS, PC	1 OSS, PC
Misuse of Technology	Principal's Discretion	Principal's Discretion	Principal's Discretion
Sleeping in Class	CP or 2 ISS, PC	2 ISS, PC	4 ISS, PC
Communication Devices & MP3 Players	Return to Parent, PC	Principal's Discretion	Principal's Discretion
Unprepared for Class	CP or 2 ISS, PC	2 ISS, PC	4 ISS, PC
Horseplay	Principal's Discretion	Principal's Discretion	Principal's Discretion
Improper Touch or Public Display of Affection	C.P or 2 Days ISS, PC	2 OSS, PC	4 OSS, PC
<b>RESPECT FOR THE LAW (O.C.G.A. 20-2-751.2 APPLIES TO ALL TRANSFERS)</b>			
Fighting 08 O.C.G.A 20-2-751.5	5 OSS, PP, PC	10 OSS, PP, PC	10 OSS, PP, PT, PC
Fighting resulting in injury O.C.G.A. 20-2-751.5	5-10 OSS, PP, PT, PC subject to arrest	10 OSS, PP, PT,PC subject to arrest	10 OSS, PP, PT, PC subject to arrest
Loitering, Off Limit Area 10 O.C.G.A. 20-2-1180 Trespassing O.C.G.A. 16-11-35	2 ISS, PC	4 ISS, PC	2 OSS, PC
Chronic Behavior Issues O.C.G.A. 20-2-764-766.1	Behavior Support Plan, PC, PT	Behavior Support Plan, PC, PT	Behavior Support Plan, PC, PT
Other Good & Sufficient Causes	Principal's Discretion	Principal's Discretion	Principal's Discretion
Bullying, Harassment, Threats, Intimidation O.C.G.A. 20-2-751.4	5 OSS, PC	10 OSS, PC	10 OSS, Tribunal
Inappropriate verbal, or non-verbal expression (Student) O.C.G.A.20-751.5	2 ISS, PC	4 ISS, PC	2 OSS, PC
Inappropriate verbal, or non-verbal expression (Staff) O.C.G.A. 20-2-751.5-.6	Principal's Discretion	Principal's Discretion	Principal's Discretion
Damage, Destruction, or Theft of School Property 20 or 17 O.C.G.A 20-2-753	5 OSS, replace, PP, PT, PC	10 OSS, replace, PP, PT, PC	10 OSS, Tribunal
Damage, Destruction, or Theft of Private Property 20 or 17 O.C.G.A 20-2-753	5 OSS, return property, PC	10 OSS return property, PC, PP, PT	10 OSS, Tribunal
Disorderly Conduct, Insults or Teacher Abuse 06 O.C.G.A. 20-2-1181-1182	5-10 OSS, PP, PT, PC subject to arrest	10 OSS, PP, PT, PC subject to arrest	10 OSS, PP, PT, PC subject to arrest
Gang Related Activities	3 OSS, PP,PT,PC, subject to arrest	5 OSS, PP, PT,PC, subject to arrest	10 OSS, PP, PT, PC subject to arrest
Weapons 22, 23, 25, 26 O.C.G.A. 20-2-751.1	10 Days OSS, PC, PP, PT	10 Days OSS, PC, PP, PT	10 Days OSS, PC, PP, PT
Tobacco Possession, Use, Paraphernalia 18	2 ISS, PC	4 ISS, PC	2 OSS, PC
Alcohol Possession, Alcohol Consumption 01	Up to 10 days OSS, PT, PP, PC		
Drugs: Possession, Distribution, Paraphernalia 07 O.C.G.A. 45-23-2	Up to 10 days OSS, PT, PP, PC		
All threats of harm to school, students, and employees 17	Principal's Discretion	Principal's Discretion	Principal's Discretion

(Parent Conference or Contact=PC, Corporal Punishment=CP, In School Suspension=ISS, Out-of-School Suspension=OSS, Detention=DET, Possible referral to Police=PP, Possible referral to Tribunal=PT)  
(The "Code of Conduct" chart indicates minimum consequences of discipline situations and is not intended as absolutes. Discipline situations reported to the administration will be dealt with using administrative discretion. Other violations of student conduct will be referred to the CCHS administration.

# ***STUDENT SERVICES***

**Medical Services:** Students have access to a Registered Nurse and/or our Healthcare Science Technology Teacher who is a Registered Nurse.

**Student Insurance:** Student insurance is available at a nominal cost and is optional to the general student body. However, all students participating in athletics, vocational, and science labs are required to have a note at school from parents stating that the student has adequate coverage.

**Guidance Service:** The Guidance Department at CCHS has as its main objective to help better prepare all students to meet their daily challenges and life goals more successfully. The Guidance Counselor works with all students, parents, and teachers to make the educational process more effective and meaningful. Any student who has a special need or problem is encouraged to make an appointment with the Counselor for assistance and advice. The counselor will help you plan the course of study that will best meet your educational goals in high school and beyond. You are encouraged to use the services of the Counselor.

**Selective Services:** This law requires all males to register with the Selective Service within 30 days of their 18<sup>th</sup> birthday. You can register online at [www.sss.gov](http://www.sss.gov). The guidance office has additional registration information.

**Gifted Education:** Clinch County High School provides Gifted Education for qualified students. Students are referred automatically based on test scores and through teachers, parents, administrators, or self-referral. Students are reviewed for testing yearly and must meet state and local mandated requirements for participation in the program. For more information contact the principal.

**Voting Registration:** All students must be at least 17 ½ years of age to register and 18 to vote. Students may register to vote in Mrs. Denise Brown's office.

## **MEDICAL CLINIC** **MEDICATION OR OVER-THE-COUNTER DRUGS**

Any student requiring the use of prescription or over-the-counter drugs must leave them in the nurse's office, along with a note from a parent/guardian giving permission for school personnel to dispense as prescribed. There will be no medication of any type kept by any student at any time on school premises. The school nurse prior to the medication being kept by the student must approve any exceptions to this rule in writing.

### **In-School Clinic (Nurse) Visitation**

- The student must let the teacher know he/she needs to see the nurse.
- The teacher emails nurse to put the student's name on the nurse's list.
- The nurse calls in the classroom when she can see the student.
- The nurse gives the student a hall pass upon leaving the clinic that includes the time the student left.
- The student returns to class and gives the pass to the teacher.

In the event of an emergency, the above procedures may be skipped.

Any asthma student may use his/her self-administration of prescription asthma medication at school. Likewise, any student with a severe allergy may keep an EpiPen for self-administration at school. For a student to keep an asthma inhaler or EpiPen in his/her possession, the following are required: 1) written authorization from a parent or legal guardian; 2) written doctor's statement detailing the name and purpose of the medication, prescribed dosage, and time(s) or special circumstances for administration of the medication; and 3) written authorization from the parent or guardian for the school to seek emergency medical treatment for the student when necessary and appropriate.

### **CAFETERIA**

#### **CHARGE POLICY FOR CLINCH COUNTY HIGH SCHOOL:**

- Students will be allowed to charge no more than 3 times.
- According to board policy, after the 3<sup>rd</sup> charge, then she/he will be given a supplemental meal which consists of a Cheese sandwich and milk.
- Charge letters will be sent home, and/or the manager will call parents in order to avoid giving a supplemental meal.

**This policy will be in effect beginning the first day of school. Parents of new students who wish to apply for free and reduced meals must continue to pay for full price until the application is approved.** Students who were enrolled in the Clinch County School System during 2014-2015 School Year will be allowed to eat meals based on their status as of September 18, 2015. Free and Reduced lunch forms will be available during pre-planning (August 3-August 6, 2015) at the Clinch County Board of Education and will also be distributed to all students the first day of school. Please contact Linda Moore at 487-5392 for more information.

### **BREAKFAST/LUNCH – PROGRAM**

Clinch County High School offers a nutritious breakfast and lunch to all students, and students are encouraged to participate. Applications for free and reduced lunches are available in the guidance office. EVERY student must turn in a signed lunch form to his or her homeroom teacher. Cafeteria categories of payment are paid, reduced, and free. The prices will be posted. The last four digits of Social Security number are required for students eating lunch. Payment for meals may be made daily on the serving line or prepayment may be handled in the cafeteria in the mornings before class.

MEAL PRICES	BREAKFAST	LUNCH
PAID	\$1.50	\$2.25
REDUCED	\$0.30	\$0.40
ADULT	\$2.00	\$3.00

Milk, Juice \$0.35 each

In order to facilitate the operation of the cafeteria, the following regulations must be observed:

- Each student must take his her proper place in straight line and not break in front of others. No exceptions.
- Return all trays and utensils to dishwashing area free of gum.
- Leave the table and floor around the table clean.
- No student will be allowed to remain in the classroom during his her lunch period.
- You must be courteous and show respect to all cafeteria employees at all times.
- Enter the cafeteria quietly and talk quietly.

Students who fail to abide by cafeteria rules may be assigned seats for meals or cleaning duty. The students with assigned seats will stay in those seats until dismissed by administration. Failure to cooperate will lead to corrective action planning. Any student who is a recurring problem in the cafeteria may be referred to administration and may be required to develop a long-term plan and/or serve cleaning duty.

#### **LEAVING FOR LUNCH:**

- If a student is checked out between 11:00-1:30, a person on the check out sheet **MUST** come into Karla Daniels office with the student and sign them back into school.
- If the student is late, he/she will receive a tardy for that block and will be assigned ISS for the remainder of the block.
- If the student is more than 15 minutes late, he/she will be marked absent for that block and will be held in ISS until the end of the block.

If this procedure is not followed, students will **NOT** be permitted to remain at school and will be marked absent the rest of the day.

#### **LUNCH DELIVERIES:**

**No school employee can order lunches for students who are not their own. CCHS will not make change for, collect money, or pay money to a vendor for students. All deliveries from vendors must be prearranged by the student. The school is not responsible for undelivered, lost, or stolen lunches.**

**If a parent/guardian or grandparent brings a meal to their child, it must be delivered to the front office. No outside drinks are permitted unless it's in its original, unopened can/bottle. All incentive meals for students must be ordered through administration.**

- **The person bringing the lunch must be the parent, grandparent, or legal guardian of the student.**

- The parent/guardian must enter through the main entrance and sign in at Karla Daniel's office.
- No drinks may be brought into the school unless in its original, unopened can/bottle.
- Student must pick up lunch during lunch time from the front office.
- If a student is caught with an outside lunch that has not followed proper procedure, the student will lose the privilege of having lunch brought in for the remainder of the year.

### **CAMPUS CARE**

The campus at our school belongs to all students. Everyone should take pride in our campus and do his/her part to help maintain it. Please stay on walkway areas and do nothing to harm or damage our shrubbery and landscaped areas.

### **TELEPHONE**

The office telephones are primarily business telephones and should be used as such. In the event of sickness, the school nurse will notify a parent our guardian. In the case of an emergency, students may obtain a pass from their teacher to come to the office to call home. Non-emergency calls should be taken care of before coming to school. If an emergency exists as identifiable by office personnel, the phone will be used by office personnel to contact the necessary party.

### **Financial Responsibility**

Students are responsible for any debts incurred. These include but are not limited to monies owed to the office, library, class dues, athletic department, teachers, or school board in the case of damage assessments, fundraisers, club dues, or any settlements. All fees/fines must be paid in full before students can participate in graduation ceremonies.

### **HALL PASSES**

Students are not permitted in the halls during the class period unless they are accompanied by a teacher or have a hall pass. Hall passes must include the date, time, destination, and signature of the teacher issuing the pass. Passes should only be issued in emergencies or in the interest of instructional assistance to the teacher or student.

### **VISITORS**

- All visitors are expected to use the main entrance of the school.
- All business must be completed in the office.
- No student visitors are allowed.
- No visitors will be allowed to go into the halls or classroom without Administration approval and a visitor's pass.

### **AREAS OPEN TO STUDENTS BEFORE AND AFTER SCHOOL**

Students who are not under the direct supervision of a teacher should not be on the school campus before or after regular school hours. Failure to do so may result in disciplinary action.

Students may park their vehicles on school property only in areas designated for student parking and immediately leave the area and enter the school building. All students are required to enter and remain in the building after arriving at school. Students will not go in the parking area during the school day without permission from the Assistant Principal or Principal and signing out in the front office.

Breakfast will be served in the Commons beginning at 7:30. After eating breakfast, students should report to their first block class. Students not under direct supervision of school personnel are required to be off school campus by 3:15 p.m. Certain areas of the school campus are off limits to students during certain times.

## **Lockers**

Bookbags (no wheels) **WILL** be allowed. Students also have the option to rent a locker and lock for \$5.00 (nonrefundable) per semester. Lockers are located in the gym hallways, boys on one side and girls on the other. This area will be tightly secured and monitored by security cameras.

Rules for lockers are as follows:

- Locks must be rented from CCHS. No other lock will be allowed.
- Lockers are to be used by individual students. There is to be no sharing of lockers.
- Students may only go to their lockers twice a day, before and after school. No student will be allowed to leave class to go to his or her locker.
- Students may **NOT** visit lockers on the opposite side of the gym.
- Students must return locks at the end of each semester. The failure of any student to return the lock at the end of the semester will result in the payment of a \$5.00 fine as payment for lost or damaged school property.

**Any student caught in violation of the locker rules will lose  
locker privileges for the remainder of the school year.**

## **Video Surveillance**

Security cameras are in place throughout Clinch County High School. Privacy rights are not violated for students or teachers. Neither student nor teacher behaviors are beyond scrutiny, and viewing security photos do not infringe upon constitutional rights. Fourth Amendment rights are not violated by the use of security cameras. Security cameras are not searches. Security cameras simply observe that which may be observed if administrators were present. Information gained from security cameras may become evidence in disciplinary concerns and student hearings.



## **NO CHILD LEFT BEHIND STATUTE**

In compliance with the requirements of No Child Left Behind statute, the Clinch County School District informs parents that you may request information about the professional qualifications of your student's teacher(s).

The following information may be requested.

- 1) When the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- 2) Documentation that no teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- 3) The college major and any graduate certification or degree held by the teacher.
- 4) Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualifications, please contact a school administrator at (912) 487-5366.

[Section 1111 (h) (6)]

## **Family Educational Rights and Privacy Act (FERPA)**

### Family Policy Compliance Office (FPCO) Home

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

### Clinch County Schools **FERPA** Notice Family Educational Rights and Privacy Act of 1965

The Clinch County School System has designated the following information as **DIRECTORY INFORMATION**:

1. Student's name, address, telephone number, and grade level
2. Student's date and place of birth
3. Student's participation in official school activities, clubs and sports
4. Weight and height of student if he/she is a member of an athletic team
5. Dates of attendance at school
6. Awards received during time enrolled in our school system
7. Pictures of students involved in school activities.

Additionally, this law along with the No Child Left Behind Act of 2001 and the National Defense Authorization Act for Fiscal Year 2002 requires that we must provide student's name, address and telephone number to military recruiters upon request.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public or recruiters upon request. You have the right to refuse to allow all or any part of the above information to be

designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, **you must notify** the principal of the school at which the student is enrolled **in writing** within **ten (10) days** after the date of this notice.

School officials may take photographs, video, and/or interviews of students at school or at a school event or activity and such photographs, videos, and interviews may be published including internet publication. If you, as a parent/guardian, object to the publication of a photograph, video or interview of your student, the objection must be presented **in writing** to the principal of the school where your student is enrolled within **ten (10) days** after the date of this notice.

Although the Clinch County School System may release directory information if a written objection is not filed as specified above, the Clinch County School System is not required to release any information regarding a student, including directory information, unless the law mandates the release of such information.

Descriptor Term:	Descriptor Code IFBG	Issue Date June 5, 1997
Acceptable Use Policy for Electronic Information, Services, and Networks	Rescinds	Issued December 8, 2005 September 8, 2011

The purpose of telecommunications technology in the Clinch County School System is to support research, communication, and education and to provide access to vast, diverse and unique resources and opportunities for collaborative work. The use of computer networks within the Clinch County Schools, including Internet access, is in support of education and consistent with the educational objectives of the Clinch County Board of Education and The Georgia Board of Education.

This policy applies to all users of electronic information, services, and networks provided by the Clinch County School System, in conjunction with the Georgia Department of Education and the Georgia Board of Regents via their PeachNet node. By using or accessing these facilities or services, the user agrees to abide by this policy which is consistent with the Georgia Board of Regents Acceptable Use Policy for PeachNet.

Electronic information research skills are now fundamental for productive citizens and employees. Access to the Internet enables students, teachers, and administrators to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging information with people around the world. The School System expects that its teachers will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. The School System shall ensure that teachers provide for students age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services, behaviors that may constitute cyber bullying, and how to respond when subjected to cyber bullying.

As much as possible, access from school to Internet resources will be structured in ways which point students to those resources which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed, students will be subject to supervision in an effort to provide Internet use that is particularly suited to learning objectives.

Having Internet access provides access to computer systems all over the world. As a result, users, and parents of users, must understand that the Clinch County School System cannot control the content of the information available. Some of the information is controversial and, sometimes, offensive. However, the valuable information and interaction accessible on this worldwide network outweigh the possibility that users may find inappropriate material. The Clinch County School System does not condone the use of such materials and takes all reasonable precautions to filter access to these materials. The ultimate responsibility for appropriate use of Internet resources lies with each individual user. Parents and guardians may request alternative activities not requiring Internet use for their children. All individuals (students, teachers, parents, guests, etc.) utilizing Internet access provided by the Clinch County School System must first sign an agreement indicating that they understand and will adhere to the regulations indicated in this policy. A parent signature is required on the agreement signed by all students.

### **Guidelines**

The operation of school-provided computer networks, including Internet access, relies heavily on the conduct of the users, who must adhere to strict guidelines. Internet access is a privilege, not a right. The following is a listing of guidelines related to the use of electronic information and the Internet. Although some specific examples of

prohibited uses by students are stated, they are intended as illustrations only and do not purport to be an all-inclusive list of inappropriate behaviors. Failure to comply with these procedures shall be deemed grounds for revocation of privileges, appropriate disciplinary and/or legal action.

### **I. Acceptable/Unacceptable Use**

- \* All access and materials used must be in support of education and research consistent with school district policy.
- \* All usage must be consistent with the rules appropriate to any network being used/accessed.
- \* Unauthorized use of copyrighted material is prohibited.
- \* Accessing, uploading, downloading, transmitting or distributing profane, pornographic, obscene or sexually explicit material is prohibited.
- \* Installation or use of any software program that has not been purchased by the Clinch County School System is prohibited.
- \* Distribution of material protected by trade secret is prohibited.
- \* Use of any computer system for commercial activities is not acceptable.
- \* Accessing, tampering with or manipulating data not intended for the user including, but not limited to, teacher files and administrative data is prohibited.
- \* Using another user's account or password is not acceptable.
- \* Product advertisement or political lobbying is prohibited.
- \* Violation of any local, state, or federal law is prohibited.

### **II. Netiquette**

- \* Be polite.
- \* Do not use vulgar or obscene language.
- \* Do not reveal your address or phone number (or those of others).
- \* Electronic mail is not guaranteed to be private.
- \* Do not intentionally disrupt the network or other users.
- \* Abide by generally acceptable rules of network etiquette.

### **III. Security**

- \* If you identify a security problem, notify a teacher or system administrator immediately.
- \* Do not show or identify a security problem to others.
- \* Do not reveal your account password or allow another person to use your account.
- \* Do not use another individual's account.
- \* Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
- \* Electronic mail and/or files stored on school-based computers is not guaranteed to be private; authorized administrators and faculty may review files and logs of Internet use at any time, without reason or prior notice, to maintain system integrity and determine that users are acting responsibly or otherwise consistent with this policy.

### **IV. Vandalism/Harassment**

- \* Vandalism and/or harassment will result in the cancellation of the offending user's access privileges.
  - Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or other networks. This includes, but is not limited to, creating and/or uploading computer viruses.
  - Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted mail.

### **V. Compensation**

- \* The student and/or student's parent(s) shall be responsible for compensating the school system for any losses, costs, or damages incurred by the school system relating to or arising out of any student violation of these procedures.

**VI. Penalties**

- \* Any user violating these provisions, applicable state and federal laws or posted classroom and school rules is subject to loss of network privileges and any other School System disciplinary options, including criminal prosecution.
- \* School and district administrators will make the final determination as to what constitutes unacceptable use and their decision is final.

**VII. Disclaimer**

- \* The Clinch County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing.
- \* The Clinch County School System will not be responsible for any damages a user may suffer, including loss of data.
- \* The Internet is unregulated and the information found on the Internet has not been verified for accuracy. The Clinch County School System specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**VIII. Agreement and Parent Permission**

- \* I understand and will abide by the Clinch County School System’s Acceptable Use Policy for Electronic Information, Services, and Networks. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school/school district disciplinary action and/or appropriate legal action may be taken.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- \* As the parent or legal guardian of the minor child signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my son or daughter to follow when selecting, sharing or exploring information and media.

Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **The Individuals with Disabilities Education Act (IDEA)**

IDEA is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents, and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining, and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

### **Section 504 Procedural Safeguards**

**1. Overview:** Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

**2. Hearing Request:** The Request for the Hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

**3. Mediation:** The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time.

If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

#### **4. Hearing Procedures:**

Georgia Department of Education

Dr. John D. Barge, State School Superintendent

February 13, 2011

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a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.

b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.

c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.

d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.

e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.

f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.

g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.

h. The hearing shall be closed to the public.

i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.

j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.

k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.

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l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.

m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

**5. Decision:** The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall

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not include any monetary damages or the award of any attorney's fees.

**6. Review:** If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

### **Procedure for Identifying an Impartial Review Official**

Marni Shuman, the Section 504 Coordinator for the Clinch County School District will obtain an impartial review official. This official will not be an employee of the Clinch County School District or a School Board Member and will have knowledge of Section 504 of the Rehabilitation Act of 1973

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#### **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.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following:

**Matt Kimbrell, Section 504 Coordinator**  
**Director of Student Services**  
**Homerville, Ga. 31634**  
**(912) 487-5321**  
**mkimbrell@clinchcounty.com**

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

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 and 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.

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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 the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.

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 procedure. 34 CFR 104.36.

16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

## COMPUTER AND NETWORK USE POLICY:

In an attempt to aid the student in a better understanding of proper computer usage, violation of the following rules will not be tolerated. Each user is responsible for all of his/her actions and activities involving the computers and the network.

Inappropriate conduct includes, but is not limited to, the following:

Using inappropriate materials that are damaging to another person's reputation, or abusive, illegal, obscene, sexually oriented, threatening, or demeaning to another person's gender or race, or violation of the school's policy on harassment.

- Using the school's computer hardware or network for illegal activity such as copying software or violation of copyright laws. Making copies of software on any school computer or computer system is not appropriate.
- Copying or downloading copyrighted software for one's own personal use.
- Using the network for private financial or commercial gain.
- Loading or using games, public domain, shareware, or any other unauthorized programs on any school computer or computer system.
- Purposely infecting any school computer or network with a virus or program designed to damage, alter, or destroy data.
- Gaining unauthorized access to network resources.
- Invading the privacy of other individuals by gaining unauthorized access to their files or documents.
- Using or attempting to use another person's user name or password.
- Posting or plagiarizing work created by another person without their consent.
- Posting anonymous messages.



- Using the network for commercial or private advertising.
- Forging electronic mail messages.
- Attempting to read, alter, delete, or copy the electronic mail of other system users.
- Using the school's computer hardware, network, or Internet links while access privileges are suspended.
- Using the school's computer hardware, network, or Internet links in a manner that is inconsistent with a teacher's direction and inconsistent with generally accepted network etiquette.
- Attempting to alter the configuration of a computer or any of the software of the school.
- Using Windows File Manager, Explorer, or the DOS prompt without teacher's guidance.

The Internet is an electronic communications network delivery via computer and satellite. A vast number of resources are accessible locally, nationally, and internationally. The goal of Clinch County High School is to provide this service to staff members, students, and community members to promote educational excellence and to facilitate resource sharing, innovation, and communication.

#### **GUIDELINES:**

Internet access is coordinated through a complex association of government agencies and regional networks. Intranet access is coordinated through the individual school. The operation of the Intranet/Internet relies heavily on the proper conduct of the users, who must adhere to strict guidelines. To protect users against access to inappropriate materials, Clinch County High School has installed a filtering program designed to aid in the prevention of access to visual depictions that are obscene, pornographic, or harmful to minors. This program filters and blocks known sites that feature nudity, pornography, violence, hatred of others, inappropriate chat rooms, and inappropriate language. This list of restricted sites is updated daily; however, inappropriate sites are published frequently during the day and no filtering software has proven to be 100% effective. Intranet/Internet access is a privilege, not a right. If a system user violates any of the acceptable use provisions outlined in this document, his/her account may be terminated and future access may be denied. Some violations may also constitute a criminal offense and may result in legal action. Any user violating these provisions, applicable state and federal laws, or posted classroom and district policies, is subject to loss of access privileges and any other disciplinary options.

*The Georgia Computer Systems Protection Act (Georgia Code 16-9-93) makes abuse of computers and computer systems a crime. This act covers, but is not limited to, such actions as computer trespass, theft, invasion of privacy, and password disclosure. Penalties for violation of this act range in fines up to \$50,000 and/or imprisonment up to 15 years.*

#### Acceptable Use

- Usage must be in support of education and research consistent with board policy.

- Usage must be consistent with rules appropriate to any network being used/accessed.
- Parents shall be required to sign the Intranet/Internet Access Agreement form (given to parent when child enrolls) allowing their child to access the Internet. All students shall also be required to sign the Student Access Agreement form affirming that they have read and understand the Intranet/Internet Acceptable Use Policy and understand the consequences for the violation of said policy.

#### Privileges

- Access to the Intranet/Internet is a privilege, not a right.
- Unacceptable usage may result in cancellation of privilege.
- Student access to the Intranet/Internet will be under the supervision of a staff member.

#### Internet Etiquette

##### Be polite.

- Do not use vulgar or obscene language.
- Use caution when revealing your address or phone number.
- Do not reveal the address or phone numbers of others.
- Electronic mail is not guaranteed to be private.
- Documents stored on the network are not guaranteed to be private.
- Do not intentionally disrupt the network or other users.
- Abide by generally accepted rules of network etiquette.

#### Unacceptable Use

- Accessing materials or communications and/or sending or posting communications that are damaging to another's reputation or are abusive, obscene, sexually oriented, illegal, threatening, or harassing. Harassment includes the sending of messages or unwanted e-mail.
- Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of U.S. and State regulations.
- Copying or downloading copyrighted material on any system connected to the school's hardware/software without the owner's permission. Only the owner or individuals specifically authorized by the owner may copy or download copyrighted material to the system.
- Copying or downloading copyrighted material for the users own use without the owner's permission. Users may redistribute copyrighted programs only with owner's permission. Such permission must be specified in the document of must be obtained directly from the owner in accordance with applicable copyright laws, board policy, and administrative procedures.
- Failing to comply with resource quotas or disk usage quotas as set by the school.
- Use for commercial activities is not acceptable.
- Product advertisement or political lobbying is prohibited.
- Vandalizing another user's data, the network, or the Internet. This offense includes creating, uploading, or downloading viruses.
- Using or attempting to use the network while privileges are suspended or revoked.

#### Security

- Any user who identifies a security problem must notify a staff member immediately.
- Users will not show or identify a security problem to others.
- Users will not reveal their password or allow another person to use their password.
- Users will not use another individual's password nor attempt to log on as another user.

#### Penalties

- Any user violating these provisions is subject to loss of network privileges and other disciplinary action or criminal prosecution.
- The prohibited use list provided is not inclusive. School personnel will make the final determination as to what constitutes unacceptable use.
- Users and/or parents shall be responsible for compensating the school system for any losses, costs, or damages incurred by the school system relating to or arising from the user's violation of this policy.

#### Staff Supervision

- Staff members should become familiar with this policy. When staff members become aware of student violations of this policy, they will correct the student and address the matter to the principal.

Clinch County High School makes no warranties, whether expressed or implied, for the network service it is providing. We will not be responsible for any damages, loss of data, or inaccurate data obtain via the Internet.

### Clinch County School System's Acceptable Use Policy for Electronic Information, Services, and Networks

The purpose of telecommunications technology in the Clinch County School System is to support research, communication, and education and to provide access to vast, diverse and unique resources and opportunities for collaborative work. The use of computer networks within the Clinch County Schools, including Internet access, is in support of education and consistent with the educational objectives of the Clinch County Board of Education and The Georgia Board of Education.

This policy applies to all users of electronic information, services, and networks provided by the Clinch County School System, in conjunction with the Georgia Department of Education and the Georgia Board of Regents via their PeachNet node. By using or accessing these facilities or services, the user agrees to abide by this policy which is consistent with the Georgia Board of Regents Acceptable Use Policy for PeachNet.

Electronic information research skills are now fundamental for productive citizens and employees. Access to the Internet enables students, teachers, and administrators to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging information with people around the world. The School System expects that its teachers will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources will be structured in ways which point students to those resources which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed, students will be subject to supervision in an effort to provide Internet use that is particularly suited to learning objectives.

Having Internet access provides access to computer systems all over the world. As a result, users, and parents of users, must understand that the Clinch County School System cannot control the content of the information available. Some of the information is controversial and, sometimes, offensive. However, the valuable information and interaction accessible on this worldwide network outweigh the possibility that users may find inappropriate material. The Clinch County School System does not condone the use of such materials and takes all reasonable precautions to filter access to these materials. The ultimate responsibility for appropriate use of Internet resources lies with each individual user. Parents and guardians may request alternative activities not requiring Internet use for their children. All individuals (students, teachers, parents, guests, etc.) utilizing Internet access provided by the Clinch County School System must first sign an agreement indicating that they understand and will adhere to the regulations indicated in this policy. A parent signature is required on the agreement signed by all students.

#### **Guidelines**

The operation of school-provided computer networks, including Internet access, relies heavily on the conduct of the users, who must adhere to strict guidelines. Internet access is a privilege, not a right. The following is a listing of guidelines related to the use of electronic information and the Internet. Although some specific examples of prohibited uses by students are stated, they are intended as illustrations only and do not purport to be an all-inclusive list of inappropriate behaviors. Failure to comply with these procedures shall be deemed grounds for revocation of privileges, appropriate disciplinary and/or legal action.

## **I. Acceptable/Unacceptable Use**

- \* All access and materials used must be in support of education and research consistent with school district policy.
- \* All usage must be consistent with the rules appropriate to any network being used/accessed.
- \* Unauthorized use of copyrighted material is prohibited.
- \* Accessing, uploading, downloading, transmitting or distributing profane, pornographic, obscene or sexually explicit material is prohibited.
- \* Installation or use of any software program that has not been purchased by the Clinch County School System is prohibited.
- \* Distribution of material protected by trade secret is prohibited.
- \* Use of any computer system for commercial activities is not acceptable.
- \* Accessing, tampering with or manipulating data not intended for the user including, but not limited to, teacher files and administrative data is prohibited.
- \* Using another user's account or password is not acceptable.
- \* Product advertisement or political lobbying is prohibited.
- \* Violation of any local, state, or federal law is prohibited.

## **II. Netiquette**

- \* Be polite.
- \* Do not use vulgar or obscene language.
- \* Do not reveal your address or phone number (or those of others).
- \* Electronic mail is not guaranteed to be private.
- \* Do not intentionally disrupt the network or other users.
- \* Abide by generally acceptable rules of network etiquette.

## **III. Security**

- \* If you identify a security problem, notify a teacher or system administrator immediately.
- \* Do not show or identify a security problem to others.
- \* Do not reveal your account password or allow another person to use your account.
- \* Do not use another individual's account.
- \* Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
- \* Electronic mail and/or files stored on school-based computers is not guaranteed to be private; authorized administrators and faculty may review files and logs of Internet use at any time, without reason or prior notice, to maintain system integrity and determine that users are acting responsibly or otherwise consistent with this policy.

## **IV. Vandalism/Harassment**

- \* Vandalism and/or harassment will result in the cancellation of the offending user's access privileges.
  - Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or other networks. This includes, but is not limited to, creating and/or uploading computer viruses.
  - Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted mail.

## **V. Compensation**

- \* The student and/or student's parent(s) shall be responsible for compensating the school system for any losses, costs, or damages incurred by the school system relating to or arising out of any student violation of these procedures.

## **VI. Penalties**

- \* Any user violating these provisions, applicable state and federal laws or posted classroom and school rules is subject to loss of network privileges and any other School System disciplinary options, including criminal prosecution.
- \* School and district administrators will make the final determination as to what constitutes unacceptable use and their decision is final.

## **VII. Disclaimer**

- \* The Clinch County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing.

\* The Clinch County School System will not be responsible for any damages a user may suffer, including loss of data.

\* The Internet is unregulated and the information found on the Internet has not been verified for accuracy. The Clinch County School System specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **VIII. Agreement and Parent Permission**

\* I understand and will abide by the Clinch County School System’s Acceptable Use Policy for Electronic Information, Services, and Networks. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school/school district disciplinary action and/or appropriate legal action may be taken.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* As the parent or legal guardian of the minor child signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my son or daughter to follow when selecting, sharing or exploring information and media.

Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **APPENDIX A**

## **INTERNET SAFETY POLICY**

Clinch County School System

### **Introduction**

It is the policy for the Clinch County School System to:

- (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) prevent unauthorized access and other unlawful online activity;
- (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].
- (e) ensure that minors will be provided education concerning appropriate online behavior

### **Definitions**

Key terms are as defined in the Children’s Internet Protection Act.

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bon fide research or other lawful purposes.

To the extent practical, steps shall be taken to promote the safety and security of users of the Clinch County School System online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes:

- (a) unauthorized access, including so-called ‘hacking’, and other unlawful activities; and  
unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Supervision and Monitoring**

It shall be the responsibility of all members of the Clinch County School System staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Clinch County technology specialist or designated representatives.

### **Adoption**

This Internet Safety Policy will be adopted by the Board of the Clinch County School System at a public meeting, following normal public notice, on December 8, 2005. Minutes that document this approval will then be sent to appropriate personnel.

### **CIPA DEFINITION OF TERMS:**

#### **TECHNOLOGY PROTECTION MEASURE:**

The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that are:

1. OBSCENE, as that term is defined in Section 1460 of Title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in Section 2256 of Title 18, United States Code; or
3. Harmful to minors.

#### **HARMFUL TO MINORS:**

The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals, and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

#### **SEXUAL ACT; SEXUAL CONTACT:**

The terms “sexual act” and “sexual contact” have the meanings given such terms in Section 2246 of Title 18, United States Code.

O.C.G.A 20-2-751(a) – Each local school system shall be required to implement and follow such state mandated process (PSC) process for student to report alleged inappropriate behavior by school employees toward a student) and shall include the mandated process in **student hand books** and in employee handbook or polices.

Sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972 or physical assault or battery of other students.

Inciting, advising, or counseling of others to engage in prohibited acts.

**APPENDIX B**  
**Internet Links for Additional Information on**  
**CIPA and Internet Safety Policies**

**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/CIPAfaq.asp>

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\*\*\* Current Through the 2011 Regular Session \*\*\*  
\*\*\* Annotations Current Through April 22, 2011 \*\*\*

TITLE 20. EDUCATION  
CHAPTER 2. ELEMENTARY AND SECONDARY EDUCATION  
ARTICLE 16. STUDENTS  
PART 2. DISCIPLINE  
SUBPART 2. PUBLIC SCHOOL DISCIPLINARY TRIBUNALS

O.C.G.A. § 20-2-751.4 (2011)

§ 20-2-751.4. Policies prohibiting bullying; assignment to alternative school; notice

(a) As used in this Code section, the term "bullying" means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

(1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;

(2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or

(3) Any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

(A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;

(B) Has the effect of substantially interfering with a student's education;

(C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

(D) Has the effect of substantially disrupting the orderly operation of the school.

(b) No later than August 1, 2011:

(1) Each local board of education shall adopt a policy that prohibits bullying of a student by another student and shall require such prohibition to be included in the student code of conduct for schools in that school system;

(2) Each local board policy shall require that, upon a finding by the disciplinary hearing officer, panel, or tribunal of school officials provided for in this subpart that a student in grades six through 12 has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school;

(3) Each local board of education shall establish and publish in its local board policy a method to notify the parent, guardian, or other person who has control or charge of a student upon a finding by a school administrator that such student has committed an offense of bullying or is a victim of bullying; and

(4) Each local board of education shall ensure that students and parents of students are notified of the prohibition against bullying, and the penalties for violating the prohibition, by posting such information at each school and by including such information in student and parent handbooks.



(c) No later than January 1, 2011, the Department of Education shall develop a model policy regarding bullying, that may be revised from time to time, and shall post such policy on its website in order to assist local school systems. Such model policy shall include:

(1) A statement prohibiting bullying;

(2) A requirement that any teacher or other school employee who has reliable information that would lead a reasonable person to suspect that someone is a target of bullying shall immediately report it to the school principal;

(3) A requirement that each school have a procedure for the school administration to promptly investigate in a timely manner and determine whether bullying has occurred;

(4) An age-appropriate range of consequences for bullying which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances;

(5) A procedure for a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in such person's name, at such person's option, to report or otherwise provide information on bullying activity;

(6) A statement prohibiting retaliation following a report of bullying; and

(7) Provisions consistent with the requirements of subsection (b) of this Code section.

(d) The Department of Education shall develop and post on its website a list of entities and their contact information which produce antibullying training programs and materials deemed appropriate by the department for use in local school systems.

(e) Any person who reports an incident of bullying in good faith shall be immune from civil liability for any damages caused by such reporting.

(f) Nothing in this Code section or in the model policy promulgated by the Department of Education shall be construed to require a local board of education to provide transportation to a student transferred to another school as a result of a bullying incident.

(g) Any school system which is not in compliance with the requirements of subsection (b) of this Code section shall be ineligible to receive state funding pursuant to Code Sections 20-2-161 and 20-2-260.

**BOARD POLICY**

**Descriptor Code: JCDAG**

## **Bullying**

The Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows: An act which occurs on school property, on school vehicles, at school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

- a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
- b. Has the effect of substantially interfering with a student's education;
- c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- d. Has the effect of substantially disrupting the orderly operation of the school.

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

### **Gang Related Activity/Behavior**

The Clinch County High School maintains zero tolerance for gang activities on the school campus or school sponsored event. Violators will be reported immediately to the appropriate law enforcement agency. Violators will also be subject to immediate suspension or expulsion. Student may also be disciplined for gang-like activity. Gang-like activity is any association, or group of three or more persons associated in fact, whether formal or informal, which engages in a pattern of gang activity. The existence of such organization, association, or group of individuals associated in fact may be established by evidence of a common name or common identifying signs, symbols, tattoos, graffiti, or attire or other distinguishing characteristics. Gangs, as defined in state statute, are forbidden to gather or co-mingle at Clinch County High school sites or school-related events. Individuals who engage in gang-related behavior at school or school sponsored activities disrupt the educational process and promote an atmosphere where unlawful acts or serious violations of school rules may occur.

### **Examples of gang-related behavior may include, but are not limited to:**

1. The presence of apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies gang membership or affiliation with such a group.

2. Initiation, hazing, intimidation, and/or related activities of such group affiliations that are likely to cause bodily danger, physical harm or, or personal degradation or disgrace resulting in physical or mental harm to students or staff.
3. Threatening to commit, or actually committing, any crime with the purpose of terrorizing another, causing the evacuation of a Clinch County High school facility or school bus, causing disruption to the orderly operation at Clinch County High school, or acting in reckless disregard of the risk of causing such terror or disruption.
4. Using, employing, or relying upon gang membership or affiliation to threaten, intimidate, or to harass students and/or staff.
5. The use of certain hand signals or gestures that may, in any way, be linked to a gang or gang-related activity or behavior.
6. Graffiti that may, in any way, is linked to a gang or gang-related activity or behavior.
7. Identifying oneself as a member of gang.
8. Recruiting or soliciting membership in a gang of gang-related organization.

Students who engage in gang-related behaviors are subject to consequences in accordance with Clinch County High School discipline procedures up to, and including suspension, expulsion, and referral to the appropriate legal authorities.

**CLINCH COUNTY HIGH SCHOOL  
FOOTBALL SCHEDULE  
2015**

<b>DATE</b>	<b>TEAM</b>	<b>TIME</b>	<b>PLACE</b>
***AUG. 14	Brantley Co.	7:30	<b>HOME</b>
AUG 21	Calhoun Co.	<b>7:30</b>	AWAY
AUG 28	Brooks Co.	7:30	<b>HOME</b>
SEPT. 4	<b>Open</b>		
<b>SEPT. 11</b>	<b>Berrien Co.</b>	<b>7:30</b>	<b>HOME</b>
SEPT. 18	Irwin Co.	7:30	AWAY
SEPT 25	Wilcox CO.	7:30	<b>HOME</b>
OCT. 2	Atkinson Co	7:30	AWAY
OCT. 9	Open		
<b>**OCT. 16</b>	<b>Turner Co.</b>	<b>7:30</b>	<b>HOME</b>
OCT 23	Lanier Co.	7:30	AWAY
<b>*Oct 30</b>	<b>Charlton Co.</b>	<b>7:30</b>	<b>HOME</b>
NOV 6	Telfair Co.	7:30	AWAY

**BOLD ARE HOME GAMES**

\* Homecoming

\*\* Senior Night

\*\*\*Scrimmage Game

November 13-14      Playoffs – 1<sup>st</sup> Round  
 November 20-21      Playoffs – 2<sup>nd</sup> Round (Quarter Finals)  
 November 27-28      Playoffs-Quarterfinals  
 December 4-5          Semi-Finals  
 December 11-12      Championship (Georgia Dome)

**CLINCH COUNTY HIGH SCHOOL  
GIRL'S SOFTBALL SCHEDULE  
2015**

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<b>Clinch County JV/Varsity 2015 Softball Schedule</b>					
<b>Date</b>	<b>Opponent</b>	<b>Site</b>	<b>JV/Var.</b>	<b>Time</b>	<b>Leave Time</b>
8/10	Brooks	Quitman	Varsity		
8/11	Charlton	Homerville	Varsity		
8/13	Echols	Statenville	Varsity		
8/18	Valdosta	Homerville	Varsity		
8/20	Lanier	Homerville	Varsity		
8/25	Irwin	Ocilla	Varsity	5:30	
8/27	Turner	Homerville	Varsity		
9/1	Telfair	McRae	Varsity		
9/3	Atkinson	Homerville	Varsity		
9/8	Wilcox	Homerville	Varsity		
9/9	Brooks	Homerville	Varsity		
9/10	Charlton	Folkston	Varsity		
9/15	Echols	Homerville	Varsity		
9/16	Valdosta	Valdosta	Varsity		
9/22	Lanier	Lakeland	Varsity		
9/24	Irwin	Homerville	Varsity	5:30	
9/29	Turner	Ashburn	Varsity		
10/1	Telfair	Homerville	Varsity		
10/6	Atkinson	Pearson	Varsity		
10/8	Wilcox	Rochelle	Varsity		

## **CLINCH COUNTY HIGH SCHOOL**

### **School Dance Procedures**

Clinch County High School (CCHS) strives to provide a positive social atmosphere at dances that are held throughout the year. Dances are school-related activities, and in order to promote a healthy, safe, enjoyable evening and appropriate environment for students at CCHS dances, all CCHS rules, including BOE policies, the Student Handbook and these School Dance Procedures, apply and are in effect for school dances.

Enforcement of the CCHS rules is at the discretion of attending CCHS staff and administration. Students and/or their guests in violation of the CCHS rules may be denied admittance to a dance; and may be immediately removed from the dance and their parent/guardian may be called; and may be prohibited from attending the next dance; and may face further sanctions under the Student Handbook, BOE policy or applicable criminal law.

**Remember: Attending a dance is a privilege, not a right!!**

#### **1. Admission:**

- a. **CCHS Students:** CCHS students may attend school dances with administrator approval. Students who do not display proper behavior at school may not be allowed to attend dances.
- b. **Guests:** CCHS student may bring an out of town or out of school guest to a dance under certain circumstances. CCHS students are responsible for their guest's behavior at school dances. If there is a problem with a guest, both the guest and the CCHS student may be required to leave the dance. If there is a problem with a guest, the CCHS student may lose the privilege to bring a guest to any future dance or even attend any future dance.
  - i. Out of town or out of school guests must be pre-approved at the discretion of CCHS administration, subject to the following guidelines:
    1. All guests must complete a Guest Attendance Form and if required by administration, verify information and answer follow-up questions.
    2. Out of town guests must be enrolled in grades 8-12 and may be required to take the form to an administrator at his/her school to verify by signature the guest is a student in good standing.
    3. Out of school guests - due to the difficulty of verifying information on out of school guests, only Graduates from CCHS will be considered by administration on an individual basis.
    4. Home schooled guests will be considered by administration based on age and grade level of home schooled work. The age and grade level must be equivalent to that of CCHS grades 8-12.
    5. Only one guest is allowed per CCHS student.
  - ii. To bring a guest, CCHS students must:
    1. Get a Guest Attendance Form from the main office and return it completed to the main office 10 days before the dance.
    2. The student/guest must answer any follow-up questions or verify any requested information about the proposed guest.

3. The CCHS student and their guest must enter the dance together. Guest must present his/her high school ID, driver's license or state ID to be admitted to the dance.

c. **Once a student or guest leaves the dance, they cannot return.**

## 2. **Dancing Guidelines:**

Students are expected to dance in a respectable manner. The style of dance over the past few years has become a serious concern. The goal of these Dance Procedures is not to inhibit students' creativity but to maintain an acceptable decorum at CCHS dances. Dancing that is overtly sexual in nature or creates unsafe conditions is inappropriate and not allowed. School officials reserve the right to make decisions on suitable dancing and individuals who engage in the inappropriate dancing behaviors will be removed from the dance and parents/guardians will be notified. If a student is removed from the dance for inappropriate dancing, he/she may not be allowed to attend the next dance or any future dances.

Inappropriate dancing behaviors include, but are not limited to:

- Grinding, straddling or simulated sex dancing.
- Extreme bending over.
- Break dancing, moshing or other types of dance that could harm to the dancer or others.
- Chain dancing (3 or more).
- "Making out" (no overt and/or prolonged public displays of affection).
- Placing hands anywhere except on a dance partners waists or shoulders.

## 3. **Dress Code:**

All dance attendees should dress appropriately. Some variance from the Student Handbook may be allowed, including strapless dresses, but no revealing clothing may be worn including clothing with a plunging neck line and apparel which exposes the posterior or midriff. As further variance from the Student Handbook, dresses may end above the knee, but no shorter than fingertip length. School administration reserves the right to make decisions on student dress based on appropriateness and good taste. Students who are dressed inappropriately will be denied admittance or will be removed from the dance.

## 4. **Student Behavior:**

Clinch County staff and administration want students to experience a drug and alcohol-free dance. Students may be subject to search upon entering a dance and during the dance. No alcohol, drugs, or tobacco are allowed. The possession, use, or being under the influence of a controlled substance or alcoholic beverage while going to or coming from a dance or while attending a dance are prohibited. Students observed during the course of the dance to be in possession of, using, selling, furnishing, or under the influence of a controlled substance or alcoholic beverages will be removed from the dance and parents will be contacted to pick up their student. School-assigned personnel reserve the right to search vehicles which transport students to a dance. If any alcohol is found, no students in the vehicle will be admitted to the dance.

