



Calhoun County High School

Student Code of Conduct

2025 - 2026

Dr. Tonya Robinson, Principal
Pamela Quimbley, Superintendent

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Principal's Welcome Back Letter

Dear Students, Parents, and Guardians,

Welcome to the 2025–2026 school year! I am honored and excited to serve as your principal as we embark on another year of learning, growth, and achievement at Calhoun County High School. Whether you are a returning family or joining us for the first time, I extend a warm welcome to you.

This year's theme is "**Elevate Excellence**" — a call to challenge ourselves to reach higher academically, socially, and emotionally. We are committed to ensuring that every student receives high-quality instruction, support, and opportunities to thrive in a safe and engaging environment.

As part of our continued focus on student achievement and instructional improvement, I am excited to announce that **Calhoun County High School is transitioning to a block schedule this school year**. This model allows students to engage in longer, more in-depth instructional periods, take more courses throughout the year, and benefit from increased opportunities for academic interventions and enrichment. We believe this shift will lead to stronger academic outcomes and a more personalized learning experience.

Throughout the summer, our dedicated team has been preparing for this change and ensuring that our teachers are fully equipped to maximize instructional time. We are confident that this new schedule will support both student learning and teacher collaboration.

In addition to the block schedule transition, we are continuing our work in the following areas:

- Strengthening literacy and numeracy across all content areas
- Supporting students' social-emotional development and wellness
- Expanding college and career readiness opportunities
- Enhancing family engagement and community partnerships

We encourage parents and guardians to stay connected through regular communication, attending school events, and supporting students' academic progress at home. Together, we can ensure that every student is equipped to succeed not only in school but in life.

On behalf of our faculty and staff, thank you for your trust, partnership, and commitment to excellence. Let's make this a remarkable year!

Warm regards,

Dr. Tonya Robinson
CCHS Principal

Vision Statement

The vision of Calhoun County School System is to develop highly functioning, life-long learners who are employable, productive, and adaptive citizens capable of demonstrating problem solving skills.

Equal Educational Opportunities

The school district does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations.

The Purpose of the Student Code of Conduct

The CCHS Student Conduct is intended to inform students in grades 9-12 of the types of behaviors that are acceptable versus unacceptable. It is impossible to write a Code that addresses every conceivable variation of permitted and prohibited behavior. Consequently, students should understand they may be disciplined for any misconduct that disrupts the orderly mission of the school, that endangers safety or that is otherwise determined by school administration to be unsuitable to maintain a safe, positive, and supportive learning environment, whether or not it is specifically listed in the CCHS Student Code of Conduct. Individual classroom teachers may impose campus or classroom rules in addition to those found in this CCHS Student Code of Conduct that are geared toward improving safety, well-being, and academic progress. These rules may be explained by the teacher, posted in classrooms, or distributed to students. The determination of whether a student has violated the CCHS Student of Conduct will be based solely on a preponderance of the evidence.

Learning and Compliance

The CCHS Student Code of Conduct is distributed and taught to students during the first week of school. A signed Parent/Guardian Signature Page found on the last page is required from each student and parent/guardian. A parent or legal guardian that does not acknowledge receipt of the student code of conduct shall not be absolved of any responsibility with respect to the information contained in the student code of conduct. Students who enter the School District during the school year will receive the CCHS Student Conduct of Conduct.

Calhoun County System Information

133 Cougar Lane, Edison, GA 39846

Phone: 229-545-7232 Fax (229) 600-2012

www.calhoun.k12.ga.us

Hours 8:00 - 4:00

Pamela Quimbley, Superintendent

Board of Education

Mr. Lester Hutchins, Board Chairman
Mr. Ronnie Williams, Board Vice Chairman
Mr. Tonny Ingram
Mr. Claude Buck
Mr. Bobby Paul
Ms. Shawanda Brown
Ms. Kim Douglas

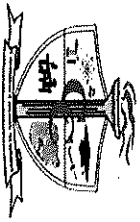
Administrative Staff

Mrs. Dee Kegler, Human Resources
Ms. Sharon Stringer, Administrative Assistant
Ms. Gwendolyn Gray, Bookkeeper/ Accounts Payable
Ms. Jacquelyn Moses, Curriculum Director
Mrs. Stephanie Paige, SPED Coordinator
Mrs. Dee Kegler, Human Resources/Payroll/Insurance
Ms. Cynthia Levatte, FTE Coordinator, Family & Community Engagement
Mr. William White, Transportation
Mrs. Priscilla Johnson, Food Nutrition Supervisor
Mr. Cornelius Mullins, IT
Mr. Fundrail Quimbley, Director of Operations and Facilities
Ms. LaChandra Brundage, SEL-Dual Enrollment/PBIS/Wraparound Coordinator
Ms. Leslie Hutchins, Chief Financial Officer
Mrs. Erika Karver, Federal Program Coordinator, Teacher Recruitment
Coordinator

Calhoun County Schools

2025-2026

Academic Year Calendar



July 25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

August 25						
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September 25						
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October 25						
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November 25						
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December 25						
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January 26						
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February 26						
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28	29	30				

March 26						
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April 26						
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May 26						
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June 26						
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July 26						
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August 26						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- June 30-July 4 All Schools and Offices Closed
- July 7 230 Day Employees Return
- July 14 220 Day Employees Return
- July 21 210 Day Employees Return
- July 28 200 Day Employees Return
- August 4 New Teacher Orientation
- August 5 - 11 Pre Planning
- August 12 First Day of School
- September 1 Labor Day
- October 3 Student Half Day/Parent Teacher Conferences
- October 7 End of 1st Quarter
- October 13-17 Fall Break
- October 20 Teacher Work Day/Student Holiday
- November 24-25 Thanksgiving Break
- December 16 End of 2nd Quarter
- December 17 Teacher Work Day/Student Holiday
- January 5-6 Teacher Work Day/Student Holiday
- January 7 Students Return
- January 19 MLK Holiday
- January 19 Student Half Day/Parent Teacher Conferences
- February 13 Winter Break
- February 16-20 End 3rd Quarter
- March 13 Teacher Work Day/Student Holiday
- March 16 Spring Break
- March 30 - April 3 Last Day of School
- May 20 Post Planning
- May 21-22 Memorial Day Holiday
- May 25 Last Day for 200 Day Employees
- June 1 Last Day for 210 Day Employees
- June 9 Last Day for 220 Day Employees
- June 17 Juneteenth Holiday
- June 19 Last Day for 230 Day Employees
- June 25

- 163 School Days
- 12 Inservice/Pre/Post Planning Days
- 175 Total Teacher Work Days
- Teacher Work Day/Student Holiday
- End of Quarter
- Student and Staff Holiday
- Student Half Day/Parent Teacher Conferences
- First and Last Days of School

Board Approved 2/19/2025

- Teacher Work Hours
- 7:30 AM - 3:40 PM
- Elementary School Day
- 7:55 AM - 3:10 PM (K-2)
- 7:55 AM - 3:15 PM (3-5)
- Middle School Day
- 7:55 AM - 3:20 PM
- High School Day
- 8:00 AM - 3:25 PM
- Central Office Hours
- 8:00 AM - 4:30 PM

General Information

Transition to Block Schedule

Beginning in the 2025 - 2026 school year, our high school will transition from a traditional period schedule to a 4x4 block schedule.

Rationale: This change is designed to enhance student learning by allowing for deeper instruction, increased engagement, and more time for hands-on activities and individualized support. Under the new schedule, students will take four courses per semester, earning up to eight credits per year. This shift supports our continued commitment to academic excellence and college and career readiness.

***Reference bell schedule and school hours in the Academic Policy section of the handbook.**

CCHS Rituals & Routines

- Students should not arrive on campus before 7:20 a.m.
- All students should be off campus at 3:30 p.m. (**except** those students who are supervised by a teacher, coach or club sponsor)
- The city police have been asked to check the school grounds several times during each night. Anyone caught on the grounds during the restricted hours without permission will be brought before the principal and/or city court.
- Students are not to enter the building before 7:20 a.m. without a note, except to obtain an admittance slip for an absence.
- High School students are not to be in the middle school hall and vice versa unless given authorized/written access during the school day.

Office Telephones

All phone calls must be made from the school office.

Daily Announcements

Announcements should be submitted before homeroom. Student announcements must bear the teacher-sponsor's signature and be approved by the principal. Announcements should be submitted to the principal or the secretary. These announcements will be made during homeroom. All persons are asked to stop what they are doing and pay close attention to the announcements.

Enrollment/Withdrawal Procedures

1. Eligibility for Enrollment

Students are eligible to enroll at Calhoun County High School if they:

- Reside within the geographic boundaries of Calhoun County School District; or
- Are approved through a legal transfer or school choice process as outlined by the district and state policy.
- Proof of residency is required at the time of enrollment.

2. Required Documents

The following documentation must be provided:

- Certified copy of the student's birth certificate or other age-verifying documents
- Immunization records (on Georgia Form 3231)
- Hearing, Vision, Dental, and Nutrition Screening Form (Georgia Form 3300)
- Proof of residency (utility bill, lease agreement, or mortgage statement)
- Parent/guardian photo identification
- Withdrawal form or transcript from the previous school (if applicable)
- Social Security card

3. Enrollment Process

1. Parent/guardian completes the district's paper registration form.
2. Documentation is verified by the school registrar or designee.
3. The student is assigned a grade level based on age, transcript, or previous school records.

4. A counselor schedules the student for appropriate courses.

4. Special Enrollment Circumstances

- Foster Care & Homeless Students: Enrolled immediately per McKinney-Vento Act provisions, even if documents are incomplete.
- Students with Disabilities: Must be enrolled and provided services as outlined in their IEP or 504 plan.
- Transfer Students: Must provide records from the previous school; transcripts will be evaluated to determine credit equivalency. A student entering school has ten days to transfer their records from the previously attended school. The student will not be permitted to attend classes after the ten-day period unless there is an extenuating circumstance and the principal extends the time.
- Non-English Speakers: Referred for English language proficiency screening and placed accordingly.

5. Withdrawing Students

Parents must complete a withdrawal form and return all school property. The school will provide an official withdrawal form and transcript upon request.

Provisional Enrollment Requirements

At the time of enrollment, parents/guardians must disclose whether the student has a felony adjudication or pending disciplinary action. The enrolling school must receive student records within 10 school days, or the student may be assigned to remote learning.

Withdrawal from School

- Before a student withdraws from school, he/she should discuss withdrawing with the counselor and/or principal.
- Parents/guardians must withdraw any student under the age of eighteen (18).

Withdrawal Procedures for Students 18 and Over

- The student must have a note with a telephone number for verification.
- The student will fill out a withdrawal application with the counselor who will then notify the teachers of the withdrawal intentions.
- Students must return books, uniforms, etc. **and pay all debts** before

receiving clearance for grades.

- The student will then return the form to the Guidance Office and pick up the remaining paperwork to complete the withdrawal process.
- **All student athletes must inquire with athletic coaches before receiving clearance for grades.**

DENIAL OF ENROLLMENT:

Violation of codes of student conduct may result in denial of privilege for out-of-county students to be enrolled in the Calhoun County School System. Upon request for enrollment, student discipline or other records, including juvenile/criminal record, may result in students being denied admission to Calhoun County Schools or may result in students being administratively assigned to Alternative Ed setting. This includes all students returning from incarceration.

Student Debts

All debts owed by students for library fines, lost or damaged textbooks, school pictures, etc. should be paid as soon as possible, but **no later than the end of the semester during which the debt occurred.** Transcripts of grades will not be given or mailed for students leaving CCHS owing debts until those debts are paid. Students will remain on the delinquent list until debts are paid and a notice is given from the office for clearance. Parents will be notified of debts incurred by students. Students who owe fines will not be issued additional books the following year nor are they eligible to receive honors/privilege or field trips.

ATTENDANCE POLICIES

The State Compulsory Attendance Law requires any child from six to sixteen years of age to attend school on a regular basis if they are mentally and physically able to do so and so long as that child abides by the rules and regulations of the Board of Education and the school. Any student in grades K-12 who is absent (excused and unexcused) from school for more than fourteen **(14)** days per year **will not** receive course credits.

Parents may make an appeal for the child's credit through the School Attendance Committee (not to be confused with the Attendance Protocol Committee) to determine if the student is to receive scholastic credits for the year. If approved, the parent of the child in question must arrange a meeting with the principal before credit is restored. Parents will be made aware of absences each grading period (4 times per school year).

Students who are out of school but are to be counted present must have approval from the office and advise classroom teachers before the day he or she is to be out. This includes class field trips, college days, and any other school related activities. Extenuating circumstances will be taken into consideration on an individual basis. The

parent or guardian of any student dissatisfied with the decision has the right of an appeal in writing and in person before the school superintendent and the Board of Education.

The following are to be considered legitimate and excused absences:

- Personal illness in which attendance at school would endanger their health or the health of others.
- Serious illness or death of a parent or grandparent of the student.
- Special and recognized religious holidays observed by the family.
- Dental and doctor appointments – students must show their dental or doctor appointment card or the parents must call the principal about the appointment before the student will be excused.
- Military recruitment activities.
- Court ordered appearances (with a letter from the court).
- A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

A doctor or dentist note is required if the child sees a medical provider. Any other absences will be documented as unexcused. This is due the day the student returns to school. Excuses may be submitted via fax or email (office secretary). If such a note is not submitted the second school day after the absence, the absence will automatically become unexcused and all rules concerning unexcused absences will apply. No notes will be accepted after the second day.

Pre-assigned tests or projects are to be taken or turned in on the first day of the student's return to school (providing the assignment was made prior to the absence).

Teacher discretion may be used depending upon the severity and length of the illness. Students will be held responsible for all work missed as a result of absences (if excused). This is to include all work missed while on a trip or extra-curricular activities.

Note: GA School Law 20-2-690.1.: Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who violates this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction.

Excessive Absences Reporting

"Students missing more than 30 school days in a year will be reported to the Department of Family and Children Services (DFCS) for further investigation."

TRUANCY/COMPULSORY ATTENDANCE

O.C.G.A. 20-2-690.1

MANDATORY EDUCATION FOR CHILDREN BETWEEN THE AGES OF 6 AND 16

- Every parent, guardian, or other person having charge of any child between the ages of 6 and 16 shall enroll the child in a public, private, or home study program.
- Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who violates this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days Georgia Compilation of School Discipline Laws and Regulations Page 46 of absence for a child shall constitute a separate offense.

O.C.G.A. 20-2-691

- The minimum session of annual school attendance required shall be the full session of the school which the student is eligible to attend.

O.C.G.A. 20-2-695

- A local board of education may employ an attendance officer whose responsibilities shall include cooperating with state agencies to enforce attendance requirements.
- Shall have authority to assume temporary custody of children absent from school.
- Authority to report children absent from school to juvenile court.

O.C.G.A. 20-2-696

- Attendance officers shall cooperate fully with the Department of Human Resources, the Department of Labor, and other state agencies.

O.C.G.A. 20-2-697

- Attendance officers shall receive the cooperation and assistance of all teachers and principals of public schools. Principals and local school administrators shall allow attendance officers to review daily attendance records of students.

O.C.G.A. 20-2-698

- Peace officers may take temporary custody of truant children.

O.C.G.A. 20-2-701

- Local school superintendents or visiting teachers and attendance officers shall use their best efforts to notify any child 14 years of age or older who has only three absences remaining prior to violating the attendance requirements contained in subsection (a.1) of Code Section 40-5-22. Such notification shall be made via first-class mail.

Attendance Protocol

The Georgia State Legislature passed House Bill 1190 in the spring 2004 legislative session raising attendance standards and tightening attendance laws and responsibilities requiring every school system in the state of Georgia to adopt a written attendance protocol by June 1, 2005.

- The goals of the School Attendance Initiative include a review of cases of chronic absenteeism, both excused and unexcused, and excessive tardies, and early dismissals.
- An Attendance Support Team (AST) at each school level, will determine contributing factors to poor school attendance, and offer assistance to the family, if appropriate.
- The process involves monitoring excessive absences, tardies or early dismissals and making contact with parents using phone calls, letters, home visits, and/or appearances before the AST.
- If parents are asked to appear before the AST, a contract between the school and the parent or student can be drafted.
- In the event changes do not occur within a reasonable time, a referral will be made to the Calhoun County Juvenile Court or Superior Court for failure to comply with the State's Compulsory Attendance Law, 20-2-690.1.
- The Calhoun County School System is very sympathetic to the fact that many students are absent due to illness or other legitimate causes.
- It is not the intent of this initiative to cause hardship for parents; only to assist them in making sure regular school attendance is a priority.
- **The Calhoun County School System is dedicated to working with parents to improve student attendance.**
- Our hope is that the implementation of the "School Attendance Initiative" will result in system-wide improvement in regards to attendance.

GUIDANCE FOR ATTENDANCE PROCEDURES

Absences

3 Unexcused or 5 Excused Absences	Phone Call
4 Unexcused or 6 Excused Absences	Attendance Letter
5 Unexcused or 7 Excused Absences	Meeting with parent/guardian
6 Unexcused or 8 Total Absences	Review by the school Attendance Support Team

Handling Excuses for Absences

The student presents the note from their parent/guardian or doctor to the designated staff in the building before school. **All notes must be obtained before school starts for the day.** The note should include the student's name, dates of absence, and the reason for being absent. The original note will be filed in the office. This form will be shown to all subject teachers and signed, indicating whether or not the absence is excused. It is the student's responsibility to see teachers about make-up work within the three (3) days allotted. Students will receive zeroes for work not made up by the end of the semester. Students with extenuating circumstances may appeal their cases to the Attendance Committee. **The School Attendance Committee meets at the end of each year and consists of the principal, counselor, and designated teachers.** Students who live outside Calhoun County and have excessive absences or are having behavior problems will be referred to the county of residence to attend school. Failure to bring an excuse will result in an unexcused absence.

Tardy Policy

- A student is tardy to school if not present in the first period by the 7:55 a.m. bell.
- A student who is tardy to school must sign in at the **main** office and receive an admittance slip before entering any classroom.
- Excused tardies – Students must be accompanied by parent/guardian or have a written excuse from a doctor, dentist, or other authorized person.
- Unexcused tardies - Students shall not exceed three (3) tardies per semester per class.

Consequences for Unexcused Tardies

- 1st Tardy:** Conference with the student
- 2nd Tardy:** Conference with student and Parent Notification
- 3th Tardy:** Parent notification and ISS

4th Tardy: Suspension pending Parent Conference

OSS is an unexcused absence.

Tardies and/or Early Dismissals

6 Tardies or Early Dismissals

7 Tardies or Early Dismissals

Tardies or Early Dismissals

9 Tardies or Early Dismissals

Phone Call

Attendance Letter 8

Meeting with
parent/guardian

Review by the school

Attendance Support
Team

A student may be placed on an Attendance Contract at the discretion of the administrator and/or meeting with the Attendance Support Team. The contract is reviewed with both parent/guardian and/or student. All parties are required to sign the contract. This meeting is followed by the ongoing monitoring of the student's attendance. If the student fails to comply with the terms of the Attendance Contract, he or she may be referred to the court system for truancy. Additionally, failure to sign the contract may result in a court referral.

Amended 5-17-07

A student with a history of excessive absences or a previous attendance contract on the first unexcused absence or unexcused tardy of the new school year will be issued an attendance contract, after which protocol as previously written will be followed.

Early Leave Policy

Students may be excused during school hours to leave school for medical or legal reasons. The administrators must approve all students leaving campus. Any student who rides a bus in the morning is considered on campus. All students must present a written request dated and signed by the parent or guardian to the appropriate personnel. **A parent or guardian must then sign out students.** Students who leave early more than 5 times in a nine week period will conference with the AST team and parents will be notified.

Once on campus, students are not to leave without permission from the Principal and/or proper sign out procedures.

★ *Students who leave early more than 5 times in a nine week period

will conference with school-based members of the AST team and parents will be notified.

Early Pick-Up Policy for Parents

To ensure the safety of all students and to minimize disruptions to the instructional day, the following procedures must be followed for early student pick-up:

1. Authorized Pick-Up

- Only parents/guardians and individuals listed on the student's emergency contact list will be allowed to check a student out early.
- Photo identification is required for all early check-outs, even if the staff is familiar with the individual.

2. Instructional Impact

- Early check-outs are strongly discouraged between 12:30 - 2:30 PM unless there is an emergency.
- Frequent early pick-ups may impact attendance records and instructional time, especially if they become habitual.
- Early dismissals are recorded in the same manner as tardies and may result in consequences if they become excessive.

3. Check-Out Procedure

- Parents must report to the main office to request early dismissal.
- Students will not be released from the classroom until office staff confirms the pick-up.
- Students will not be allowed to wait outside or be dismissed directly from the classroom.

4. Medical and Appointment Documentation

- If a student is picked up early for a medical, dental, or legal appointment, written documentation from the provider should be submitted upon return.
- Documented appointments will be considered excused early check-outs.

5. Emergency Situations

- In the event of an emergency, the school will follow all safety protocols and communicate directly with parents regarding early dismissal procedures.

Consequences for Excessive Early Pick-Ups

- Parents will be notified if early check-outs become excessive (more than 5 per grading period).
- A parent conference may be scheduled to discuss the impact on the student's academic performance and attendance.

Skipping

Students shall not skip class or school. Students who miss more than ten (10) minutes of class without an excuse are considered skipping. Failure to bring an excuse for being absent or tardy to school and/or failure to get permission to sign out before leaving school early are considered skipping.

HOSPITAL HOMEBOUND INSTRUCTION

Hospital Homebound Instruction refers to the provision of hospital/homebound instruction by the school system for eligible students who are able to participate in educational instruction and who have a medically diagnosed condition that is non-communicable. The school system must receive a completed medical form, signed by a licensed physician, stating he/she anticipates that the student will be absent a minimum of 10 consecutive days or that the student has a chronic health condition causing him or her to be absent for intermittent periods of time, i.e., of greater than, equal to, or less than 10 days on each occasion during the school year. Medical re-documentation after each period of absence for a chronic or recurring condition is not necessary, but must be updated at least on an annual basis. **Pregnancy is not covered under hospital homebound unless there are complications certified by a doctor.** To be eligible for hospital/homebound instruction by the Calhoun County School System, a student must be actively enrolled in the Calhoun County School System and be a resident of Calhoun County. Physician verification of medical necessity is required. If physician consents, modifications and accommodations will be provided so that the student may attend school. A student will be counted present each day if the student completes work for each day and receives instruction for a minimum of 3 hours per week, excluding travel time. Students may be served through internet or telecommunication devices, if available. An adult must be present during each entire home instructional period, except where instruction is provided through telecommunication. Instruction may be offered in the hospital, or other setting; either

individually or in small groups. PLEASE CONTACT LASHANDRA BRUNDAGE @ CENTRAL OFFICE (545-7231) AS EARLY AS POSSIBLE REGARDING POTENTIAL NEED FOR HOSPITAL HOMEBOUND SERVICES. **Note: Hospital homebound will not start until all documents have been submitted and approved by the Coordinator.**

Academic Policies

Credit Impact for Attendance in Block Schedule

Due to the accelerated nature of the 4x4 block schedule, regular attendance is essential for academic success. Students who exceed the allowable number of absences in a course (typically more than 5 per semester) may be subject to loss of credit, regardless of academic performance. Attendance recovery opportunities may be provided, but must be completed by the end of the semester to avoid course failure.

Block Bell Schedule

Block	Time
1st Block	8:00 AM- 9:30 AM
2nd Block	9:35 AM- 11:05 AM
ELT	11:10 AM- 11:35 AM
3rd Block(Split)	11: 40 AM-12: 10 PM
LUNCH	12:10 PM- 12: 40 PM
3rd Block(Split)	12: 45 PM-1: 45
4th Block	12: 45 PM-1: 45

Teacher and Student Engagement in Extended Classes

To ensure academic success and maximize instructional time in our 90-minute block schedule, all teachers and students are expected to maintain active engagement throughout each class period. Extended class periods are designed for deeper learning, collaboration, and enrichment opportunities. Therefore:

- Teachers will use a variety of instructional strategies, including direct instruction, small group work, independent practice, hands-on activities, technology integration, and checks for understanding to keep students actively involved.
- Students are expected to participate fully in all learning activities, follow classroom procedures, remain attentive, complete assignments, and contribute to a respectful and focused learning environment.
- Breaks, if provided, must be brief and purposeful to support student focus and productivity.
- Off-task behavior, sleeping, excessive cell phone use, or refusing to participate will be addressed promptly, as these behaviors interfere with the learning environment and student achievement.

Failure to meet engagement expectations may result in disciplinary action and impact course performance.

Graduation Requirements

To receive a High School Diploma a student must:

- Complete 23 Carnegie units/credits of required instruction
- **Complete attendance requirements**

To receive a Special Education Diploma, a student must:

- Have completed all the requirements of their Individualized Education Program.
- Complete attendance requirements.

Students will not receive a diploma or march if any graduation requirements are not met. Upon successful completion of requirements, the diploma can be mailed or awarded.

***Diplomas will be held for misbehavior at graduation and the offending student(s) will serve community service on the school campus.**

Carnegie Units Defined

A Carnegie unit is defined as one unit of credit awarded in 9-12 grade based on 150 clock hours of instruction.

Areas of Study

A course shall count only once for satisfying any unit of credit requirement for graduation. See the following chart.

Calhoun County High School Graduation Requirements for 2026 Cohort

Area of Study	Units Required
State Required Units:	
(I) English/Language Arts (9th Lit & American Lit) 2 additional units	4
(II) Mathematics (Algebra I & Geometry)	4
(III) Science (Biology & Physical Science - Chemistry, Environmental, or Career Tech Science(Agricultural Science)	4
The 4th Science may be used to meet both science & elective requirements.	
(IV) Social Studies (American Government/Civics, Economics, US History or World History)	3
(V) CTAE and/or Foreign Language and/or Dual Enrollment opportunities	3
(VI) Health and Physical Education	1
(VII) Electives	4
Total State & Locally Required Units	Minimum of 23

Graduation Requirements Changes for the Graduating class of 2027

For the **2027 cohort**, graduation requirements are increasing from the current 23 units to a **total**

of 28 credits, with the following distribution:

Content Area	Required Number of Credits
ELA	4
Math	4
Science	4
Social Studies	3
Health	0.5
Physical Education	0.5
CTAE	3
Electives	7
Transition to HS	2
Total	28

Summary of Changes

- **Total credits increased by 5 units** (from 23 to 28), shifting to a more robust curriculum.
- **Electives** see the largest jump—from 4 to 7 credits—offering students more personalized learning paths.
- The addition of **2 credits for “Transition to High School”** ensures structured support as students move into high school.
- Health and PE remain semester (½-credit) courses, but are now distinct rather than combined.
- Core areas (ELA, math, science, social studies) remain the same in number of credits, but the overall program now demands deeper and wider engagement.

Commencement Program

The commencement program will be planned by the counselor, senior class honor students, senior class president, and at least one senior sponsor. Honor students and the senior class president will be eligible to perform on the program (provided all graduation requirements have been met). Students will

be given an opportunity to select program parts based on GPA. Top GPA will be selected first, etc.

The dress code for graduation and graduation practice will be strictly enforced.

High School Graduation Dress Code

Graduation is a formal event!

The following clothing is **not acceptable** for your graduation ceremony.

- Jeans
- PJ's
- Athletic Pants
- Joggers
- Shorts
- Flip Flops
- Slides
- House shoes

Dress for Ladies:

- Natural colored hair only (brown or black)
- White gown, cap, tassel and stole: The cap is to be worn flat on the head with the point at the center of the forehead and tassel on the right side
- Under-gown attire: White dress.
- Shoes: White or clear dress shoes; *no bright colors that may distract from the graduation regalia, no tennis shoes, no flip flops, no slides and no house shoes. No Shoes with heels higher than 3 inches.*

Dress for Men:

- Natural colored hair only (brown or black)
- Blue gown, cap, tassel and stole: The cap is to be worn flat on the head with the point at the center of the forehead and tassel on the right side.
- Under-gown attire: Black dress slacks.
- White-collared dress shirt with a red tie (no bowtie).
- Shoes: Black dress shoes ; *no bright colors that may distract from the graduation regalia, no tennis shoes, no flip flops, and no house shoes.*

Dress for Junior Marshalls (Ladies):

- Natural colored hair only (brown or black)
- White dress
- White or clear dress shoes

Dress for Junior Marshalls (Men):

- Natural colored hair only (brown or black)
- White shirt, black dress pants, black dress shoes.

Note: Ceremony attire for all can only be changed by the Principal.

SENIOR DRESS FOR CEREMONY

- Graduates should arrive at specified time, dressed for the ceremony in cap, gown, tassel, stole, and corrected under-gown attire and shoes. No senior will be permitted to march unless he/she is dressed appropriately for the ceremony.
- Seniors may not alter their cap, gown, stole, tassel, or person with writing, decorations, drawings, etc. Only Academic regalia issued by Calhoun County High School may be worn in the ceremony.
- Before entering the holding area, seniors will be checked by faculty for proper attire. Any inappropriate items found on the seniors will be confiscated.

“Geke” Rule

No student shall have their picture made wearing items that depict honors they have not achieved. For example, a student who is not an honor student wears a BETA stole. This is completely unacceptable and the offending student will be subject to **losing all** senior privileges. Money for pictures **will not** be refunded. The student **will not** receive the pictures!

***Seniors who become habitual disciplinary problems will have their senior privileges revoked.**

Seniors who have met all requirements for graduation may take senior week privileges. **Seniors who are failing one or more subjects and will not accumulate 28 Carnegie units at the end of the semester must attend classes during senior week.**

Senior Trips – Seniors must have a passing average, may not exceed 3 disciplinary referrals, and may not exceed 7 unexcused absences.

Senior Policies/Privileges

Seniors will receive the following privileges:

1. Senior trip (following previously established guidelines)
2. Senior week
3. College Visitation Days will be allowed with **prior** contact by letter from the college and counselor's approval a week in advance of the visit.
4. Graduation ceremonies if all requirements are met

The graduation exercise is a local event and privilege which honors graduates as well as their parents/guardians, friends, and teachers who have helped them achieve this success.

Grading and Reporting System

Grading System

90-100 A
80-89 B
70-79 C
1-69 F

Grading and Reporting System

1. The passing grade for students in grades 9-12 is 70.
2. Any parent not satisfied with the educational development for his child may schedule a conference with the teacher, counselor, and principal.
3. Report cards will be issued on a 9 weeks basis.
4. Progress reports will be issued at the end of every 4 1/2 weeks of instructional days within a 9 weeks period.
5. Nine weeks grades will be used to calculate a semester grade. Semester grades will be used to determine a yearly average.

Report cards will be sent home with-in five school days of a nine weeks grading period. All incomplete grades, make-up work, grade changes, or absences must be cleared up before ten school days following the end of the semester.

Year Long Courses and Credit Recovery

The Academic Year of Calhoun County High School consists of both semester and full year courses. Most academic and elective courses are year-long courses and receive .5 unit of credit at the end of the first semester and .5 unit of credit at the end of the second semester. Some elective courses are semester courses and receive .5 units of credit upon successful completion.

Credit Recovery

Students who need to recover a credit for a course they failed (high school only) may be enrolled in Credit Recovery during designated times. Credit Recovery will only be for required courses.

Dual Enrollment

Dual Enrollment (DE) provides funding for students who are dually enrolled at a participating eligible high school and a participating eligible post-secondary institution in Georgia. These students take post-secondary coursework for credit towards high school graduation and post-secondary degree, diploma, or certificate requirements. The program is offered during all terms of the school year: fall, spring and summer semester or fall, winter, spring and summer quarter. Classes needed to meet graduation requirements must be taken before Spring Semester of their senior year, ex. American Lit. Economics, etc. Georgia Student Finance Commission (GSFC) uses GAfutures (www.gafutures.org) as the governing body over DE. High School students attending post-secondary institutions are subject to the requirements of GAfutures, the post-secondary institution and Calhoun County High School.

End-of-Course (EOC) Assessment Policy

In accordance with the Georgia Department of Education guidelines, End-of-Course (EOC) assessments will count as **10% of a student's final grade** in the corresponding course. EOC assessments are administered in the following subjects:

- Algebra: Concepts & Connections
- Biology
- U.S. History
- American Literature and Composition

The final course average is calculated by combining the average of the coursework (90%) and the EOC score (10%). Students must participate in the EOC assessment to receive a final course grade. Failure to complete the EOC will result in an "Incomplete (I)" on the report card until the assessment is completed and scored.

Promotion/No Credit Policy

The Calhoun County Board of Education expects students to progress annually from one instructional level to the next and to have the maximum opportunity to succeed in school. Therefore, the guidelines below shall be followed as decisions are made to retain or promote students.

Excessive absences in high school grades 9-12 may be considered as a basis of no credit in a subject area. State regulations require a daily average of 5 ½ hours in attendance to receive credit for a class.

Promotion Policy

Promotion from 9th to 10th grade:

- Earn 5 units
- Must pass Literature & Composition I, Algebra: Concepts and Connections, Physical Science, and ½ unit each of American Government/Civics/World Geography and/or Economics/PE/Health

2. Promotion from 10th to 11th grade:

- Earn 6 additional units for a total of 11
- Must pass all 9th grade requirements
- Must pass Literature & Composition II, Geometry: Concepts and Connections, and World History and Biology and 3 units that may include a CTAE Pathway, foreign language, and/or Fine Arts

3. Promotion from 11th to 12th grade

- Earn additional 6 units for a total of 17
- Must pass all 9th and 10th grade requirements
- Must pass Literature & Composition III, Advance Algebra Concepts and Connections, U. S. History, Environmental Science, and 2 units that may include a CTAE Pathway, foreign language, and/or Fine Arts.

4. Graduation

- Must pass Literature & Composition IV, Pre-Calculus, Animal Science and/or 4th Science, Personal Finance and Econ,
- Pass all required Georgia Milestones End of Course expectations.
- Earn a total of 23 units including all units listed above.

High School Diplomas and Certificates

1. *High School Diploma* – the document awarded to students certifying that they have satisfied attendance requirements, unit requirements and the state assessment requirements as referenced in Rule-160-3-1-.07 Testing Programs – Student Assessment.

2. *High School Certificate* – the document awarded to pupils who do not complete all of the criteria for a diploma or who have not passed the state assessment requirements as referenced in Rule 160-3-1-.07 Testing Programs – Student Assessment, but who have earned 23 units.

3. *Life Skills Diploma or Employment Preparatory Diploma* – the document awarded to students with disabilities assigned to a special education program who have not met the state assessment requirements referenced in Rule 160-3-1-.07 Testing Programs – Student Assessment or who have not completed all of the requirements for a high school diploma but who have nevertheless completed their Individualized Education Programs (IEP).

CHEATING will not be condoned.

- Any student guilty of cheating within a school year will be given a zero for that particular assignment and parents will be notified. The incident must be reported to the office. The second offense of cheating will be an office referral resulting in ISS.
- Calhoun County School students guilty of any cheating may not be eligible for any academic honors.
- Any **senior** found guilty of cheating may forfeit their right to any academic recognition during their senior year, including graduation ceremonies, valedictorian, salutatorian, etc.

HONOR ROLL

An honor roll will be published at the end of each nine weeks grading period. This is based on numerical average. The students who have an "85" or above average report card grade will be listed on the honor roll.

Honor Graduates

Honor students will be named at the end of the third nine weeks of the senior year. All students with an average of 90.000 (89.999 is not 90) or better for all course work completed during 4 years of an accredited high school/public post-secondary program will be designated as honor students. Students enrolled in Advanced Placement (AP) Courses will receive ½ point per semester.

Any additional students who achieve 90.000 or better GPA at the end of four years of an accredited high school program will also be designated as honor students even though they will not be designated on the program.

Valedictorian and Salutatorian Criteria

The title of Valedictorian is awarded to the graduating seniors who have achieved the highest cumulative academic ranking based on the criteria outlined below. The title of Salutatorian is awarded second-highest cumulative academic rankings based on the criteria outlined below:

Eligibility Criteria:

1. **Enrollment Requirement:**
The student must have been enrolled in the school for at least four consecutive semesters immediately prior to graduation.
2. **Qualifying transfer students must have attended the Calhoun County School System a minimum of 2 years.**
3. **Graduation Plan:**
Only students completing the traditional 4-year diploma track are eligible. Early graduates and students completing alternative or modified diploma tracks are not eligible for these honors.
4. **Behavioral Standing:**
Candidates must be in good disciplinary standing with no record of major infractions resulting in long-term suspension, tribunal, or expulsion.

Calculation Method:

1. **Cumulative GPA:**
Class rank is determined by the cumulative Grade Point Average (GPA) as calculated at the beginning of the 4th nine weeks. GPA calculations include:
 - Completion of all state-approved, credit-bearing coursework
 - Honors, Advanced Placement (AP), Dual Enrollment, and IB courses are given additional weight according to district policy
2. **Tie-Breaking Procedures (if needed):**
 - Highest number of AP or Dual Enrollment credits
 - Highest number of honors-level courses completed
 - Highest cumulative numerical average
 - Highest SAT/ACT composite score
3. **Final Verification:**
All rankings and GPA calculations will be reviewed and verified by the principal and school counselor. The announcement of both honors will be made during honors day if final verification is complete. If the final verification is not complete, the announcement will be made during the graduation ceremony.

To be considered an honor graduate, valedictorian, salutatorian, senior superlative, STAR student, or other senior honors, a student must be enrolled in and attend Calhoun County High School for a minimum of one course per semester.

Presentation of scholarships and other awards should be made during the Honors Day Program. Presentations from the U.S. Military will also be awarded.

Senior Superlatives

The faculty of CCHS would like to recognize 10% of the seniors who, during grades 9-12 have:

- High academic standards (80 or above GPA)
- Always represented CCHS in a credible manner (never suspended OSS)
- Maintained qualities of good citizenship
- Leadership abilities
- Active membership in various clubs, participated on athletic, academic, and/or leadership teams, etc.
- Received prizes, academic awards and/or honors

Visit www.gafutures.org to gather information about colleges, financial aid, HOPE and more.

STAR Student

The Business Council of Georgia and the Georgia Department of Education qualifications and guidelines will be used in determining the STAR student at CCHS. In order to be eligible, a student must take at least one core course on campus each semester.

Senior Debts

By April 1, a list of outstanding debts by seniors will be prepared. The teacher or advisor to whom debts are owed will make every effort to collect debts. At this time students will be informed in writing of outstanding debts. Any senior owing a debt will not be allowed to participate in senior week activities, graduation practice, or commencement exercises. Students who owe the school at least \$100.00 will be turned over to Small Claims Court if the debt is not paid within one week of graduation. Students will be responsible for court costs. **Checks will not be accepted for debts. The latest date a senior debt can be turned in is two weeks prior to the last day of school for seniors to prevent them participating in senior week activities, graduation practice, or commencement exercises.**

Junior Marshals

At the end of the 3rd 9 weeks, students with a GPA of 90.000 or better will be asked to serve as graduation marshals. The student with the top GPA in the college preparatory

track will lead the graduates (preceded by a senior sponsor) during the commencement exercises and practices.

Gifted Program

Calhoun County Schools is committed to identifying and supporting gifted and talented learners through a comprehensive screening and referral process. The school follows state guidelines and district procedures to ensure all students have equitable access to gifted services.

Referral Process

Students may be referred for gifted screening by **teachers, parents/guardians, or the students themselves**. Referrals can be made at any point during the school year. Teachers should refer students who demonstrate advanced academic performance, creativity, problem-solving abilities, or leadership skills. Students who believe they are ready for more advanced learning opportunities may also initiate a referral by speaking with a teacher, counselor, or administrator.

Screening and Testing

Once a referral is made, school staff will review existing academic data and, if appropriate, move forward with formal gifted eligibility testing. The evaluation process may include assessments of mental ability, achievement, creativity, and motivation, as outlined by Georgia Department of Education Rule 160-4-2-.38.

Next Steps

Students who meet eligibility criteria will be placed in gifted services in accordance with state guidelines and district policy. If a student does not qualify, the MTSS team may explore additional support or enrichment opportunities based on the student's academic needs.

For questions or to submit a referral, please contact the school's **gifted coordinator or guidance counselor**.

Prom/Homecoming

JUNIOR/SENIOR PROM

The Junior/Senior Prom will be held each year at the time and place determined by the junior/senior sponsors and the principal. A fee will be charged for students to attend the prom. The fee will be set by the junior/senior sponsors and the principal. The planning, decoration, and fundraising will be carried out by the junior/senior class. Students who have dates that are not enrolled in CCHS must have those dates approved by the administration. Such dates that are enrolled in another school must have the written approval of their school's administration. Such dates that are not enrolled must present

appropriate identification (current driver's license) in advance of the event. No one over the age of 20, under the age of 14, or enrolled in a middle school may attend.

Homecoming

Homecoming will be held in the fall during football season. The date will be set by the administration and Athletic Director. The Homecoming Court will be nominated by the student body and selected by a vote of the student body. Students who have been assigned OSS during the current academic year will not be eligible. The criteria used for approved dates to the Homecoming Dance will be the same as listed above for Jr./Sr. Prom.

Homecoming Court Eligibility

- Homecoming Queen/King and Court, Prom Queen/King, Class Officers, and Senior Superlatives must meet all eligibility requirements and do not accumulate any office referrals for the present school year and no OSS during their high school career.
- Homecoming court representatives should have a 2.5 Cumulative GPA.
- Students who leave school or drop out before the end of the senior year will forfeit their titles. The runner-up will assume the titles.

Student Conduct

The Every Student Succeeds Act (ESSA) has raised the bar for all students in all grades. Students must pass state mandated tests such as the EOG, and EOCT, and in order to be promoted and to graduate. We will not reach these new levels without the proper attitude in class. So, it is the belief of educators at Calhoun County School System that effective classroom instruction cannot occur without effective discipline.

Therefore, teachers are required to implement and impose progressive classroom disciplinary procedures. Teacher solutions to minor classroom disciplinary problems must include, but are not limited to, student conferences, parental contacts, withholding privileges, and detention. Before teachers may send students to the office for minor classroom problems they must show documentation where all available means for correcting student misbehavior(s) have been exhausted.

Once students are sent to the office, administrators utilize formal parent conferences, lunch detention, corporal punishment, removal of privileges, in-school suspension, disciplinary & academic contracts and out-of-school suspension as means to modify student behavior. Disciplinary consequences are always in proportion to the severity of the disciplinary infraction committed by the student. Although discipline becomes

more punitive for students who are repeatedly referred to the office, all related factors, including their past disciplinary history are considered before discipline is meted out. It is our hope that discipline problems may be reduced by:

- Students taking **ownership** of their education
- Effective classroom instruction`
- Teachers utilizing classroom management strategies for minor classroom discipline
- Increased parental involvement
- An overall school environment that is conducive to learning
- Making all rules and consequences available to parents and students.

DISCIPLINE MATRIX PLAN FOR STUDENTS

1. Teacher will Conference with student & make parent contact
2. Lunch detention and/or parent contact (may involve counselor)
3. Parent contact/parent conference, time out (peer classroom restorative practice design)
4. Administrative Office referral

Step One: Teacher/Student Conference

- The teacher will conduct a conference with the student in reference to expectations in the school environment.
- The teacher will contact the student's parent in reference to the behavior that warranted the student/teacher conference.

Step Two: Lunch Detention

- The teacher will assign lunch detention.
- Lunch detention will be conducted by the assigning teacher who is responsible for detention.
- The teacher will contact the student's parent in reference to the behavior that warranted the lunch detention.
- Counselor involvement

Step Three: Parent Conference

- On this step the teacher has exhausted all necessary steps required to remediate the student.
- The teacher is required to request a parent conference.
- Time Out (peer classroom restorative practice design)

Step Four: Administrative Office Referral

- During this step the teacher is required to complete an

- office referral from the administrative team.
- The administrator contacts the parents to discuss the student's actions and consequences outlined by Calhoun County Schools.

Dress Code

Students who attend the Calhoun County School System are expected to dress and groom themselves in such a way to reflect neatness, cleanliness, and safety. All students shall dress appropriately so as to not disrupt or interfere with the educational program or the orderly operation of the school. Extremes in dress will not be permitted. Examples are lack of cleanliness in person or dress, no shoes, "short-short" pants, bare midriffs, "tank tops," "see-through" clothing, apparel which designates gangs or similar organizations, or any dress that is disruptive to the educational process. Designated dress involving school activities approved by the principal shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or intent of this code.

Formal School Events Dress Code - Students receiving awards and/or participating in formal school events (honors day, athletic banquet, etc.) are required to dress in appropriate attire.

- **Female** - dress slacks and blouse, skirt and blouse, a dress, flats, dress boots, dress shoes (no sneakers or tennis shoes).
- **Male** - collared shirts (polo, etc.), dress shirts, slacks, casual dress shoes (no sneakers or tennis shoes).

To assist you in honoring this Administrative Procedure, we are providing the following specifics as to what is considered inappropriate and unacceptable:

BELTS ARE REQUIRED WITH ALL GARMENTS

***A BELT OR SIMILAR ACCESSORY WILL BE PROVIDED FOR THOSE STUDENTS WHO DO NOT COMPLY WITH BELT POLICY**

- Form-fitting, see-through clothing, or exposed undergarments
- Absolutely NO Torn, ripped, frayed, patched, or un-hemmed clothing
- Stretch pants (to include jeggings) and exercise pants or tights are NOT allowed
- Clothing or jewelry which portrays drugs, tobacco, alcohol, or gangs
- Clothing or jewelry which is distasteful, suggestive, or has a

- sexual connotation • Cleats worn inside the building
- Heels cannot exceed two inches
- No slides of any kind (example: Nike, sports slides without a back heel covering, or Crocs. Crocs are not allowed. NO EXCEPTIONS
- Absolutely No hooded jackets or sweatshirts
- Head coverings (hoodies, scarves, bonnets), picks, combs, curlers, suggestive designs and cuts in the hair
- Sunglasses
- Halters, mesh and tank tops
- No plain white t shirts
- Shirts without sleeves worn by boys; girls sleeveless shirts must not have exposed undergarments
- Shirts that do not cover the midriff when the arms are raised above the head
- Skirts, dresses, dresses with slits more than two inches above the kneecap
- Exposed undergarments
- Pants worn below the waist; garments with belt loops must have a belt or an alternative will be provided.
- Bedroom or shower style footwear is unacceptable
- Coveralls not worn correctly
- Shorts near the knee
- No Biker Shorts (added)
- No gym or drawstring shorts
- Buttons unbuttoned, zippers unzipped, buckles unbuckled, snaps unsnapped
- Camouflage or military attire that may suggest gang affiliation
- No long chains or oversized medallions
- Oversized Jackets
- No bandanas are allowed or worn in pockets on school campus
- Grooming w/combs and brushes during the school day is unacceptable. All combs and brushes must be put away (locker or purse).

*Parents and students are expected to honor the dress code so that valuable school time is not spent examining student attire to determine appropriateness.

*Students who violate the dress code will call home for an appropriate change in clothing. If a parent is not available, the student will be sent to in-school suspension for that day. Parents and students will be notified of any exceptions to the dress code. The principal will exercise individual discretion in assigning corrective measures to ensure dress code conformity.

Alternative School Students Dress Code

All students assigned to the alternative school will be required to wear uniforms

while assigned to the program.

PBIS

As a PBIS (Positive Behavioral Interventions and Supports) school, we believe in **promoting a positive school climate** by teaching and encouraging respectful, responsible, and safe behavior.

Our school-wide expectations are built on the **3 C's**:

- **Character** – Showing respect for yourself and others
- **Confidence** – Taking pride in your actions, work, and goals
- **Courage** – Standing up for what is right and making smart decisions

- **Safety** – Keeping yourself and others safe with your words and actions

PBIS is about helping students succeed—not just academically, but socially and emotionally. Positive behavior is taught, practiced, and **reinforced** through:

- Cougar Bucs or tokens
- PBIS celebrations and rewards
- Behavior recognition at assemblies
- Supportive conversations to redirect missteps

Students are expected to follow the 3 C's in all areas of school, including classrooms, hallways, lunchroom, restrooms, and during school events.

Everyone plays a role in creating a school culture where learning and respect thrive.

PBIS and Suicide Awareness

The school implements Positive Behavioral Interventions and Supports (PBIS) to reinforce appropriate behaviors. Beginning by 2026–2027, students in grades 6–12 will participate in annual lessons on suicide awareness and violence prevention.

Behavior and Consequences

Conduct Off Campus/Outside of School

Conduct off campus/outside of school, including threats, intimidation, harassment, or discrimination, where the incident (conduct) has a detrimental effect on the health, safety and welfare of the school, and which causes a substantial disruption of, or interferes with, the educational process at school may also constitute an infraction of the Code of Student Conduct.

OCGA 20-2-768 (2015) Gives the school system the authority to expel a student, particularly when there is a threat to the safety and security of the school. Expulsion or Suspension of students for felonies; alternative educational system; policy.

Students charged with a felony off-campus may be subject to disciplinary actions under the school’s Code of Conduct. The school will issue a formal charge letter and hold a tribunal hearing or obtain a waiver from the parent. Placement in alternative school or denial of enrollment cannot occur without this due process.

Felony Arrest Reporting

Law enforcement will notify the school within 3 business days if a student is arrested for a felony. Schools may take disciplinary action based on this information.

VIOLATIONS	REFERRALS TO OFFICE		
	1 st Offense	2 nd Offense	3 rd Offense
1. Skipping class	3 Days ISS Parent Contact	5 Days ISS Parent Contact	3 Days home suspension Parent Conference

2. Smoking/Possession of Tobacco Products	3 days ISS	5 days ISS	3 days home suspension
3. Vaping (electronic pens/tanks/juul) Prohibit possession of any vaping device, regardless of substance.	3 days OSS	5 days OSS	10 days home suspension Referral to Student Discipline Tribunal Could result in Police Charges being filed
4. Fighting (mutual combat)	3 days OSS 5 to 10 days home suspension Could result in Police Charge Refer to Tribunal if necessary	5 days OSS Severe fight with injury, destruction of property, refusal to stop, assault and battery, and possible gang-related Could result in Police Charges being filed	10 days home suspension Referral to Student Discipline Tribunal Could result in Police Charges being filed
5. Class Disruption	1 or 2 days ISS Principal's Detention	3 days ISS	5 days home suspension
Student incivility	1 or 2 days ISS	3 days ISS Principal's discretion	5 day ISS Principal's Discretion
6. Unexcused Class Tardies Unexcused Tardies to School	5 tardies – 1 day home suspension 3 or more tardies in one day – 1 day home suspension Parent Conference 3 tardies – Parent notification	9 tardies – 1 day home suspension Parent Conference 4 tardies – 1 day ISS	12 tardies – 1 day home suspension Parent Conference 5 tardies – 1 day home suspension
7. Gambling	3 days ISS	5 days ISS	3 days home suspension

8. Leaving Campus Without Permission	5 days ISS Parent Conference	3 days home suspension Parent Conference	5 days home suspension Parent Conference
9. Inciting, advising or counseling of others to engage in prohibited acts	5 days ISS Parent Conference	3 days home suspension Parent Conference	5 days home suspension Parent Conference
10. Dress Code Violation	Warning & Parent Contact	1 day ISS	3 days ISS Repeated offenses will result in home suspension (Administrative discretion)
11. Illegal Drugs/Alcohol Use or Possession	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police
12. Weapons Use or Possession	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police
13. Firearm	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police
14. Fireworks/Explosives	10 days home suspension Principal's Discretion Notify Police Tribunal	10 days home suspension Principal's Discretion Notify Police Tribunal	10 days home suspension Refer to student discipline tribunal Notify Police

15. Vulgar Language or Possession of Pornographic Materials	3 days ISS	5 days ISS	5 days OSS
16. Disrespect or Vulgar Language Toward an Adult	5 days OSS	10 days OSS	10 days OSS Referral to Student Discipline Tribunal
17. Off-Limit Areas	2 days ISS	3 days ISS	5 days ISS Repeated offenses will result in home suspension
**18. Pulling Fire Alarm (False)	10 days home suspension Notify Police Referral to Student Discipline Tribunal	10 days home suspension Notify Police Referral to Student Discipline Tribunal	10 days home suspension Notify Police Referral to Student Discipline Tribunal
**19. Theft	5 days home suspension	10 days home suspension Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police
20. Inappropriate Physical Contact	Warning, 3 days ISS, and Parent Conference, Counselor referral	3 days home suspension Parent Conference Counselor referral	5 days home suspension Parent Conference Counselor referral
**21. Sexual Activity	10 days home suspension Referral to Student Discipline Tribunal Notify Police (Principal's Discretion)	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police

22. Sexual Harassment or physical assault or battery of other students. (written or verbal)	1-3 days OSS Parent Conference Notify Police (Principal's discretion)	4-5 days OSS Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police
23. Cheating (Each Time)	Zero grade and parent conference	Zero grade and parent conference Counselor referral	Zero grade and parent conference Admin/Counselor referral
24. Forgery	Suspend until Parent Conference	5 days ISS Parent Conference Involve Police	10 days home suspension Parent Conference Involve Police
25. Rude and/or Disrespect to Teacher/Staff Member	3 days ISS	5 days ISS Principal's Discretion	10 days home suspension Principal's Discretion
26. Rude and/or Disrespect to another			
27. Failure to Accept Punishment	3 days home suspension Principal's Discretion	5 days home suspension Principal's Discretion	10 days home suspension Principal's Discretion Repeated offenses will result in referral to Student Discipline Tribunal
28. Damage to School Property	May result in suspension and/or cost of damage	May result in suspension and/or cost of damage	May result in suspension and/or cost of damage

**29. Verbal Assault, including threatening violence of teacher, administrator, and other school personnel/Threat to Staff	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police
30. Bullying, cyberbullying, Assault, Battery against another student	3 days ISS or OSS (Principal's discretion) Parent contact and/or conference	5 days ISS or OSS (Principal's discretion) Parent contact and/or conference Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police
31. Bullying, cyberbullying, (Administrators, teachers, bus drivers, or other personnel)	3 days ISS or OSS (Principal's discretion) Notify Police	5 days ISS or OSS (Principal's discretion) Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police
32. Assault, Battery Against School Personnel (Administrators, teachers, bus drivers, or other personnel)	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police
**33. Verbal assault, including threatening violence or Sexual Harassment towards other students.	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police
34. Refusing Direct Instruction	3 days ISS	5 days ISS	3 days home suspension Principal's Discretion Repeated offenses will result in home suspension
35. Gang Related Activity	3 days ISS	5 days ISS	10 days home suspension Referral to Student Discipline Tribunal Notify Police

**36. False Bomb Threat	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police
37. Unauthorized use of a Wireless Personal Device or Cell Phone	Warning Parent Contact Confiscation and return to the student at end of the day	Confiscation and return to parent of student at end of day Parent Contact	Confiscation and return to parent Restorative Practice to include behavioral contract Parent Contact ISS ★ Repeated offenses will result in ISS or OSS days (discretion of administration)
38. Off Campus Behavior resulting in student/s being criminally charged and where the incident (conduct) has a detrimental effect on the health, safety and welfare of the school, and which causes a substantial disruption of, or interferes with, the educational process at school	10 days home suspension Referral to Student Discipline Tribunal Notify Police (May result in student/s being expelled. See OCGA 20-2-768)	10 days home suspension Referral to Student Discipline Tribunal Notify Police (May result in student/s being expelled. See OCGA 20-2-768)	10 days home suspension Referral to Student Discipline Tribunal Notify Police (May result in student/s being expelled. See OCGA 20-2-768)
39. Failure to follow Instructions on the School Bus (ex., eating, drinking, improper boarding)	Parent Contact Lunch Detention Warning Behavior Contract with progress monitoring	Parent Conference Restorative Practice to include a behavior contract Parent Contact	1 day ISS Restorative Practice to include a behavioral contract Parent Contact Loss of 1-2 day Bus Suspension Mandatory parent conference (if declined, 3-5 day Bus Suspension)
40. Verbal Assault (student to student)	1-3 days ISS	3 days OSS	5 days OSS
41. Verbal Assault (to staff)	5 days OSS	10 days OSS	Tribunal Referral

42. Bus Misconduct	Warning & Parent Notification	1 day ISS	Bus suspension (1-5 days)
43. Persistent Misconduct	1-5 days ISS & parent meeting	3-5 days OSS	Tribunal referral
44. Disrespect to staff	1 day ISS	3 days ISS	5 days OSS
45. Willful and persistent violation of the Student Code of Conduct	Appropriate punishment assigned by administrators		
46. Any other conduct considered by the principal to be disruptive	Appropriate punishment assigned by administrators		

Vaping Policy

Possession of any vaping device on school grounds is prohibited, regardless of whether the device contains nicotine, THC, or any other substance. Violations may result in suspension or tribunal-level consequences.

Hallway Behavior

- Anytime a student leaves a classroom during instructional time they must receive a hall pass and sign out on the sign out log provided by the teacher.

- Drinks and snack foods may be purchased during the allowed school time only.
- All drinks, milk, juices and food items are **prohibited** inside the classrooms and in hallways. No running outside or in the buildings.
- Students are not to play or roughhouse inside or outside school buildings.
- Students should not loiter (hang out) between classes. They should gather their instructional items and proceed to the next class.
- Traffic in hallways should keep to the right and moving.
- Loud talking, loud laughing, yelling or other disruptive behavior will not be tolerated. ● Elementary, Middle, and High students will walk on the right side of the halls during transitions (minimum talking).

Unsafe School

According to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option, major offenses, including but not limited to drug and weapon offenses can result in a school being designated as an Unsafe School.

Law Violations

Any behavior, which is a violation of law in the community, is also a violation of the law on school campus, property, at a school related function or within a school safety zone. Students who violate/are charged with violating laws either at school or in the community may be subject to both school system disciplinary action and legal action. Calhoun County School System will report violations, by students, staff or visitors of local, state and federal law to legal authorities as deemed appropriate.

Corporal Punishment

It is the policy of the Calhoun County School Board to approve the use of corporal punishment by principals or assistant principals to administer in the exercise of his/her sound discretion, corporal punishment on any pupil or pupils under his/her supervision in order to maintain proper control on discipline.

Such corporal punishment must be administered in compliance with state law which provides:

1. Corporal punishment shall not be excessive or severe.
2. Corporal punishment shall never be used as a first line of punishment for misbehavior unless the pupil was informed beforehand that specific misbehavior could warrant its use; provided that corporal punishment may be employed as a first line of punishment for those acts of misconduct which are so antisocial or disruptive in nature as to shock the conscience.

3. Corporal punishment must be administered by a school administrator or their designee employed by the Board of Education. The pupil must be informed of the reason for the punishment.
4. The principal who administered corporal punishment must provide the child's parent/guardian, upon request, a written explanation of the reasons for the punishments and the name of the witness who was present; however, that such an explanation shall not be used as evidence in any subsequent civil action brought as a result of the corporal punishment.

Corporal punishment shall not be administered to a child whose parent/guardian has upon the day of enrollment of the pupil filed with the principal of the school a note/letter stating that it is detrimental to the child's mental and emotional stability.

No administrator shall administer corporal punishment to a pupil in conformity with the policies and regulations of the school board and in accordance also with Georgia law shall be held accountable or liable in any criminal or civil action based upon the administering of corporal punishment when the corporal punishment is not excessive or unduly severe. Corporal punishment shall be defined as paddling on the buttocks with a paddle.

***PARENTAL OBJECTION TO CORPORAL PUNISHMENT** must be filed annually, in writing to the principal.

In-School Suspension (ISS and Alternative School)

The Calhoun County School System is committed to excellence in education. In order to pursue excellence, the student must have an environment free of interruptions that would interfere with that pursuit. This means discipline is vital to learning.

Having effective discipline as a top priority, the Calhoun County School System established an ISS center to serve students in the ninth through the twelfth grades at Calhoun County High School.

Teachers and parents are notified on the day that the student's suspension occurs. Not all cases will be assigned to the ISS Center. Students who commit more serious violations or rules may be suspended from school. **Teachers will send lesson plans to ISS as soon as they know students have been assigned.** The students must finish the assignments the teachers send before they can return to class, as well as any additional work assigned by the ISS teacher. Students are suspended in ISS for a minimum of two days and spend time in the center working diligently on their lessons. The ISS Center provides a means of keeping students in school, thus providing an opportunity for them to keep up with their schoolwork.

One aspect of the ISS Center, which makes it unique, is the emphasis that is placed on scholarship. The teacher ensures that students stay on task, and that time spent in the center is quality time. The ISS teacher/assistant works closely with students so that their work is done neatly and correctly. Student attitudes will also receive attention in the center. The teacher will counsel students when they first come in and before they return to regular classes. Cooperation is mandatory and students discuss with the ISS teacher what they must do in regular classes to stay out of trouble.

In-School Suspension Center Rules

- **Students will have a limit of 10 days in ISS per semester.**
- Students assigned to the ISS Center must report directly to the office when they arrive on the campus. Failure to report directly to the office may result in OSS. Students are not to visit with friends or go to the lunchroom. If students are tardy, they will be given an extra day. The only excuse will be in case of illness or extenuating circumstances.
- Breakfast and lunch will be provided in ISS.
- Students are expected to bring all materials needed to do their work. This includes pencils, notebook paper, and textbooks issued to them. **Teachers will furnish work for their ISS students daily.**
- Students must sit in carrels that are high enough and deep enough to prevent eye contact. ● Students are completely isolated from their peers.
- Students will miss school activities, including after school activities unless they are enrolled in after school academic classes. This includes practice, assemblies, games, and social events. This begins on the day students start ISS time and terminates at the time of exit on the last day of confinement to the center.
- Students must conduct themselves in a manner that is acceptable by the school. ● Students will speak and act in a respectful way to ISS personnel.
- Students will only do work which is assigned by the classroom or the ISS teacher. ● Students will do work neatly. Students will correct all errors as assignments are checked. **All assignments from classroom teachers must be completed.**
- Students will use the restroom at assigned times and will report to the ISS teacher if the restroom is not clean before they enter.
- Students will not talk or otherwise communicate with any other students.
- Students must stay in their assigned seats and raise their hands to request help of any kind.
- Students will not chew gum.
- Students will not use tobacco, or any other drug substances, in any form. Students will not sleep.
- There will be no drawing or writing on or cutting of the study carrels or of school books. All work must be submitted to the instructor. The ISS instructor will place all completed student work into teachers' mailboxes by the next day.

- Students must serve consecutive days except in case of illness or extenuating circumstances.
- The teacher will work with the students to help them succeed.
- The teacher will dismiss students.
 - Assignments to the Alternative Placement Program will usually be short term in length (4 to 6 weeks.) Students may be assigned to the Alternative School for longer periods. Students placed in the Alternative School must obey all the ISS rules and regulations.
- Students assigned to long-term ISS (of at least 9 weeks duration) will receive individualized alternative instruction as appropriate.

Out of School Suspension

Out-of-School suspensions are reserved for serious and/or repeated offenses and can be from one (1) to ten (10) days at the administrator's discretion. Suspension may be longer than ten (10) days pending proper notification and the approval of the Calhoun County Board of Education. Out-of-School suspensions are unexcused absences.

Expulsion

Students may be expelled from school following a hearing before a Board of Education Tribunal. Student misconduct, which is also a violation of state law, may result in the students being charged for violation of such laws. The Board of Education may expel a student for a semester, an academic year or permanently. Due process governs all expulsion decisions including notice to the student and parents and the right to a hearing before the Board of Education.

Withdrawal During Disciplinary Proceedings

Withdrawal from school does not exempt a student from disciplinary proceedings. If a student withdraws after charges have been issued, the hearing may still proceed. If a student is expelled or assigned to an alternative school, these records will follow the student to any future school.

Disposition - Weapons

Students found guilty of being in possession of or using or threatening to use a weapon on school grounds, during school activities, or off school grounds under the auspices of the school staff shall be suspended **10 days OSS and recommended to the Disciplinary Tribunal.**

The State of Georgia (O.C.G.A. 15-11-37) may also impose a fine of **not more than \$10,000** and **imprisonment for not less than 2 or more than 20 years, or both.**

Students are not permitted to have in their possession any weapons such as knives, razors, sharp instruments, or any other object modified to be used as a weapon.

Any student found guilty of possessing a weapon will be suspended 10 days and referred to the tribunal. This relates to any:

- School sponsored activity
- Any school related activity
- The transportation of the student to and from any school related activity

The definition of weapon will be determined by administrators (see previous paragraphs for legal clarification).

Student Searches

When reasonable cause exists, students and/or their belongings, the principal or other administrators may search lockers or other property.

Criminal Trespass/Loitering

Any student under OSS, assigned expulsion or assigned to an CCSS Alternative Education. The program is also suspended from all other CCSS property, functions, school related functions.

Violators may be subject to criminal charges. Any student or visitor asked to leave school property must do so immediately and peacefully. Parents are not allowed to board the school bus to handle disputes with the driver. Charges may be filed if they do.

Bullying, Harassment, & Reporting

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct

- Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.
- Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*

- Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.
- Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

Teacher Reporting Requirement

It is the policy of the Board of Education that the Superintendent shall fully support the authority of principals and teachers to remove a student from the classroom pursuant to Georgia law as cited in 20-2-738 and 20-2-751.5(d). A teacher shall have the authority, consistent with Board policy, to Manage his or her classroom, discipline students, and refer a student to the principals or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of each student's classmates to learn shall file a report of such behavior with the principal or his designee. The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. 20-2-737-738.

The Superintendent and/or his or her designee shall ensure that procedures are disseminated as necessary for implementation of this policy and applicable state laws.

Bullying Policy and Procedures

In accordance with Georgia law (O.C.G.A. § 20-2-751.4), bullying is strictly prohibited in all public schools in the State of Georgia. The Calhoun County School District is committed to providing a safe, respectful, and supportive learning environment for all students.

Definition of Bullying

Under Georgia law, bullying is defined as:

- Any **willful attempt or threat to inflict injury** on another person, when accompanied by an apparent present ability to do so;
- Any **intentional display of force** that would give the victim reason to fear or expect immediate bodily harm;
- Any **intentional written, verbal, or physical act** which:
 - A reasonable person would perceive as being intended to threaten, harass, or intimidate,
 - Causes another person substantial emotional distress, or
 - Disrupts the educational environment.

This includes acts committed in person, electronically (cyberbullying), or through other forms of communication.

District Procedures

If bullying is suspected or reported, the school will take the following steps:

1. **Immediate Investigation:** School administrators or designees will promptly investigate all reports of bullying.
2. **Documentation:** All allegations will be documented and handled in accordance with district policies and procedures.
3. **Parental Notification:** Parents/guardians of both the alleged victim and the alleged offender will be notified of the situation.
4. **Intervention and Consequences:**
 - If the investigation confirms bullying, appropriate disciplinary action will be taken in accordance with the Student Code of Conduct.

- Disciplinary actions may include counseling, behavioral intervention, suspension, or referral to a tribunal.
- Support services will be offered to the victim.

Three-Strike Rule (Mandated by Georgia Law)

If a student is found to have committed three (3) bullying offenses during a school year, Georgia law mandates that the student shall be **assigned to an alternative school**.

Reporting Bullying

Students, parents, or staff members who witness or experience bullying are encouraged to report it immediately to a teacher, school administrator, or use the district’s anonymous reporting system. Retaliation against individuals who report bullying in good faith is strictly prohibited and will result in disciplinary action.

An administrator will determine what constitutes bullying.

- 1stOffense** 5 days ISS & parent contact
- 2ndOffense** 5 days OSS & parent conference
- 3rdOffense** 10 days OSS and a tribunal hearing

Student-to-Student/Faculty Relationships

Any student having a legitimate complaint concerning the school or school employee may speak privately to a faculty member or a principal and his complaint will be given just consideration. Student conduct shall reflect consideration for the rights and privileges of other students and demands cooperation with members of the school. High personal standards of courtesy, decency, morality, clean language, honesty, and wholesome relationships with others should be maintained.

SEXUAL CONDUCT

Parents and guardians are encouraged to inform their children of the consequences, including potential criminal penalties of underage sexual conduct. Children and teens involved in sexual conduct are at risk of pregnancy, sexually transmitted diseases, criminal charges and other consequences. Abstinence from sexual activity is the only certain and sure way to avoid criminal penalties, pregnancy, sexually transmitted diseases and other associated health problems.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, gender based harassment that creates an intimidating, hostile or offensive educational or work environment and other verbal or physical conduct of a sexual nature. Incidents should be reported immediately to school administration or other appropriate adults.

Building and Grounds

The building and grounds of our campus are our school home. All members of the school family are expected to cooperate in their care. We should not throw paper on the floor or on campus. We should not mar or disfigure the walls or furnishings, etc. Willful and thoughtless disfigurement or destruction is punishable by the student having to replace and/or restore the damaged item as well as facing a period of suspension.

Due Process

Due Process Defined

A due process hearing is an administrative proceeding where there are certain rules in place about what types of evidence may be introduced and how that evidence can be presented.

Student Tribunal Process: Parent Rights and Waiver Option

In accordance with Georgia law (O.C.G.A. § 20-2-752 through § 20-2-759), students facing serious disciplinary action, such as suspension exceeding ten (10) consecutive school days or expulsion, are entitled to a formal disciplinary hearing, known as a **tribunal hearing**.

Parent and Student Rights:

- Parents and students have the right to receive written notice of the charges and the date, time, and location of the tribunal hearing.
- The student has the right to be represented by legal counsel, to present evidence, and to call witnesses in his or her defense.
- The hearing will be conducted before a tribunal panel in accordance with district policy and state law.

Waiver Option:

Parents and students may choose to **waive their right to a tribunal hearing** by signing a written waiver agreement. This waiver must:

- Be voluntary and in writing,
- Clearly explain the consequences of the waiver, and
- Include the disciplinary action being recommended by the district.

By signing the waiver, the student and parent/guardian agree to accept the recommended disciplinary consequence without proceeding to a hearing. The waiver does **not** waive the student's right to appeal to the local board of education if such appeal is applicable under board policy.

*Note: Tribunal members are trained in accordance with O.C.G.A. 20-2-751 through 20-2-750 and that the local board approves training for providers for student disciplinary hearings.

BOOK BAGS

All book bags for High school students should be clear and/or of mesh covering. Female students may bring small purses to class. Athletes must leave their practice bags with coaches as soon as they arrive at school in the morning.

Technology & Internet Use Policy

SYSTEM'S ACCEPTABLE USE POLICY: USE OF ELECTRONIC MEDIA

Internet users are expected to use the internet as an educational resource. The following procedures and guidelines are used to help ensure appropriate use of the Internet in Calhoun County schools.

Student Expectations in Use of the Internet

- Students shall not use school resources to engage in "hacking" or attempts to compromise system security.
- Students shall not engage in any illegal activities on the Internet.
- Students shall only use electronic mail, chat rooms, and other forms of direct electronic communications for school-related purposes.
- Students shall not disclose personal information, such as name, school, address, and telephone number outside of the school network.

Any violation of school policy and rules may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. **Law enforcement agencies may be involved.**

Cell Phone & Electronic Devices Policy

Research in schools has shown that one of the number one distractions of instructional time comes from cell phone usage of students. Below is the CCSS policy on cell phones during the school day.

All cellphones and personal devices must be **powered down** and **turned in at the designated morning checkpoint**. Devices will be stored securely and returned at the **afternoon morning checkpoint**. Devices will be stored securely and returned at the afternoon checkpoint. Unauthorized use during the day will result in disciplinary action, including confiscation and potential suspension.

First offense: Device will be taken to the front office for the remainder of the day and may be picked up when a student is ready to leave school.

Second offense: Device will be taken to the front office and must be picked up by a parent/guardian.

Third offense: Device will be taken to the front office and a meeting with the parent and administration.

Fourth and ongoing offense(s): Device will be taken to the front office, a parent will be notified, restorative practices will be implemented, and/or the student will serve time in ISS (discretion of administration).

Personal devices for use in class are prohibited.

The following items are prohibited at school (to include cell phones) except when used with permission for instructional purposes:

- Earphones/Earbuds
- Any other item that disrupts the orderly operations of the school day

Refusing to give prohibited items to school personnel will result in:

- 1st Offense 3 days ISS and/or Parent Conference
- 2nd Offense 3-5 days ISS
- 3 or more Offenses OSS (Administration Discretion)

***Disclaimer: County School System is not responsible for any lost or stolen/damaged devices.**

Student Services

Counseling Services

Students are urged to take advantage of counseling services offered by the school. These include personal, academic, and career counseling as well as informational services. If students have a personal problem, need help in planning their future, or need help in passing a course, they should feel free to stop by the counselor's office for an appointment.

Schedule Change

Students have 3 days after the semester begins to request a schedule change: Acceptable reasons for a change are as follows: already passed the course, course out of sequence or received credit during summer school. To request a schedule change, students must email **Dr. Hope Wright at hopewright@calhoun.k12.ga.us**.

Health Services & Medication Policy

Medicine

Student's medicine is to be turned into the nurses' office in its original container. A note from the parent stating the type of medicine and when it should be taken must be provided. The medicine should also have the student's name on it. The school nurse will dispense student medication as needed with proper parental approval. We ask all parents to notify the school in writing when a student has a medical condition that needs special attention. All students are asked to make all teachers aware of any special medical condition that you have. The school needs the correct phone number from students in order to reach parents in case of an emergency.

Emergency Alert Systems (Alyssa's Law)

All classrooms are equipped with a panic alert system to notify law enforcement and emergency responders in case of a threat on campus.

Special Education & 504 Plans

Section 504 regulations describe the following rights for parents and students:

- Right to be informed by the district of specific due process rights.
- Right for the child to have access to equal academic and non-academic school activities.
- Right for the child to have an appropriate education in the least restrictive setting, which includes accommodations, modifications, and related services.
- Right to notice regarding referral, evaluation, and placement.
- Right for the child to have a fair evaluation conducted by a knowledgeable person(s).
- Right to an administrative appeals process.
- Right to examine and obtain copies of all school records.
- Right to provide consent prior to their child being evaluated or placed in Section 504 services.

Georgia’s Multi-Tiered System of Supports (MTSS) is a way schools work together to help all students succeed—academically, socially, and emotionally. It’s a system that helps schools quickly identify students who may be struggling and provide the right kind of help at the right time.

How it Works:

MTSS uses regular check-ins, like screenings and progress tracking, to see how students are doing. If a child shows signs of needing extra support—whether it’s with learning, behavior, or emotional well-being—schools can step in early to help.

This support is offered in “tiers” or levels:

- **Tier 1:** High-quality teaching for *all* students.
- **Tier 2:** Small group support for students who need a little extra help.
- **Tier 3:** Individual, more intensive help for students with greater needs.

Programs like PBIS (Positive Behavioral Interventions and Supports), mental health services, and wraparound supports are all part of MTSS. These services work together to support the whole child—not just academics, but also behavior, emotions, and health.

Parents Can Refer Students for Support:

If you are concerned about your child’s learning, behavior, or emotional well-being, **you can request support through the MTSS process.** Parents are encouraged to speak with teachers or school staff to

refer their child for academic or behavioral interventions. See your child's school counselor or principal for more information.

Alcohol and Drug Awareness Program (ADAP) Certificate

In accordance with Georgia state law, all students under the age of 18 must complete the Alcohol and Drug Awareness Program (ADAP) in order to obtain a Class D driver's license. ADAP is a state-mandated course designed to educate students on the dangers of drug and alcohol use, especially in relation to driving.

Students typically complete ADAP as part of the Health curriculum during their high school years. Those who do not take Health at school may complete the course online through the Georgia Department of Driver Services (eADAP) at www.dds.georgia.gov.

Upon completion, students will receive an ADAP Certificate, which must be presented at the Department of Driver Services when applying for a driver's license. It is the student's responsibility to maintain a copy of this certificate.

The week long drug awareness class will be held in September for all freshmen and for those students who have not passed the test. A grade of 70 is required to receive your ADAP Certificate. You will receive your ADAP Certificate once you pass the test. One copy of the certificate will be kept in the guidance department. The Certificate of attendance will be given once. If lost or expired a \$3.00 fee will be charged each time thereafter. You will need to give the records clerk a three (3) day notice in order to receive the Certificate of Attendance.

Certificate of Attendance

Students under the age of 18 who are applying for a learner's permit or driver's license through the Georgia Department of Driver Services (DDS) are required to present a Certificate of Attendance as proof of current school enrollment and satisfactory attendance.

Certificates can be requested through the school's main office or counseling department. Students should allow at least 48 hours for processing. Each certificate is valid for 30 days from the date of issuance.

To be eligible, students must meet the state's attendance requirements and be enrolled in good standing. The school reserves the right to deny issuance of the certificate if a student does not meet attendance standards as outlined by Georgia law (O.C.G.A. § 40-5-22).

Extracurricular Activities

Clubs and Organizations

4-H – Sponsored by the Calhoun County Extension Office

Open to interested students who wish to display livestock, compete in DPA, or participate in educational and leadership activities.

Senior Beta – A national academic honor society

Membership is by invitation only based on academic performance. A 90 or above GPA for each semester must be maintained. Beta sponsors annually a blood drive and Awards Night.

FBLA – Future Business Leaders of America

Open to students in Business Education classes or who have an interest in Business Education

FFA – Future Farmers of America

Open to students enrolled in agriculture related classes or who have an interest in agriculture. FFA sponsors an annual Hog Show and attends conventions.

Literary Events

Interested students try out for the Literary Team that competes at the region and possibly state level in several areas including One Act Play, Spelling Bee, Extemporaneous Speaking, Music, Essay, etc.

- **Student Council** - Student leader organization
- **Cougar Divas** - Female Mentoring Group
- **Males on a Move**- Male Mentoring Group

Athletics & Eligibility

Heat Index Policy

Supervision of Student Athletes/Band Participants

The Calhoun County Board of Education, in consent with the Georgia School Boards

Association policy and in compliance with Georgia high School Association rules and bylaws, for conducting practices for all sports and marching bands on days when the temperature and humidity are extremely high. It is the responsibility of the head coach and the band director to ensure that procedures shall be distributed each year to ALL athletes and band participants and shall include, but not be limited to:

1. Heat index between 90-105 degrees - extreme cautions will be taken (modify practices).
2. Heat index of 105 degrees or above – all outside practices canceled; practices may be conducted indoors.
3. Practice conducted when school is not in session will be changed to early morning or late afternoon if the heat will be a factor during regular practice.
4. Practice conducted after school may be changed to a later time if heat index is a factor at the time of regular practice time.
5. It is suggested that the board purchase a Psychomotor that will be used to measure heat index daily from mid May to mid October.
6. Hydration - Heat index from 90 – 105 degrees – Mandatory water breaks every 20 minutes or as needed.

A coach or band director who supervises such practices shall exercise good judgment in responding to a student who, at any heat index level, requests an unscheduled rest or hydration break.

Gender Equity in Sports

In compliance with the Equity in Sports Act, O.C.G.A. 20-2-315, no student in the Calhoun County School System shall, on the basis of gender, be excluded from participation in, be denied the benefits of, be treated differently from another student, or otherwise be discriminated against in any interscholastic or intramural athletics offered by the school system, nor shall the school system provide any such athletics separately on such basis, except as specifically authorized by the Act itself. The Equity in Sports Coordinator is: Marcus Shaw P. O. Box 366 Edison, GA 39846, 229 - 545-7232.

Gym Use

Only those students assigned to the gym and under the supervision of coaches or

other faculty members will be allowed in the gym. Use of the gym for anything other than school activities will be cleared through the coaches, principal, and the superintendent.

Each student participating in P.E. should have a locker in the gym. Combination locks should be used on gym lockers. It is the responsibility of the student to provide a lock for the gym locker. No one will be permitted on the gym floor without proper shoes – soft sole street shoes will not be permitted. The gym is off limits to students before school and during lunch. Students are encouraged not to bring large amounts of money to school. Students should not leave money or valuables in the gym locker rooms. The school is not responsible for valuables or money missing from the locker rooms.

Assemblies and Field Trips

Assemblies

School assemblies are regularly scheduled gatherings of students and staff that serve to build school culture, communicate important information, celebrate achievements, and promote a sense of community. These assemblies may include guest speakers, student performances, academic recognition, and messages aligned with the school's vision and values.

Athletic/Field Trip Guidelines

In an effort to provide safe and enjoyable extracurricular trips, the following guidelines have been established. We ask that all involved follow these guidelines, so as to have a pleasant experience.

All school related events are under the supervision of the principal and faculty. • Proper behavior of students is expected at all times.

- The school's adopted dress code applies to field trips and other off-campus excursions. The field trip supervisor with the permission of the principal will determine the dress code if it is different from the regular dress code.
- All field trips departing before lunch need to contact the lunchroom for packaged lunches.
- A minimum of 1 chaperone per 15 students is required. Bus drivers can serve as chaperones.

Student / Parent Responsibilities:

1. Each student will ensure that the "Permission Slip" to attend the field trip is provided to the student's parents and after the parent(s) have signed the slip, the student will return

the slip to his / her teacher as required.

2 Parents who do not want their child to attend any field trip must indicate the student's non- attendance on the "Permission Slip," and then sign the permission slip.

3. Students who do not attend the field trip will remain in school under the supervision of a teacher and will be responsible for completing class work that is related to the field trip. This academic work will be a graded exercise and will be turned into the student's teacher as specified by the teacher.

4. Students who refuse or fail to fully complete the work will receive a failing grade on the assignment.

5. Other students who attend the field trip will be required to complete graded class work referenced on the field trip.

6. Students shall follow all guidelines established in the Student Code of Conduct and riding the Bus Policies at all times during and through any CalhounCounty School approved athletic/field trip.

7. Individuals should show respect and considerations for others as all are representatives of Calhoun County High School.

Student Eligibility Requirements for All Extracurricular Activities

- Students must have passed 5 classes the previous semester.
- Must be an amateur.
- Must not be playing on a school team and some other team during the same period of time.

- Has not been in high school more than 8 semesters.
- Students have four (4) years of eligibility (consecutive) from the date of first entry into the 9th grade.
- Has not attained their 19th birthday before May 1st preceding the school year of participation.
- Must be on track entering:
10th grade – 5 units
11th grade – 11 units
12th grade – 17 units

Students who do not attend school will not participate in any after school

activities.

Transportation

Bus Transportation & Safety Rules

Policies for Students Not Riding the Bus

Each year all students who wish to drive must register their vehicle with the office manager. All student vehicles must have a parking decal displayed in the window during school hours.

Registration Consist of:

- ✓ Proof of insurance
- ✓ Valid driver's license
- Unregistered vehicles will be towed at the owners' expense.
- Students who do not ride the school bus should not arrive at school in the morning earlier than 7:20 am.
- Students who drive must park in front of the gymnasium parking lot upon arrival at school and with the exception of special permission by the principal the vehicle may not be moved again until school is dismissed.
- Students who drive must obey all traffic laws, be careful and considerate when approaching, entering, and leaving the school campus. This means no reckless driving such as speeding, drag racing, and not obeying stop signs. *(Violations may result in loss or suspension of campus driving/parking privileges.)*
- Parking privileges will be given on a seniority basis beginning with seniors.
- Students who violate parking rules will be denied driving privileges.
- All vehicles and parking areas are off limits to students during school hours. Students must exit vehicles upon arriving on campus and may not sit in vehicles until the bell rings.

Parking Permits & Car Rider Information

Driving License Requirements

1. **Certificates of Attendance** - Certificates of Attendance can only be issued in accordance with state law. A three (3) day advance notice is required to get the certificate from the Guidance Office. The first copy is free. The price increases by \$1.50 for each request after the first copy. Students must sign for copies received.
2. **ADAP** – Alcohol & Drug Awareness Program Certificates will be issued after successful completion of the Drug awareness Test that is given in the 9th grade health class.

FOOD SERVICES

Cafeteria Regulations and Lunch Room Procedures

Students will have 25-30 minutes for lunch. Students may also bring lunch from home if they wish. **Students may not send out for food at lunch or go off campus to get lunch. Parents may not drop off lunch for any student during the school day. Students are expected to return their trays and trash to the clean up window area.** Any misbehavior in the cafeteria will be reported immediately and disciplinary action will be taken.

Student Lunchroom Policies

All Students

- Loud talking and noise will not be tolerated in the lunchroom.
- All food and drinks served in the lunchroom should be consumed before leaving the lunchroom. **All students are responsible for cleaning up their area.**
- Students bringing their lunch may purchase milk.
- There is a charge for each additional carton of milk after the ONE allotted to each student.
- Students must report to the assigned lunch area during their lunch period and remain there unless they have a pass.
- Students will not be allowed to go home for lunch unless they have a medical excuse. (This means a written statement from a doctor.)
- During lunch or any other time, students will not approach any vehicle or person that may stop on campus.

Federal and State regulations prohibit the sale of carbonated beverages (sodas) in the lunchroom. ALL beverages brought from home must be unopened.

Students may not use phones to call for meals to be brought to school. Students may not send out for food at lunch or go off campus to get lunch.

Policy for Bringing Snacks To School

High school students will be allowed to bring certain snacks to school. Please review the following guidelines:

1. **Healthy Options:** Students are encouraged to bring nutritious snacks, such as fruits, vegetables, granola bars, and nuts.
2. **Other Snack Options:** Students may bring no more than two to three small bags of chips and individually wrapped candy. All snacks must be sealed upon arrival; opened bags of chips or candy will not be allowed.
3. **Drink Options:** Students can bring one to two unopened bottled water and/or small bottles of Gatorade, Powerade, or juice. Any containers larger than 32 ounces will not be permitted.
4. **Portion Control:** Snacks should be in reasonable portions to avoid disrupting mealtimes.
Grocery bags filled with large quantities of snacks will not be allowed. Students may remove one or two appropriately sized items from their bags.
5. **Non-Perishable:** Please do not send snacks that require refrigeration, as we cannot store them properly.

Students are encouraged to enjoy their snacks during designated break times and not during instructional periods unless authorized by the Principal to minimize classroom distractions. Failure to follow these guidelines may result in the loss of snack privileges at school.

Parent & Community Engagement

Parent Involvement

Parental input is necessary and actively sought through both formal and informal means. Parents should understand, however, that the operation of the school is the responsibility of the professionals employed to educate the students. A mutually cooperative relationship exists between educators and parents, and each should respect the rights, duties, and responsibilities of the other.

- 1) Support Calhoun County schools and assist in its continuity.
- 2) Use proper channels of contacting school personnel: the teacher-when dealing with student performance or classroom attitude and the school principal-when dealing with school programs or activities.
- 3) Provide a suitable time and place for homework and ensure that homework is completed.
- 4) Review papers brought home by the student.
- 5) Sign and return promptly all school related papers requiring parental response.
- 6) Maintain mutual responsibility with your child for arriving and leaving school on time.
- 7) Participate in open houses, parent-teacher meetings, and activities needing parental assistance.

PowerSchool Parent Portal

The PowerSchool Parent Portal provides parents and guardians with real-time access to their student's academic progress, including grades, attendance, class schedules, and teacher comments. This secure, online platform supports regular communication between school and home and encourages family involvement in student success.

Parents can access the portal through the school's website or by downloading the PowerSchool app. Login credentials are provided at the beginning of the school year or upon enrollment. If assistance is needed with account setup or password recovery, please contact the school's data clerk or front office.

Parents are encouraged to check the portal regularly and reach out to teachers or counselors with any academic concerns.

VISITORS TO THE SCHOOLS (Disruption of School)

The preservation of an orderly, well-managed school is essential to maintaining a safe school environment and to provide students with the proper, uninterrupted instruction necessary to facilitate learning. In order to maintain safe and orderly schools, the administration of each school must know the identity and purpose of all individuals who are on school property at any given time. Therefore, the Calhoun County School System has adopted the following procedures regarding school visitors.

1. During the school day all rear doors will be locked. All visitors shall report to the school's main office where the principal, or designee, shall determine the visitation arrangement and issue a visitor's pass if appropriate. The principal, or designee, may decline an individual visitation request if, in the determination of the principal, such a visitation would interfere with the peaceful conduct of the school or disrupt the operation of the school. A visitor is defined as a person who

is not a student, officer or employee of the particular school in question.

2. The Calhoun County School System encourages parents to meet with their child's counselor and teachers. The counselor will schedule the conference and notify the parents regarding the time, date and location arranged. In order to guarantee that every student's parents have the opportunity to meet with their child's teachers and counselor and to allow teachers to continue to meet their additional responsibilities, the school administration reserves the right to structure the scheduling of such conferences so that parents and teachers can attend such conferences and perform their additional responsibilities.
3. Because teachers have numerous responsibilities during school, visits other than those scheduled pursuant to section 2 above are not permitted during the school day. Such visits impair the ability of teachers to complete their assigned duties and satisfy their professional commitments, and thus, disrupt the peaceful conduct of the school. During that period of time after the school day, teachers may conduct unscheduled visitations when the teacher's schedule permits, and/or teachers may conduct conferences or visitations scheduled pursuant to section 2 above.
4. Nothing in this regulation shall be construed to limit the authority and responsibility of individual principals or the school administration to exercise control over the buildings and grounds of the school pursuant to O.C.G.A. 20-2-1180, 20-2-1181, 16-11-35 or 16-7-21(b)3). Nor shall this regulation be construed to limit the authority of the school administration to exercise its discretion in emergency or special circumstances.

VOLUNTEERS

We welcome parent volunteers. If you would like to volunteer in the office, library, or by helping classroom teachers in various ways, please give your name to the media specialist or parent coordinator.

Policies & Legal Notices

Family Educational Rights and Privacy Act (FERPA)

In accordance with the Family Educational Rights and Privacy Act (FERPA), parents and eligible students have the right to:

1. Inspect and review the student's education records within 45 days of the day the school receives a request for access.
2. Request an amendment to the student's education records if they believe the records are inaccurate or misleading.
3. Provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. File a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with FERPA requirements.

Schools may disclose directory information (such as a student's name, grade level, honors, and participation in sports or activities) without consent unless a parent or eligible student requests in writing that such information not be released. A notice will be provided at the beginning of each school year outlining your right to opt out of directory information disclosures.

Title IX and Non-Discrimination Policy

Calhoun County High School is committed to providing an educational environment that is free from discrimination, harassment, and retaliation. In accordance with Title IX of the Education Amendments of 1972 and other applicable federal and state laws, Calhoun County School does not discriminate on the basis of sex, race, color, religion, national origin, disability, age, or any other protected characteristic in its educational programs, activities, admissions, or employment practices.

Sexual harassment, including sexual violence, is a form of sex discrimination prohibited by Title IX. Calhoun County High school strictly prohibits any form of sexual harassment, sexual assault, dating violence, stalking, or gender-based harassment in the school setting.

Any student who believes they have been subjected to discrimination or harassment, or who has knowledge of such behavior, should report the incident to the school's Title IX Coordinator.

Parents Right to Know/Highly Qualified Teacher Information

In compliance with the requirements of *Every Student Succeeds Act* the Calhoun County School District informs parents that you may request information about the professional qualifications of your student's teachers. The following information may be requested:

1. Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject area in which the teacher provides instruction;
2. Whether the 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 the qualifications of your child's teachers, please contact the principal at 229-545-7232.

Social Security Numbers

No child or youth shall be admitted to any public school of the state until the parent or guardian provides to the proper school authorities an official copy of that child's social security number which shall be incorporated into the official school records pertaining to that child or youth. A parent or guardian who objects to the incorporation of the social security number into the school records of a child may have the requirement waived by signing a statement objecting to the requirement.

Student Pregnancy Policy

Pregnant students in the Calhoun County School System should follow the following procedures:

- a) Upon confirmation of pregnancy by a doctor or the health department, the student must notify the school counselor immediately.
- b) In an effort to provide the support needed to encourage the student to continue her education, the counselor will schedule a meeting, including the following persons: student, parent/guardian, nurse (if available), social worker, and attendance officer. The purpose of the meeting will be to develop an individual plan for the student to promote and encourage continuation of education during pregnancy.
- c) The student and parent will share with the school counselor the physician's name and contact information. The student and parent will consent for the physician and health department to share recommendations, due date, verification of appointments, and any other appropriate information with the school counselor.
- d) The student and school counselor will share the school system's policy

- on attendance and pregnancy with the health department and physician.
- e) The student and parent will request medical appointments after school hours and on school holidays, or Saturdays as much as possible.
 - f) **Due to risk factors, students who are pregnant will not be eligible to participate in athletic activities and field trips without written consent of the physician to the school.**
 - g) If a course or group is available, students who are pregnant and/or parents will be required to participate in a parenting course/group.
 - h) A peer support student, assigned by the counselor, in each class will be identified who agrees to assist with communicating assignments and other pertinent information to students during pregnancy.
 - i) The pregnant student will be required to assume responsibility for requesting assignments, making up work and completing all course work for days absent. (Please refer to the Board Policy for “Student Absences and School Assignments.”)
 - j) The attendance policy for students who are pregnant will be the same as for other students.

If the student is unable to adhere to attendance due to pregnancy complications:

- (a) The student and her parent/guardian should request a leave of absence for One (1) semester (the semester during which the baby is due.)
- (b) The student will return to school the first day of the next semester.

In regard to discipline:

- (a) A pregnant student will not be given the option of paddling as a disciplinary measure. **It is the responsibility of the student to tell/remind the administrator or teacher she is pregnant.** (b) If the physician recommends against or the pregnant student refuses ISS or other appropriate in-school disciplinary measures, the student will be suspended out of school for the assigned time.

Please complete and sign the last page of this handbook and return to the Counselor’s Office. Being pregnant does not automatically qualify a student for hospital/homebound services.

Student Grievance Procedures

It is the belief of the Calhoun County Board of Education that students have both the right and responsibility to express related concerns and grievances to the faculty and administration. Therefore, students shall be assured the opportunity for an orderly presentation and review of grievances. The purpose of this procedure is to provide an orderly and systematic method whereby students can resolve differences that might develop between them and professional employees of the Board of Education in an equitable and expeditious manner.

Definitions

(a) Grievance shall mean a claim submitted by a student or group of students for:

- a violation of human or citizenship rights guaranteed by the United States Constitution, federal law or state law;
- a misinterpretation of Board of Education policy by professional staff members;
- misinterpretation of administrative rules and regulations by professional staff members.

(b) Student shall mean any person currently enrolled in a school operated under the authority of the Calhoun County Board of Education.

(c) Days shall mean school days exclusive of Saturday, Sunday, or official holidays, as established by the school calendar.

(d) Parties in Interest - any persons involved in the processing of a grievance.

INFORMAL PROCEDURE

Hopefully, most grievances can be resolved informally and at the most immediate level of supervision. With that objective in mind, simple and honest communication is encouraged between students, teachers, and/or administrators. Parents or guardians should feel free to communicate with teachers and principals at any point in the procedure. A student who feels he/she has a grievance should present the matter orally to his/her teacher if the teacher is in a position to resolve the grievance. If the teacher is not in a position to resolve the grievance, the matter should be presented to the principal. The principal shall attempt to resolve the grievance within five (5) days from the time presented and advise the grievant of the decision within two (2) days thereafter. If the grievance is resolved or if no further action is needed the matter is closed.

FORMAL PROCEDURE

If the grievance is not resolved through the informal procedure, a student and/or his/her parent or guardian may present a formal grievance. The grievance must be filed in

writing at each level and the grievance shall indicate with his/her filing at each level who will accompany or represent him/her in any meetings or hearings that might be conducted. All meetings and hearings shall be conducted at a specified time, which does not interfere with the student's scheduled classes or activities. All decisions at each level shall be recorded in writing and filed for future reference.

LEVEL ONE – PRINCIPAL

Representation - The grievant must present the grievance but may be accompanied by a parent or guardian, a classmate, or a faculty member of the student's choice. The aggrieved party shall file the grievance in writing with the principal and the aggrieved party shall sign the grievance. The principal shall set a time to discuss the grievance that is mutually convenient for the parties in interest and shall seek an amicable solution to the problem. Within five (5) days after receipt of the grievance, the principal shall hear the grievance and within two (2) days after hearing the grievance shall notify the aggrieved party in writing of the final decision. If the principal to the satisfaction of the aggrieved does not resolve the grievance at level one, the grievant may appeal within ten (10) days to the Superintendent.

LEVEL TWO - SUPERINTENDENT

Representation - The grievant must present the grievance initially but may be represented by anyone of his/her choosing. Within ten (10) days after receipt of the decision at level one, the grievant party and/or his/her parent or guardian may appeal to the Superintendent. The Superintendent shall, within a ten (10) day period following the appeal do one or more of the following, as he/she may deem appropriate.

1. Review written decisions at level one together with any and all other documentary evidence that may be submitted.
2. Conduct a hearing with all persons who he/she may choose to invite including the principal parties.
3. Designate such person or persons as he/she deems appropriate to investigate the grievance and to offer recommendations prior to making a final decision.

After the Superintendent initiates one or more of the options listed above, he/she shall within seven (7) days make a final decision on the appeal and may notify the grievant in writing of the decision. A copy of such written notification shall be mailed to the principal and the grievant.

LEVEL THREE - BOARD OF EDUCATION

Representation - The grievant and his/her parent or guardian must be present. The grievant may be represented by anyone of his/her choosing.

Within ten (10) days after receipt of the decision at level two, the aggrieved party or

his/her parent or guardian may appeal to the local Board of Education. The Board shall conduct a hearing at the next regularly scheduled meeting of the Board. The hearing may be an open or closed session as requested by the grievant and his/her parent or guardian and all parties-in-interest shall be permitted to attend. The Board shall reach a decision concerning the grievance within ten (10) days after the hearing and shall convey the decision to the grievance and his/her parent or guardian within two (2) days after reaching the decision.

The decision of the Board of Education shall be final unless the grievance and his/her parent or guardian decides to appeal or utilize any other duly recognized procedure as established by law.

Legal and Disciplinary Measures (HB 268 and Related Provisions)

1. New Criminal Offenses

- The law establishes new criminal offenses, including "terroristic threat of a school" and "terroristic act upon a school."
- These offenses address and penalize threats or acts of violence in educational settings.
- Cases involving a terrorist act upon a school are under the jurisdiction of the superior court, not juvenile court.

2. Juvenile Prosecution Revisions

- Prosecution for certain violent school-related offenses committed by juveniles aged 13 to 16 now defaults to adult court.
- This change aims to address serious threats more effectively and deter violent acts in schools.

3. Law Enforcement Reporting When Students Are in Custody

- Law enforcement agencies must notify school districts any time there is an "official encounter" with a student.

- Parents/guardians should be informed promptly if a student is taken into custody, including the location to which the student is taken.

4. Extended Student Absence

- If a student misses 30 or more consecutive days and their parents do not notify the school of withdrawal or intent to homeschool, the school will report the absence.
- The report is made to the local RESA (Regional Educational Service Agency) and the Department of Family and Children Services (DFCS).

DEFINITIONS

The following words are defined because they appear throughout the Code and require a common understanding for students, parents, and staff.

1. **Alternative School** - school designed to meet the needs of students in grades 6-12 who have not been behaviorally successful in a regular school setting.
2. **Assault** - the attempt or threat of harm of another person.
3. **Battery** - Physical contact causing harm.
4. **Behavior Support Process** - mechanisms for identifying and addressing the student support plans/behavioral needs of students through the provision of integrated resources that promote behavioral change and/or support.
5. **Bullying (sexual, racial, ethnic, other), hazing, intimidation, verbal or non-verbal taunting or stalking.** This also includes **Cyber bullying (social media, electronic device communication** whether or not **such** electronic acts **originated on school property or with school equipment) on or off campus** that impacts **school** climate.
Ref. O.C.G.A. 20-2-751.4
6. **Bus safety issues** - include but are not limited to refusal to stay quiet at railroad crossings, hanging out of windows, disturbance in inclement weather, being out of seat and throwing items out of the window.
7. **Chronic Disciplinary Problem Student**- a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.
8. **Code of Conduct** - a systematic collection of regulations, rules, or procedures regarding behavior and expectations of persons or groups.
9. **Disciplinary Officer** - the disciplinary officer conducts certain disciplinary hearings, especially in matters that may result in long term suspension, expulsion or assignment to the alternative school.
10. **Due Process** - the protection of the rights of a student through established, fair practices.
11. **Expulsion** -- suspension of a student from a school beyond the current school semester.
12. **Extended Absence** - If a student is absent for 30 or more consecutive days

without proper notification, the school is required to report the case to appropriate authorities.

13. **Fighting** -- the exchange of mutual physical contact usually with malicious intent on both sides..

14. **Grand Theft** - theft involving items/materials valued at greater than \$500.00.

15. **Habitual Violator** – A student who has been referred to the administrative staff an excessive number of times with similar behaviors.

16. **Harassment** - (Board policy definition) means any acts, conduct, or communication having gender, racial, religious, or ethnic demeaning implications which are created and communicated by a person to another with the intention to demean, intimidate, dominate, abuse, or browbeat the recipient of the act or communication **and** that such intent *is* reasonably perceived by the recipient for that purpose. The prohibited conduct does not apply to a single event incurred by the recipient but does apply to repetitious conduct on the part of a perpetrator, even though such conduct may be exhibited to a different person.

17. **Inappropriate Student Demeanor** - student behavior that shows disrespect, or contempt, to other students, administrators, faculty, **or** staff. Inciting, advising, or counseling of others to engage in prohibited acts.

18. **Home Suspension (long term)** -- removal of the student from the school campus and exclusion from all school-sponsored activities for more than ten (10) school days, but not beyond the current school semester. Students on long-term suspensions are not permitted on any school campus or any school-sponsored event.

19. **Home Suspension (short term)**-removal of the student from the school campus and exclusion from all school-sponsored activities for not more than ten (10) school days by the school administration. Students on short term suspension are not permitted on any school campus or at any school sponsored event,

20. **Horseplay**-misbehavior when students are not angry, and respond to interventions, and there is no malicious intent.

21. **In-School Suspension (ISS)** - removal of a student from class or classes with assignment to a designated supervisor. The student shall be marked present in each class when in attendance in ISS.

22. **Law Enforcement Encounters** - Any official encounter between law

enforcement and students must be reported to the school, and parents/guardians will be notified promptly.

23. **Major Disturbance**- student behavior of such nature that it causes a cessation of activity on campus or in the classroom.

24. **Physical Violence**-intentionally making physical contact of an insulting or provoking nature with another person, or intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself, as provided in Code Section 20-2-71.6.

25. **Progressive Discipline** - policies designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior with the previous discipline history of the student being considered and other relevant factors taken into account and all due process procedures required by federal and state law followed.

26. **Safety Hazard** - any behavior, article of clothing (including shoes) that constitutes a hazard to students or staff.

27. **School Safety Zone**-in or on any real property or buildings owned by or leased to any public or private elementary school, secondary school, or school board and used for elementary or secondary education.

28. **Sexual harassment** - the deliberate, repeated, and unsolicited physical actions, gestures, verbal or written comments of a sexual nature, when such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile, or offensive learning environment. Examples include behaviors such as leering, pinching, grabbing, suggestive comments or jokes, or pressure to engage in sexual activity. The Georgia General Assembly has required that in this Code of Conduct all parents and guardians shall be encouraged to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

29. **Sexual misconduct/inappropriate sexual behavior** - any willful and/or deliberate act (spoken, written, or physically conducted) e.g. writing suggestive notes and making obscene gestures committed with the intent of promoting sexual favors or furthering acts lewd or lascivious in nature, any unsolicited sexual proposal or offensive touching of any other person; or any act of indecent exposure or any sexual crimes as defined by state law.

30. **Student Incivility** - behavior that is rude or disrespectful to staff or students

31. **Tardiness** - not being in one's assigned classroom at the time the official school day and/or the class is scheduled to begin.

32. **Threats and Violence** - Making threats or committing acts of violence against a school is a serious criminal offense. Students aged 13 to 16 may be tried as adults for certain violent offenses.

33. **Trespassing** -- individuals (students or adults) who present themselves in any unauthorized area(s) (building or campus), i.e. being on school property without permission. No one is allowed on school property after hours except for scheduled school activities.

34. **Truancy** - failure to report or sign in to school without prior permission, knowledge or excuse by the school or the parents or "skipping" class or school; more than five unexcused absences during the school year.

35. **Time-Out** - a short-term removal from the K-2 classroom during which time the student is supervised in an alternative setting.

36. **Vaping**: The use of any electronic vapor product, including but not limited to e-cigarettes, vape pens, or JUUL devices, which deliver nicotine or other substances through inhaled aerosol. Vaping is strictly prohibited on school property, at school-sponsored events, or during school hours, whether or not the device contains nicotine.

37. **Weapons**- "Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, **any** other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106. This paragraph excludes any **of** these instruments used for classroom work authorized by the teacher. Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8.16 Unsafe School Choice Option.

**Calhoun County High School
Parent Signature Page 2025-2026**

I have received the following information from my child's school:

1. School Student Handbook
2. Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA)
3. Compulsory School Attendance
4. Calhoun County High School Pregnancy Policy
5. Electronic Communication and Computing Device Usage
6. Internet Access Agreement
7. Calhoun County High School Technology Resource Usage Agreement
8. Calhoun County High School Student Code of Conduct
9. Calhoun County High School Student Handbook (containing Grading and Promotion Criteria)
10. Calhoun County High School Title I Family Engagement Plan and Parent Compact

Calhoun County High School clubs or activities my child may NOT participate in: _____

Use of Student's Pictures, Work, and Name

Calhoun County High School frequently uses students' pictures, artwork, or class work to highlight classroom, school, or district events. Students' pictures are used on district and school websites, flyers, posts, or other public relations items.

IF YOU DO NOT WANT YOUR CHILD'S PICTURES, NAME, VIDEOS, OR WORK USED, PLEASE NOTIFY THE SCHOOL PRINCIPAL IN WRITING WITHIN THE FIRST TWO WEEKS THAT YOUR CHILD IS ENROLLED.

By signing I agree that I have received, read, and understand the above-listed materials.

Child's name (printed) _____

Child's school (printed) _____ Grade _____

Child's signature _____

Parent's name (printed) _____

Parent's signature _____ Date _____

Please sign this page and return to school.

The Calhoun County Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, or disability in educational programs, activities, or employment.