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# CLINCH COUNTY HIGH SCHOOL

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## The Handbook for Panthers 2020-2021



**Dedicated to creating a culture where “Failure is NOT an Option”**

**Mr. Trent Hatton, Principal**  
**Mrs. Susan Fortner, Assistant Principal**  
**Mrs. Chasity Luke, Guidance Counselor**  
**Mrs. Becky Morgan, Graduation Coach**  
**Dr. Lori James, Superintendent, Clinch County Schools**

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*“Education is the most powerful weapon which you can use to change the world.”*

*~Nelson Mandela*

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[www.clinchcounty.com](http://www.clinchcounty.com)

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# **Clinch County School System 2020-2021 Calendar**

**July 31 – August 7**

**August 10**

**September 7**

**September 10**

**October 12**

**October 13**

**November 4**

**November 23 – 27**

**December 18**

**December 21 – January 1**

**January 4 & 5**

**January 6**

**January 18**

**February 11**

**February 15**

**April 2**

**March 10**

**April 5 – 9**

**May 21**

**May 24-26**

**Pre-Planning**

**First Day of School**

**Labor Day Holiday**

**Half-Day Release**

**Fall Break**

**In-Service**

**Half-Day Release**

**Thanksgiving Break**

**Half-Day Release**

**Christmas Break**

**In-Service**

**First Day of 2<sup>nd</sup> Semester**

**Martin Luther King Holiday**

**Half-Day Release**

**Winter Break**

**Half-Day Release**

**Half-Day Release**

**Spring Break**

**Last Day of School (Half Day)**

**Post Planning**

# Clinch County High School

## Bell Schedule

8:00 – 9:30	1 <sup>st</sup> Block
9:33 – 10:03	Enrichment/Intervention/Homeroom
10:06 – 11:36	2 <sup>nd</sup> Block

### LUNCH and 3<sup>rd</sup> Block:

11:39 – 12:04	<b>A Lunch</b>	<b>3<sup>rd</sup> Block</b>	12 :07- 1:42
12:14 – 12:39	<b>B Lunch</b>	<b>3<sup>rd</sup> Block</b>	11:39 – 12:11 & 12:42 – 1:42
12:45 – 1:10	<b>C Lunch</b>	<b>3<sup>rd</sup> Block</b>	11:39 – 12:42 & 1:13 – 1:42
1:17 – 1:42	<b>D Lunch</b>	<b>3<sup>rd</sup> Block</b>	11:39 – 1:14

1:45 – 3:15	4 <sup>th</sup> Block
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### **\*Late Check-Outs (After 2:45)**

A parent/guardian must come into the main visitor's office to sign out his/her child. **No requests by phones will be accepted.**

Daily announcements are shared with students at 9:33 each day during homeroom/intervention. They are also posted on Clinch County High School's Facebook and Twitter accounts. Please like us and follow us on social media:

Facebook – Clinch County High School

Twitter - @PANTHERSCCHS

## Clinch County High School Directory of Personnel

Name	Department/Area	E-Mail Address
BARBER, SHANE	Language Arts	sbarber@clinchcounty.com
BENNETT, CRYSTAL	Special Education	cbennett@clinchcounty.com
BURNS, LAURA	Spanish	lburns@clinchcounty.com
COOPER, SUBRENA	Administrative Assistant/ISS	scooper@clinchcounty.com
DANIEL, KARLA	Administrative Assistant	kdaniel@clinchcounty.com
DAUGHARTY, MOLLY	Language Arts	mdaugharty@clinchcounty.com
DOUGLAS, LEE	Business	ldouglas@clinchcounty.com
DOUGLAS, PAXTON	Bookkeeper	pdouglas@clinchcounty.com
FORTNER, SUSAN	Assistant Principal	<a href="mailto:sfortner@clinchcounty.com">sfortner@clinchcounty.com</a>
FULTON, MANDY	Science	mfulton@clinchcounty.com
GEORGE, TERRENCE	Science/Dept. Head	tgeorge@clinchcounty.com
GOODMAN, CARRA	FACS/CTAE Director	cgoodman@clinchcounty.com
GRIFFIS, BETSY	Special Education	bgriffis@clinchcounty.com
GRIFFIS, JOANN	Registrar	jgriffis@clinchcounty.com
HARPER, MICHAEL	Social Studies	mharper@clinchcounty.com
HATTON, TRENT	Principal	thatton@clinchcounty.com
HENDLEY, COLE	Math	chendley@clinchcounty.com
JONES, CHAD	Economics/Dept. Head	cjones@clinchcounty.com
KENNEDY, EMILY	Language Arts/BETA/Dept Head	ekennedy@clinchcounty.com
LECROY, ANTHONY	Band Director	alecroy@clinchcounty.com
LUKE, CHASITY	Guidance Counselor	cluke@clinchcounty.com
MALCOM, LAURIE	Special Education	lmalcom@clinchcounty.com
MERCER, SEAN	Special Education/Dept. Head	smercer@clinchcounty.com
MORGAN, BECKY	Graduation Coach	bmorgan@clinchcounty.com
MORGAN, RANCE	Health/Physical Education	rmorgan@clinchcounty.com
MORRIS, CHARLOTTE	Paraprofessional	cmorris@clinchcounty.com
MURRAY, JESSICA	Math/Dept. Head	jmurray@clinchcounty.com
MUSGROVE, JANE ANN	Media	jmusgrove@clinchcounty.com
O'NEAL, DUSTIN	Agriculture/FFA Sponsor	doneal@clinchcounty.com
PETERSON, WINSTON	Resource Officer/Athletic Director	wpeterson@clinchcounty.com
PHILPOT, DUSTIN	Construction	dphilpot@clinchcounty.com
REGISTER, MARTHA	Special Education	mregister@clinchcounty.com
SPIKES, WANDA	Paraprofessional	wspikes@clinchcounty.com
SPIVEY, DANIEL	Math/Civics	dspivey@clinchcounty.com
STALVEY, LIZA	US History	lstalvey@clinchcounty.com
STALVEY, MEGAN	Math	<a href="mailto:mstalvey@clinchcounty.com">mstalvey@clinchcounty.com</a>
STRICKLAND, LESEE	Science	lstrickland@clinchcounty.com
TEMPERLEY, JOEY	Agriculture/FFA Sponsor	jtemperley@clinchcounty.com
TESTERMAN, SARAH	Math	stesterman@clinchcounty.com
THOMPSON, LORI	Business Education/WBL Coordinator	lthompson@clinchcounty.com
TISON, DON	Physical Education/Dept. Head	dtison@clinchcounty.com
TOLLE, DAVID	Language Arts	dtolle@clinchcounty.com
TOMLINSON, EMILY	Nurse, CNA Instructor	etomlinson@clinchcounty.com
WILLIAMS, GORDON	Custodian	
WILLIAMS, HEATHER	Paraprofessional	hwilliams@clinchcounty.com

## Visitors

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

## *Attendance*

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

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

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

### Parent Notification/Appeals

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

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

### Perfect Attendance Incentive

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

- have perfect attendance in every class through December 11<sup>th</sup> and/or May 14<sup>th</sup>.
- have a passing grade in every class through December 11<sup>th</sup> and/or May 14<sup>th</sup>.

Once a student misses one day in one block, excused or unexcused, they no longer qualify for the perfect attendance incentive. They still may qualify for the current final exemptions rule with the possibility of missing the last 2 days of the semester, December 17<sup>th</sup> & 18<sup>th</sup> and/or May 20<sup>th</sup> & 21<sup>st</sup>.

A student having.....

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

**Please encourage your child to attend school every day.**

### **Excused Absences**

Students should bring their excuses to the attendance office upon return to school. All handwritten excuses must be turned in within three days of absence. Failure to do so will result in the absence being unexcused. Unexcused absences due to extenuating circumstances can be appealed to Mr. Trent Hatton or Mrs. Susan Fortner. Teachers at Clinch County High School are not required to provide make-up work for unexcused absences.

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



### **Checking Out of School During the School Day**

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

- All checkouts will be made in Karla Daniel's office.
- Only adults (at least 21 years of age) whose names are on the checkout sheet will be allowed to check students out of school.
- All students must sign out in the Attendance Office before leaving during school hours.
- Students who leave school without going through the proper procedures will be charged with skipping school--the appropriate actions will be taken.
- A student who becomes sick while at school should request permission from his or her teacher to visit the nurse. If the nurse determines that the student is too sick to remain at school, the parent/guardian must be notified before the student is allowed to leave school.
- Students reporting to the clinic because of serious illness must remain in the clinic until released by the nurse to return to class or go home. Any student who leaves school without the proper authorization from the nurse or some other school official—even with parents' knowledge – will be written-up for skipping. The school nurse will send a note with time released with students who are sent back to class. Do not allow students to return to class without a note from the school nurse.
- Students who leave campus due to emergency or illness dismissal must sign-out in Karla Daniel's office and leave through the main entrance.

### **Late Check-Outs (After 2:45)**

**A parent/guardian must come into the main visitor's office to sign out his/her child. No requests by phones will be accepted.**

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

### **NON or RED X Days**

A student's participation in an approved school-sponsored activity is recorded as non-instructional time (NON) and is not counted as an absence from school or class. Below are considered as NON or RED X days:

School sponsored Field Trips

Early Athletic Dismissal

Working at Voting Polls

Post-Secondary Institution/Military Installation (maximum of 3, beginning 2<sup>nd</sup> semester Junior year)

The student is responsible for documentation to the attendance office.

### **Hospital/Homebound Instruction**

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

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

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

- SSA days include competitive events, athletic, debate, literary meets, field trips, etc.
- Students are expected to represent Clinch County High School in a positive manner on all field trips.
- Students are responsible for any work missed because of a field trip.
- Students must have **ALL** forms, requested by the school, signed and returned.
- All school rules apply on field trips, especially the school dress code.
- SSA days do not count as an absence. Students are expected to make up the work missed and will be allowed a two days to complete all missed assignments.
- It is the students' responsibility to make up work within the designated time.

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

- Students who are not under the direct supervision of a teacher should not be on the school campus before or after regular school hours. Failure to do so may result in disciplinary action.
- All student parking is located in the main parking lot.
- Students may not go to the parking area during the school day without administrative approval.
- Breakfast is served in the Commons beginning at 7:30 each morning.
- **Any student coming to school with morning breakfast must remain in the commons to eat.**
- Students can report to academic hallways beginning at 7:35.
- Students not under direct supervision of school personnel are required to be off school campus by 3:30 p.m.

### **Entrances & Exits**

- Emergency classroom doors are only to be used in an emergency.
- Students may enter school from 7:25 – 8:00 through the commons parking lot entrance. After 8:00, students must enter the building through the main entrance. Students may exit the building through the commons parking lot entrance from 3:15 – 3:30. If students leave during the school day, they must sign-out in Mrs. Daniel's office and exit through the main entrance.

## ***Academics***

### **GRADE REPORTING**

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

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

A - (100-90) Superior achievement for grade level

B - (89-80) Above average achievement for grade level

C - (70-79) Average achievement for grade level

F - (Below 70) Failure

I – Incomplete

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

### **Intervention**

Students failing two or more classes, At-Risk Seniors and 8<sup>th</sup> graders failing one academic class during a three week grading period will be assigned to our Intervention classes. These students are referred to as our regular Intervention students and remain in Intervention for at least 3 weeks. In addition, faculty may place students in Intervention who are not meeting daily classroom standards. These students are referred to as our drop-in Intervention students and remain there until the student meets the specific standard. It is the responsibility of the student to collect all necessary assignments from teachers before Intervention time.

Our school mission is, "Failure is not an Option." We work hard to provide extra time and support

for students who are struggling academically, therefore Intervention time is treated as an academic class. In order to insure that students have approximately 30 minutes of quiet, uninterrupted work study time, students are expected to bring their assignments, books, pencils, etc. and are expected to behave appropriately. All discipline referrals from the Intervention will be dealt with individually based on the school code of conduct.

### **Final Exemptions**

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

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

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

### **Incompletes**

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

### **Make-up Work**

Make up work is given at the discretion of the teacher. Please refer to the teacher's syllabus.

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

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

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

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

- **Credit Repair: Failed classes with a Grade Range of 60-69**
  - After a student has failed a class with a grade ranging from 60-69, he/she will be assigned lessons in A+ (or personalized assignment) by his/her teacher to replace the failing grade.
  - Students will have a 3 week time frame to complete assignments. This must be done the semester following the failed class.
  - Will be done in the guidance office during enrichment time.
  - Cost - \$100

- **Credit Recovery: Failed Classes with a Grade below 59**
  - Students who make a grade of 59 or below will qualify to enroll in the credit recovery program.
  - Students will be required to retake full course on A+
  - Cost will remain \$150 per course
  - Will be taught after school each semester and during Summer.

Students with excessive absences from semester he/she took class will not be allowed to participate in credit recovery or repair. Exceptions will be made for extenuating circumstances such as death in family, hospitalizations, etc. but will be administrator approved.

A child is responsible to attend school and is subject to adjudication in Clinch County Juvenile Court as an unruly child for violation of this statute. If a parent, guardian, or other person who has control or charge of the child causes the child's absence, then that person, and not the child, is in violation of this statute. Such a violation is a misdemeanor and carries a penalty of up to \$100 fine and 30 days in jail for each violation. Students who have more than five unexcused absences are in violation of the law.

### **GRADE PROMOTION**

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

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

- Students in the eighth grade must pass 7 out of 10 classes (this must include Math and ELA at least one semester) and pass the Georgia Milestones to be promoted to the ninth grade.
- Students who only pass 5 out of 10 classes are eligible for summer school (taking 2 classes) to earn the required 7 classes out of 10.
- Students who fail 6 or more classes will **NOT** be eligible for summer school and will be retained in the eighth grade.

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

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

## **GRADUATION EXERCISES**

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

Recognition will be awarded to students during graduation exercises for:

1. Valedictorian and Salutatorian (medal will be worn).
2. Honor Graduate (gold stole and gold tassel will be worn).
3. Beta Club Membership (gold cord will be worn).
4. Academic Achievement Awards (medals will be worn).
5. Class Officer (white stole will be worn).
6. Local Honor Seal (black cord will be worn).
7. Credentialed Pathway Completers (designated cord will be worn).
  - White – one pathway
  - White and Black – two pathways
  - White, Black and Red – three pathways
8. Associate Degree through Dual Enrollment (grey cord will be worn).

## **HONOR GRADUATES**

Honor Graduates shall be determined by an average of all academic courses in the areas of language arts, social studies, science and mathematics.

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

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

## **VALEDICTORIAN AND SALUTATORIAN**

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

## **Clinch Endorsed Honors**

A maximum of four plus points may be earned. Plus points may be earned for any academic Dual Enrollment or AP course that is successfully completed. A student may earn up to 4 plus points. However, a student who earns three of four plus points will be considered Clinch Endorsed Honors.

### **Dual Enrollment (DE):**

The Dual Enrollment program offers eligible students the chance to earn college credits while enrolled in high school. For detailed information regarding these programs, visit [www.gafutures.org](http://www.gafutures.org). A contract must be signed by the student and parent in order to participate. Contracts can be picked up in the Guidance Office.

### **Requirements for Dual Enrollment (DE)**

1. Student must submit a signed contract to CCHS counselor verifying parent and student understanding of requirements.
2. Must meet college entrance requirements.
3. Must be on-track to graduate.
4. Must be passing all high school courses.
5. Attendance/participation in the college courses is very important. Students who violate the attendance/participation policy of the COLLEGE instructor can be withdrawn for lack of attendance/participation and will be given a 50 on their high school transcript.
6. **Students are not allowed to drop any college course that is replacing a class on the student's high school schedule once registered at the college. Any dropped course will receive a failing course grade at the high school. Students must speak with a CCHS counselor prior to making any changes to a college schedule.** If a student does drop a class, he/she will be responsible for any money owed to the college for the course and the books.
7. **CCHS has no control over grading or policies of the college.** Students will receive the grade they obtain at the end of the college class. **EOC** tests will be factored into the final grade on the student's high school transcript (when required).
8. Parents are advised that college courses are taught by college instructors. Material covered is governed by the college and will be on the college level. Also, instructors of college courses are not available to meet with parents as are high school teachers. **It is the student's responsibility to monitor progress and grades with the college. College course grades are not updated in PowerSchool as are high school courses.**
9. **Students and parents acknowledge that dropping any class before the end of the semester/ quarter or not following the program rules and regulations may result in removal from the DE program and future participation in DE.**
10. **College courses are more rigorous than high school courses. A student's grades and GPA may possibly be lower as a result of taking college courses. 5 Points will be added to any DE academic course passed at the college level on the student's high school transcript.**
11. **These courses will be used to calculate the student's HOPE GPA in high school and in college.**
12. **Students are required to complete the appropriate application at the college. Students must adhere to their application processes (including completion of online orientation). This application must be submitted by the college's deadline.**

13. Students must complete the DE funding application by logging into their GAFutures account (<https://www.gafutures.org>). This portion is required in order to have tuition paid by the State of Georgia. If this form is not completed, the student will be responsible for paying own tuition. Students need to email your dual enrollment coordinator once this step has been finished.
14. It is solely up to the student to gain access to blackboard, assignments, instructor concerns and grades. CCHS personnel do NOT have access to information at other Educational Institutions.

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

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

## **TESTING**

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

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



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

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

- Mathematics
  - Algebra I
  - Geometry I
- Social Studies
  - United States History
  - Economics
- Science
  - Biology
  - Physical Science
- English Language Arts
  - Ninth Grade Literature and Composition
  - American Literature

There will be two administrations of the EOC each school year. The EOC will be administered at the end of each semester.

### **Fall/Winter EOC in December**

### **Spring EOC in May**

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

#### **Other Test Schedules:**

<b>Grade 8 End of Grade Assessment-----</b>	<b>April 19-23</b>
<b>Reading/ELA/Writing-----</b>	<b>Monday &amp; Tuesday</b>
<b>Mathematics-----</b>	<b>Wednesday</b>
<b>Science-----</b>	<b>Thursday</b>
<b>Social Studies-----</b>	<b>Friday</b>
<b>Make up-----</b>	<b>Monday, April 26</b>
<b>PSAT – Grade 10 -----</b>	<b>Wednesday, Oct 14</b>
<b>Fitnessgram 1<sup>st</sup> semester-----</b>	<b>TBD</b>
<b>Fitnessgram 2<sup>nd</sup> semester-----</b>	<b>TBD</b>

### **SAT Test Dates 2020-2021**

#### **SAT Test Date**

Saturday, August 29, 2020  
Saturday, September 26, 2020  
Saturday, October 3, 2020  
Saturday, November 7, 2020  
Saturday, December 5, 2020  
Saturday, March 13, 2021  
Saturday, May 8, 2021  
Saturday, June 5, 2021

### **ACT Test Dates in Georgia 2020-2021**

**Due to COVID 19, test dates are not available at time of print. Please check [www.act.org](http://www.act.org) often for a testing schedule.**

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## **Career Pathways**

Career Pathways are offered at Clinch County High School for all students. Pathways are offered in all areas in Career, Technical, and Agriculture Education. All students are encouraged to complete a pathway while a student at Clinch County High School. To complete a pathway, students are required to take three courses associated with each pathway.

### **Current Pathways:**

- Agriculture:
  - Agricultural Mechanics
  - Plant Science/Horticulture Pathway
  - Forestry/Natural Resources Pathway
- Architecture, Construction, Communications and Transportation
  - Construction Pathway
    - Carpentry
    - Electrical
- Business Education
  - Administrative/Information Support Pathway
  - Financial Services
- Education
  - Early Childhood Education Pathway
- Government and Public Safety
  - Law and Justice Pathway
- Healthcare
  - Health Informatics Pathway (Certified Nurse Assistant – CNA)

### **Credentialed Pathway Completers:**

Assessments will be given to each pathway completer to measure level of technical attainment. Students who pass the pathway assessment will leave high school with valuable credentials they can use in their post-secondary quests or to enter the workforce. Credentialed Pathway Completers will be awarded a cord(s) to wear at graduation.

# ***EXTRACURRICULAR ACTIVITIES***

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

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

## **Homeroom:**

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

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

### **Athletic Eligibility Rules:**

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

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

9. Not be a professional athlete in the sport of participation.
10. Were not ineligible at the previous school for academic or behavioral reasons.

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

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

### **ATHLETES AND SPORTS AGENTS**

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

### **NO PASS/NO PARTICIPATION**

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

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

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

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

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

Students who are placed in In-School Suspension (ISS) will be ineligible for participation immediately upon notification of suspension even if the actual suspension starts the following school day. The ineligibility will end at the close of the school day on the last day of ISS. This policy supersedes any other regulation or rule currently in effect (JDFG).

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

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

### **Extracurricular Coaches and Sponsors**

#### **Football**

Don Tison  
Winston Peterson  
Rance Morgan  
Chase Daniel  
Eric Richeson  
Vincent Davis

#### **Softball**

Lee Douglas

#### **Literary**

Emily Kennedy  
Betsy Griffis

#### **Basketball**

Terrence George – Boys  
Tyrone Carter - Boys  
Chase Daniel – Girls  
Cynthia Gray - Girls

#### **Track**

Tammy Hatton - Girls

#### **Tennis**

Boys – Chad Jones  
Girls – Renee Harris

#### **Baseball**

Lee Douglas  
Sean Mercer  
Michael Harper

#### **Varsity Cheerleaders**

Liza Stalvey

#### **Athletic Opportunities**

Football  
Softball  
Baseball  
Basketball  
Track  
Tennis  
Cheerleading

#### **Literary Opportunities**

Trio  
Solo  
Quartet  
Extemporaneous Speaking  
Dramatic Interpretation  
Essay  
Mock Trial

### **MEETING WITH COACHES**

Our athletic policy mandates all meeting with parents to discuss problems that may arise must take place with an administrator present and be held at the high school. If you have a problem you would like to discuss, please call the high school and set up an appointment with our administrators. Please never approach a coach after a game at the field, follow them to their home, or call them that night. Follow the proper channels to have your concerns heard.

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

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

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

### **CLUBS**

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

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

#### **Senior Beta**

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

#### **Junior Beta**

Junior Beta is an academic club at CCHS. Members are limited to 8<sup>th</sup> and 9<sup>th</sup> grade students who have made a 90 and above in all subject areas. Membership dues for old members are \$10.00 and new members are \$20.00.

### **4-H**

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

### **CLASS DUES**

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

The purpose of class dues is to help pay for various events throughout the year that the class participates as a whole such as...homecoming, prom, class gifts, grad bash expenses, graduation, unfortunate occurrences like deaths and/or hospitalizations that the class wishes to send flowers, etc.

### **Financial Responsibility**

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

### **Insurance for Participation**

Since parents/guardians assume financial responsibility for medical and dental expense for injuries to their children/ward for regular school or extracurricular accidents, CCSS requires that all parent/guardians of students who participate on any athletic team, cheerleader, or manager/trainer for any of the Athletic Programs obtain insurance coverage for their child/ward.

**No students may participate in any of the Athletic Programs without being covered by private insurance and CCSS does not assume responsibility for payment of charges for treatment of injuries.**

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



# ***Code of Conduct***

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

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

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

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

## **AUTHORITY OF THE PRINCIPAL**

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

## **STUDENT DISCIPLINE**

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

## **DEFINITION OF DISCIPLINARY ACTIONS**

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

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

- Students are counted as an excused absence in all classes during the ISS placement.
- It is the student's responsibility to get work from teachers prior to reporting to ISS. Students may only go to teachers after school or before school begins. Teachers will not be interrupted during the school day to gather work for ISS students.
- It is the student's responsibility to turn in all work to the teachers the day they return to class.
- If students are in ISS for a tardy, it is the responsibility of the students to get the missed work after school and turn it in the next day.
- Students are ineligible to participate in or attend any extracurricular activities from the day they are notified of suspension until the close of the school day on the last day of the ISS placement.
- Students in ISS are not allowed to have lunch deliveries.

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

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

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

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

### **STUDENTS CHARGED WITH FELONIES**

Georgia Code 20-2-768 dictates students charged with a felony committed outside school environments are to be placed in alternative school until they are adjudicated. Once the student is adjudicated and found guilty of a felony, a hearing will be held to determine if the student is permitted to return to school, is placed in alternative school, or any other appropriate consequence. If the charges are dismissed or the student is found innocent, the student can immediately return to school.

### **Search and Seizure**

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

### **DISCIPLINE OF TRANSFER STUDENTS**

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

### **CORPORAL PUNISHMENT**

If a parent does not wish for corporal punishment to be administered to their child, a form from the front office will have to be filled out. **This must be done annually and in writing.**

## **DRESS CODE**

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

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

### **THE FOLLOWING ARE NOT ALLOWED TO BE WORN AT CCHS:**

1. Head coverings, hats, combs, picks, brushes, rollers, or bandanas
2. Hairstyles and colors determined by the faculty and administration to be distracting to others.
3. Sunglasses (unless doctor's note).
4. Any garment that does not cover the midriff.
5. Any garment that does not cover undergarments or which is immodest or revealing.
6. See-through fabrics, which reveal undergarments
7. Sleeveless shirts, tank tops, or spaghetti straps
8. Low-cut shirts or blouses
9. Sagging pants
10. Pants/Jeans with holes above the knee, Shorts, Skirts, and/or dresses shorter than knee length must be accompanied by leggings or jeggings to cover exposed skin above the knee. See-through tights/leggings are not acceptable.
11. Leggings, tights, yoga pants, etc. that are not covered by a shirt long enough to cover front ends AND rear ends
12. Bedroom Clothing/shoes
13. Emblems, slogans, and/or words referring or alluding to tobacco, alcohol, drugs, race, ethnic groups, sex, violence, gangs, or negative connotations.
14. Clothing with song lyrics encouraging violence or groups who promote violence through their music.
15. Any body piercings that cause a distraction from learning.
16. Wallet Chains and Spiked Jewelry
17. Headphones/earbuds in the hallways

#### **Note:**

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

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

### **Cell Phones**

Cell phones ARE allowed at school at your own risk. Usage of cell phones during a class is **not permitted by students. Cell phones are allowed in Commons area and in hallways between classes ONLY.**

Faculty/staff are instructed to take up cell phones and turn in to administrators if they are used during class or cause a disruption. Students can get cell phones back at the end of the school day.

- 1<sup>st</sup> offense of cell phone in a classroom will result in a warning from admin.
- 2<sup>nd</sup> offense of cell phone in a classroom will result in lunch detention.
- 3<sup>rd</sup> offense and beyond will result in ISS assignments.

Any threatening, harassing, inappropriate exposing or cyber bullying act towards another student by phone which causes disruption of school will result in suspension of phone privileges for the remainder of school year.

### **REFUSING TO GIVE CELL PHONE TO TEACHER/ADMINISTRATOR:**

- Student will receive 2 days ISS.
- Cell phone must be given to the administrator
- If the cell phone is not turned in to the administrator, the student will be assigned OSS until the cell phone is turned in.

### **Tardy Policy:**

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

- Each semester a student will be allowed a warning for their first tardy (**first block only**.) Students tardy to school must report to Karla Daniel's office to sign in. A tardy slip will be given to student.
- 2<sup>nd</sup> through 4<sup>th</sup> block tardies 1-5 will report to ISS a minimum of 1 block. Students arriving late to these blocks MUST report IMMEDIATELY to the ISS room.
- At tardy #6 and thereafter, students will be assigned ISS or corporal punishment. (See Code of Conduct Chart, pg 33)

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

## **BUS PROCEDURES**

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

## **BUS DISCIPLINE PLAN (THIS PERTAINS TO INCIDENTS ON THE BUS AND/OR AT THE BUS STOP)**

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

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

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

1. **Authorized Area:** Area defined by administrator or teacher for specific use at a specified time.
2. **Behavior Contract:** Written agreement that serves as a plan between student and teacher/administration outlining corrective action and future disciplinary expectations.
3. **Breaking in Line:** Taking any place other than the last place in line. Must stay in line to maintain position in line.
4. **Bullying:** Code Section 20-2-751.4 The term 'bullying' means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is: (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or (3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: (A)

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

**Any student in grades six through twelve that has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school.**

5. **Cheating:** Using another person's work and calling it your own. Using notes or other methods, without the teacher's knowledge, to complete a test or assignment.
6. **Classroom Disruption:** Saying or doing something that keeps the teacher from teaching or other students from learning.
7. **Contraband:** Any unauthorized or illegal object not allowed at school such as radios, tape decks, compact disks, cameras, TV's, ammunition, laser pointers, beepers, cellular phones, stolen property, drugs, or any item not required for learning.
8. **Chronic Lack of Supplies:** Repeatedly reporting to class without necessary materials such as books, physical education attire, supplies, etc.
9. **Detention:** Mandatory attendance at an assigned study location before or after school may be assigned by office or by classroom teacher as part of a behavioral plan.
10. **Disciplinary Probation:** A student found guilty of certain offenses may be placed on probation by the local school and/or the Student Disciplinary Panel. Probation is a trial period during which a student violating school and/or school system rules is subject to further disciplinary action.
11. **Disorderly Conduct:** Saying or doing something that upsets the normal school day or any school activity.
12. **Disrespect for Others:** Saying or doing something that puts down, annoys insults or embarrasses a person or a group of people. Includes derogatory remarks designed to inflame a confrontation.
13. **Extortion:** Use of "mild" threats or intimidation to demand money or something of value from another (no weapon).
14. **False or Misleading Information:** Telling lies, or refusing to tell the truth about important matters, such as names to members of the school staff or administration.
15. **Gang Related:** Wearing or possession of gang-related apparel; conveying personnel membership or affiliation with a gang. Gang-related solicitation, violence, threats, defacement of property.
16. **Gestures:** Use of hands, appendages, or any other part of the body to convey message or attract attention. Improper Slang: Using current words or phrases to address or disagree with an adult, staff member, or another student. Example: "Bump it."

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



succeeding time.

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

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

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

#### **Video Surveillance**

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

# CLINCH COUNTY HIGH SCHOOL CODE OF CONDUCT CHART

## Parents and Students,

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

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

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

## **Positive Behavior Intervention Strategies (PBIS)**

Clinch County High School takes pride in PBIS. PBIS is a multi-tiered framework for establishing the social culture and behavioral supports needed for a school to achieve behavioral and academic outcomes for all students. PBIS allows for a continuum of supports that begins with the whole school and extends to intensive, wraparound support for individual students and their families. The vision for PBIS at Clinch County High School is to create a safe and supportive school environment for all stakeholders, where students are taught not only academics but also how to be a productive citizen in our society.

**The charts on the following pages show the Behavior Flow Chart and School Wide Behavior Matrix developed using PBIS strategies.**

# CLINCH COUNTY HIGH SCHOOL

## BEHAVIOR FLOW CHART

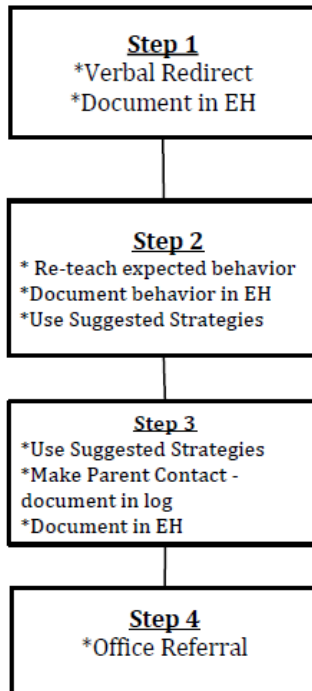


Observe Problem Behavior

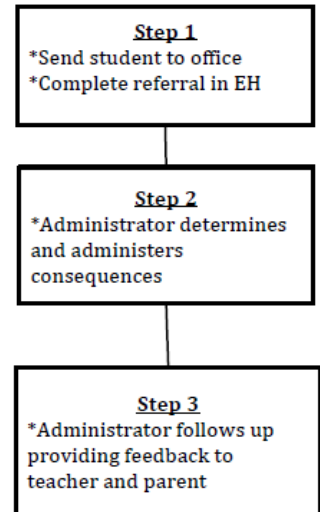
Classroom Managed (Minor)

Is the behavior Classroom or Office managed?

Office Managed (Major)



Classroom Managed	Office Managed
<ul style="list-style-type: none"> <li>*Misuse of Technology</li> <li>*Horse play</li> <li>*Sleeping</li> <li>*Arguing/Mouthy</li> <li>*Cheating</li> <li>*Off Task</li> <li>*Inappropriate Language</li> <li>*Unprepared</li> <li>*Talking</li> <li>*Out of Seat</li> </ul>	<ul style="list-style-type: none"> <li>*Fighting</li> <li>*Tobacco/Vaping</li> <li>*Weapons</li> <li>*Arson</li> <li>*Threats</li> <li>*Gang Activity</li> <li>*Theft</li> <li>*Truancy</li> <li>*Vandalism</li> <li>*Drugs</li> <li>*Alcohol</li> <li>*Sexual Misconduct</li> <li>*Confrontational</li> </ul>



### \*\*Suggested Strategies\*\*

- |                         |  |
|-------------------------|--|
| <b>Step 2:</b>          | <b>Step 3:</b>                                 |
| *One-On-One Conference  | *Lunch Detention(2 days)                       |
| *Seating Change         | *After School Detention - (Teacher Preference) |
| *Loss of Privilege      |  |
| *Lunch Detention (1day) |  |



# CCHS

## Respectful, Responsible and Ready!

Location	Class	GYM	Hallways	Commons	Restroom	Computer Labs	Vending Machine Area
<b>Expectation:</b>							
<b>Respectful</b>	pay attention be considerate	to school property use appropriate language	use appropriate language	use appropriate language mind your manners	to school property to the privacy of others waiting your turn in line	to school property don't tamper with computer	don't tamper with machines wait your turn
<b>Responsible</b>	do your work stay on task	use inside voice put trash in garbage cans	use inside voice keep it moving	use inside voice keep area clean	flush toilets wash hands put trash in garbage cans	adhere to internet usage rules leave area clean	keep area clean
<b>Ready</b>	have all needed materials be punctual	follow directions wear appropriate attire	go directly to your destination hall passes during class time	follow directions	have hall pass during classes return promptly and quickly	know login information food-free zone drink-free zone	get snack and return promptly to class

# ***STUDENT SERVICES***

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

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

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

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

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

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

## **MEDICAL CLINIC**

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

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

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

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

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

### **Epipens**

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

### **HEAD LICE PROCEDURE**

In an effort to keep students free of lice infestation, and to prevent outbreaks of head lice, all Clinch County Schools maintain a No Nit Policy. At any time during the school year, the school nurse or other school staff designee can screen students for head lice. If any student is found to have head lice or lice nits (eggs) his/her parents/guardians will be contacted to pick him/her up immediately. Parents/guardians will be informed of lice infestation by a letter that explains the problem, how to detect lice and nits, and steps to take in treatment. The parents/guardians are to treat the head lice in a timely manner, including manual removal of ALL nits. Treatment of head lice usually takes no more than two days. The parents/guardians must bring the student to the school nurse or designee to be checked and cleared for re-entry to school. Students who have been dismissed home due to head lice will not be allowed to ride the school bus. A parent/guardian or family member must bring the student in to the nurse to be checked, and must wait until the school nurse or designee has cleared the student to return to school. If ten or more nits are still found in the student's head, the student will be sent home again for manual removal of nits. The school nurse may excuse up to three days of absence in a fourteen day cycle period of the infestation. After the third absence following each episode of

infestation, the school counselor or social worker will contact the parents/guardians. After the third infestation of lice in one calendar school year, the parents/guardians must take the student to the Health Department or to a physician for a letter of release back to school.

## **CAFETERIA**

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

- Students will be allowed to charge no more than 3 times.
- Seniors that have a negative meal balance must have it paid before they graduate.
- According to board policy, after the 3<sup>rd</sup> charge, then she/he will be given a reimbursable meal which will consist of a sandwich and milk.
- Charge letters will be sent home every week by students through their homeroom days, and/or the manager will call parents in order to avoid giving a supplemental meal.

**This policy will be in effect beginning the first day of school. Parents of new students who wish to apply for free and reduced meals must continue to pay for full price until the application is approved.** Students who were enrolled in the Clinch County School System during 2019-2020 School year will be allowed to eat meals based on their status until September 17, 2020. Free and Reduced lunch forms will be available during pre-planning (July 31 through Aug. 5, 2020) at the Clinch County High School and will also be distributed to all students the first day of school. Please contact Linda Moore at 487-5392 for more information.

### **BREAKFAST/LUNCH – PROGRAM**

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

MEAL PRICES	BREAKFAST	LUNCH
PAID	\$1.75	\$2.50
REDUCED	\$0.30	\$0.40
ADULT	\$3.00	\$4.00

Milk, Juice \$0.35 each



Students must leave their area clean before returning to class.

Students who fail to abide by cafeteria rules may be assigned seats for meals or cleaning duty.

The students with assigned seats will stay in those seats until dismissed by administration.

Failure to cooperate will lead to corrective action planning. Any student who is a recurring problem in the cafeteria may be referred to administration and may be required to develop a long-term plan and/or serve cleaning duty.

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

- If a student is checked out 15 minutes prior or during his/her lunch, a person on the checkout sheet **MUST** come into Karla Daniels office with the student and sign them back into school.
- If the student is late, he/she will receive a tardy for that block and will be assigned ISS for the remainder of the block.
- If the student is more than 15 minutes late, he/she will be marked absent for that block and will be held in ISS until the end of the block.

#### **LUNCH DELIVERIES:**

- No outside vendor delivery.
- Only a parent, grandparent, or legal guardian can deliver food to a student.
- All lunch deliveries must be signed in through Karla's office.
- Student must pick up lunch during the lunch time from Karla's office.

## **Class of 2021 GRADUATION INFORMATION**

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

Graduation for the Class of 2020 is scheduled for Friday, May 21, 2021 at 8:00 p.m. at Donald Tison Field.

**The Graduation Ceremony is a privilege, not a right. If you do not agree with the way we conduct our ceremony, you do not have to participate. For those that choose not to participate, diplomas can be picked up on Monday, May 24<sup>th</sup>.**

### **Fees and Fines**

All seniors must clear up all outstanding fees and fines owed by May 21, 2021. Any senior who still owes money to the school will not be able to participate in the graduation ceremony. Checks, money order, or cash will be accepted for the fees and fines until May 7, 2021. After May 7<sup>th</sup>, only cash or money orders will be accepted.

**ALL FEES AND FINES MUST BE PAID BY FRIDAY, MAY 21, 2021 AT 12:00 P.M., OR STUDENTS WILL BE REMOVED FROM THE GRADUATION PARTICIPATION LIST.** Any questions regarding fees and fines should be addressed to Mr. Trent Hatton at [thatton@clinchcounty.com](mailto:thatton@clinchcounty.com).

### **Seniors Ineligible to Graduate**

Parents of any senior, who is ineligible to graduate, will be notified no later than May 21, 2021. You will receive special notification from the school if your son or daughter has not fulfilled the requirements for graduation. Students who have not fulfilled the requirements may not participate in the graduation ceremony under any circumstance.

**Students and parents are advised to monitor their senior grades on a regular basis using Power School and contact the instructor of any class that their student may not pass.**

**Attendance is a critical part of graduation requirements. Second semester seniors that have more than 5 unexcused absences, in any required class, will not be allowed to participate in the graduation ceremony if they have not completed Attendance Appeals during make up days during the month of May.**

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

Seniors will take final exams May 19 and May 20. The last day of school is May 21.

### **Final Transcripts**

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

### **Baccalaureate Practice and Ceremony**

Baccalaureate practice will be Friday, May 14, 2021. Baccalaureate services will be held on Sunday, May 16, 2021 at 6:00 p.m. All seniors are encouraged to attend Baccalaureate services. All honor graduates are required to attend services. Students must report at 5:15 p.m. on the day of baccalaureate to participate in baccalaureate services.

### **Graduation Rehearsal**

Graduation Rehearsal will be on Friday morning, May 21, 2021 at 8:30 a.m. Please enter Donald Tison field through the ticket booth and sit in the chairs on the football field.

#### **GRADUATES MUST ATTEND REHEARSAL TO PARTICIPATE IN THE GRADUATION CEREMONY.**

All fees and fines must be paid or that student will not be allowed to participate in graduation rehearsal or the graduation ceremony.

### **Graduation Ceremony**

The Graduation Ceremony will be held on Friday, May 21, 2021 at 8:00 p.m. Graduates are to assemble in the CCHS commons by 7:15 p.m. on the evening of graduation. Students are expected to be dressed appropriately. Any variation from the dress code will cause a student to be pulled from the graduation line and will not be allowed to participate in the graduation ceremonies.

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

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

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

Guests should be seated by 7:50 p.m. as the ceremony will begin promptly at 8:00 p.m. Guests are asked to remain seated for the ceremony. Graduation is a formal ceremony therefore guests are expected to be respectful of graduates and their families. Disorderly conduct will not be tolerated.

### **Awarding of Diplomas**

Diplomas are traditionally awarded by the school superintendent. In the event that a family member or other significant person is present on stage, the graduate may request that the diploma be awarded instead by the stage guest. Only stage guests will be considered. Requests must be submitted to the Principal in writing by Monday, May 18th.

### **Code of Conduct**

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

### **Graduate Speeches:**

Honor graduates will be assigned speeches for graduation and baccalaureate ceremonies. Speeches for baccalaureate will be turned in for approval by Thursday, May 13, 2021. Speeches for graduation are due by Monday, May 17, 2021. All speeches will need to be approved. Speeches for both ceremonies will be available to the graduate at the time of baccalaureate and graduation. Guidelines and templates for speeches are available through the Language Arts department and need to be reviewed by a member of the Language Arts department for grammatical errors. No speech will be allowed that has not been reviewed and released by Administration.

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

In the event of rain, graduation will be moved to the CCHS gym. Every graduate will receive ten (10) tickets for the ceremony; honor graduates will receive twelve (12) tickets. Due to fire code regulations, every person, including infants, must have a ticket for admission to the graduation ceremony. Tickets will be sold from the CCHS front office through noon the day before graduation.

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

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

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

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

### **GEORGIA DRIVER'S LICENSE CERTIFICATE OF ATTENDANCE**

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

Certificates of attendance expire after 30 days.

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

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

### **Bullying**

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

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

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - b. Has the effect of substantially interfering with a student's education;
  - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - d. Has the effect of substantially disrupting the orderly operation of the school.

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at

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

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

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

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

#### **BOARD POLICY**

**Descriptor Code: JCDAG**

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

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

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

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

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

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

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

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

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

(b) No later than August 1, 2011:

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

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

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

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

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

(1) A statement prohibiting bullying;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



### **The Family Educational Rights and Privacy Act**

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

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

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

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

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

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

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

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

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

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

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

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

Or you may contact us at the following address:

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

## **Section 504 – Notice of Rights of Students and Parents**

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

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

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic or nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs 34 CFR 104.34.

4. Your child has a right to facilities, services, and activities that are comparable to those provided for nondisabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.  
Elementary Student & Parent Handbook, 2018-2019 24
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedures. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office of Civil Rights. The address of the regional office is: Office for Civil Rights; Region IV; 61 Forsyth Street, Suite 1970; Atlanta, GA 30303.

If you have questions, need additional assistance, or want more information regarding Section 504 Procedural Safeguards and/or Grievances/Complaints, please visit contact the Director of Special Education and School System's 504 coordinator:

**Alison Smith, Section 504 Coordinator**  
**Director of Student Services**  
**46 South College Street**  
**Homerville, GA 31634**  
**(912) 487-5321**  
**amsmith@clinchcounty.com**

## **COMPUTER AND NETWORK USE POLICY:**

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

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

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

- Using the school's computer hardware or network for illegal activity such as copying software or violation of copyright laws. Making copies of software on any school computer or computer system is not appropriate.
- Copying or downloading copyrighted software for one's own personal use.
- Using the network for private financial or commercial gain.
- Loading or using games, public domain, shareware, or any other unauthorized programs on any school computer or computer system.
- Purposely infecting any school computer or network with a virus or program designed to damage, alter, or destroy data.
- Gaining unauthorized access to network resources.
- Invading the privacy of other individuals by gaining unauthorized access to their files or documents.
- Using or attempting to use another person's user name or password.
- Posting or plagiarizing work created by another person without their consent.
- Posting anonymous messages.
- Using the network for commercial or private advertising.
- Forging electronic mail messages.
- Attempting to read, alter, delete, or copy the electronic mail of other system users.
- Using the school's computer hardware, network, or Internet links while access privileges are suspended.
- Using the school's computer hardware, network, or Internet links in a manner that is inconsistent with a teacher's direction and inconsistent with generally accepted network etiquette.
- Attempting to alter the configuration of a computer or any of the software of the school.
- Using Windows File Manager, Explorer, or the DOS prompt without teacher's guidance.

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

### **GUIDELINES:**

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

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

Acceptable Use

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

#### Privileges

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

#### Internet Etiquette

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

#### Unacceptable Use

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

#### Security

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

#### Penalties

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

#### Staff Supervision

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

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

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

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

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

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

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

#### **Guidelines**

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

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

- \* All access and materials used must be in support of education and research consistent with school district policy.

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

## **II. Netiquette**

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

## **III. Security**

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

## **IV. Vandalism/Harassment**

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

## **V. Compensation**

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

## **VI. Penalties**

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

## **VII. Disclaimer**

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

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

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

## **APPENDIX A**

### **INTERNET SAFETY POLICY**

Clinch County School System

#### **Introduction**

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

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

#### **Definitions**

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

#### **Access to Inappropriate Material**

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

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

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

#### **Inappropriate Network Usage**

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

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

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

#### **Supervision and Monitoring**

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

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



### **Adoption**

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

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

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

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

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

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

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

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

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

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

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

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

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

### **STUDENT SEXUAL HARASSMENT**

It is the policy of the Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or system employee constitutes sexual harassment when:

- \* Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
- \* Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- \* Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile, or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

- \* Verbal harassment, or abuse;
- \* Pressure for sexual activity;
- \* Repeated remarks to a person with sexual or demeaning implications;
- \* Unwelcome touching;
- \* Suggestions or demanding sexual involvement accompanied by implied or explicit threats

concerning one's grades, job, etc.

Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to the principal, the assistant principal, or the counselor. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or job assignments. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All allegations of sexual harassment shall be fully investigated and immediate and appropriate corrective or disciplinary actions shall be initiated. Appropriate documentation shall be maintained on all allegations of sexual harassment. A substantiated charge against an employee shall subject such person to disciplinary action, including discharge. A substantiated charge against a student shall subject the student to disciplinary action including suspension or expulsion.

## **APPENDIX B**

### **Internet Links for Additional Information on CIPA and Internet Safety Policies**

#### **CIPA BACKGROUND**

Full text of the Children's Internet Protection Act

[http://www.fcc.gov/ccb/universal\\_service/chipact.doc](http://www.fcc.gov/ccb/universal_service/chipact.doc)

FCC regulations implementing CIPA; FCC 01-120

[http://www.fcc.gov/Bureaus/Common\\_Carrier/Orders/2001/fcc01120.doc](http://www.fcc.gov/Bureaus/Common_Carrier/Orders/2001/fcc01120.doc)

SLD's FAQ on E-rate certification procedures and timing

<http://www.sl.universalservice.org/reference/CIPAfqa.asp>

### **Handbook Photo Permission**

Occasionally students may be photographed for publication or broadcast by the news media or school. Parents who object to permitting their child's picture taken or released on any school social media or news media articles must notify the school in writing.

## **Right to Know Professional Qualifications of Teachers and Paraprofessionals**

Date: 8/6/20

Dear Parents,

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

- 1) Whether the student's teacher has met the Georgia Professional Standards Commission's requirements for certification for the grade level and subject areas 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 your child's teacher's qualification, please contact the Assistant Superintendent for Teaching & Learning, Denise Brown at 912-487-5321

Sincerely,

***Denise Brown***  
***Assistant Superintendent***

## **Process for Parents to Address Concerns**

When parents have concerns about their child education or educational setting, the following is an outline of the process to follow.

1. The first step is to talk with the teacher(s) of the child. This should take place in a scheduled parent teacher conference which is scheduled through:

CCEMS: Parent Involvement Coordinator, Lori Register 487-5385

CCHS: Graduation Coach, Becky Morgan or Guidance Counselor, Chasity Luke 487-5366

2. If the parent is not pleased with the outcome or response after working with the teacher(s) on the specific concern the parent needs to address his/her concerns to the Principal.

3. If the parent is still not pleased with the outcome or response after meeting with the principal, the parent will need to contact system level personnel based on the specific concerns.

- Transportation/Maintenance/Facilities - Mr. Jason Bell, 487-5321
- Teaching & Learning –Mrs. Denise Brown, 487-5321
- School Nutrition Program - Mrs. Linda Moore, 487-5392
- Federal Programs – Mrs. Lori Register, 487-5385
- School Social Worker Services & PBIS – Mrs. Renee Harris, 487-5385
- Special Education, Section 504, Migrant, & Testing – Mrs. Alison Smith, 487-5321
- Athletics - High School – Mr. Winston Peterson, 487-5366
- Athletics – Middle School – Mr. Chase Daniel, 487-3091

4. The Superintendent of Schools, is willing to work with parents regarding concerns. However, parents should try to resolve their concerns as close to their child's classroom setting as possible. This is where services are provided and the school personnel know the most about the child and the issue. If you feel that you have followed this process and have been unsuccessful at having your concerns addressed, contact the Superintendent's Secretary at 487-5321.

## CLINCH COUNTY HIGH SCHOOL 2020 FOOTBALL SCHEDULE

Date	Opponent	Place	Time
Sept. 5	Lincoln Co	Statesboro	7:30
<b>Sept 11</b>	<b>Randolph Clay</b>	<b>Homerville</b>	<b>7:30</b>
Sept. 18	OPEN.		
<b>Sept. 25</b>	<b>Pelham.</b>	<b>Homerville</b>	<b>7:30</b>
Oct. 2	Pierce Co	Blackshear	7:30
<b>Oct. 9</b>	<b>Charlton Co</b>	<b>Homerville</b>	<b>7:30</b>
Oct. 16	OPEN		
<b>Oct. 23</b>	<b>Turner Co</b>	<b>Homerville</b>	<b>7:30</b>
Oct. 30	Atkinson Co	Pearson	7:30
Nov. 6	Brooks Co.	Quitman	7:30
<b>Nov 13</b>	<b>Irwin Co.</b>	<b>Homerville</b>	<b>7:30</b>
Nov. 20	Lanier Co	Lakeland	7:30
<b>Nov. 27</b>	<b>Playoffs Round 1</b>		

\* Scrimmage

**Homecoming—Turner Co.**

**Senior Night—Irwin Co.**

# Clinch County Lady Panthers Softball 2020 - 2021

<b>Date</b>	<b>Game</b>	<b>Location</b>		<b>Time</b>
8/6/2020	Clinch @ Thomasville	Ludowici	Var.	5:30
8/11/2020	Clinch @ Lanier	Lanier	JV/Var.	4:00/6:00
<b>8/13/2020</b>	<b>Clinch vs Echols</b>	<b>Homerville</b>	<b>Var.</b>	<b>TBD</b>
<b>8/17/2020</b>	<b>Clinch vs Berrien</b>	<b>Homerville</b>	<b>JV/Var</b>	<b>4:00/6:00</b>
8/18/2020	Clinch @ Irwin	Ocilla	TBD	TBD
<b>8/20/2020</b>	<b>Clinch vs Turner</b>	<b>Homerville</b>	<b>Var</b>	<b>5:30</b>
8/24/2020	Clinch @ Berrien	Nashville	JV/Var	4:00/6:00
8/25/2020	Clinch @ Atco	Pearson	TBD	TBD
<b>8/26/2020</b>	<b>Clinch vs Valdosta</b>	<b>Homerville</b>	<b>Var</b>	<b>5:30</b>
<b>8/27/2020</b>	<b>Clinch vs Charlton</b>	<b>Homerville</b>	<b>JV/Var</b>	<b>4:00/6:00</b>
9/1/2020	Clinch @ Brooks	Quitman	TBD	TBD
<b>9/8/2020</b>	<b>Clinch vs Fitzgerald</b>	<b>Homerville</b>	<b>Var</b>	<b>5:30</b>
9/9/2020	Clinch @ Valdosta	Valdosta	Var	5:30
<b>9/10/2020</b>	<b>Clinch vs Lanier</b>	<b>Homerville</b>	<b>JV/Var</b>	<b>4:00/6:00</b>
9/14/2020	Clinch @ MCA	Darien	Var.	5:30
9/15/2020	Clinch @ Echols	Statenville	TBD	TBD
<b>9/17/2020</b>	<b>Clinch vs Irwin</b>	<b>Homerville</b>	<b>TBD</b>	<b>TBD</b>
9/22/2020	Clinch @ Turner	Ashburn	Var	5:30
<b>9/23/2020</b>	<b>Clinch vs Thomasville</b>	<b>Homerville</b>	<b>Var</b>	<b>5:30</b>
<b>9/24/2020</b>	<b>Clinch vs Atco</b>	<b>Homerville</b>	<b>TBD</b>	<b>TBD</b>
9/29/2020	Clinch @ Charlton	Folkston	JV/Var	4:00/6:00
<b>9/30/2020</b>	<b>Clinch vs MCA</b>	<b>Homerville</b>	<b>Var</b>	<b>5:30</b>
<b>10/1/2020</b>	<b>Clinch vs Brooks</b>	<b>Homerville</b>	<b>TBD</b>	<b>TBD</b>
10/8/2020	Clinch @ Fitzgerald	Fitzgerald	Var	5:30
<b>TBD</b>	<b>1st Round State Playoffs</b>		<b>Var</b>	<b>TBD</b>
<b>TBD</b>	<b>2nd Round State Playoffs</b>		<b>Var</b>	<b>TBD</b>
<b>TBD</b>	<b>Finals State Playoffs</b>		<b>Var</b>	<b>TBD</b>

**Head Coach: Lee Douglas**

**ldouglas@clinchcounty.com**

**Assistant Coach:**

**Assistant Coach:**

## CLINCH COUNTY HIGH SCHOOL

### School Dance Procedures

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

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

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

1. **Admission:**

- a. **CCHS Students:** CCHS students may attend school dances with administrator approval. Students who do not display proper behavior at school may not be allowed to attend dances.
- b. **Guests:** CCHS student may bring an out of town or out of school guest (**under the age of 21**) to a dance under certain circumstances. CCHS students are responsible for their guest's behavior at school dances. If there is a problem with a guest, both the guest and the CCHS student may be required to leave the dance. If there is a problem with a guest, the CCHS student may lose the privilege to bring a guest to any future dance or even attend any future dance.
  - i. Out of town or out of school guests must be pre-approved at the discretion of CCHS administration, subject to the following guidelines:
    1. All guests must complete a Guest Attendance Form and if required by administration, verify information and answer follow-up questions.
    2. Out of town guests must be enrolled in grades 8-12 and may be required to take the form to an administrator at his/her school to verify by signature the guest is a student in good standing.
    3. Out of school guests - due to the difficulty of verifying information on out of school guests, only Graduates from CCHS will be considered by administration on an individual basis.
    4. Home schooled guests will be considered by administration based on age and grade level of homeschooled work. The age and grade level must be equivalent to that of CCHS grades 8-12.
    5. Only one guest is allowed per CCHS student.

- ii. To bring a guest, CCHS students must:
  - 1. Get a Guest Attendance Form from the main office and return it completed to the main office 10 days before the dance.
  - 2. The CCHS student and their guest must enter the dance together. Guest must present his/her high school ID, driver's license or state ID to be admitted to the dance.

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

2. **Dancing Guidelines:**

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

3. **Dress Code:**

All dance attendees should dress appropriately. School administration reserves the right to make decisions on student dress based on appropriateness and good taste. Students who are dressed inappropriately may be denied admittance, be removed from the dance, or may receive ISS placement upon return to school.

4. **Student Behavior:**

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

**Prom Senior March**

Each senior is escorted through the senior march by his/her prom date. If the senior does not have a date and does not wish to walk alone, he/she may ask someone else's date, an administrator, or other staff member present to escort them. **No other exceptions will be made.**



**Student Agreement**

I understand the dances are a school-sponsored event and a privilege, not a right. I have read the CCHS School Dance Procedures and understand that all CCHS rules will apply during the dance and I agree to abide by them. If I fail to comply with CCHS rules, I understand that:

1. I may be ineligible for admittance to the dance; and/or,
2. I may be removed from the dance; and/or,
3. I may be ineligible for admittance to future dances; and/or,
4. I may face further sanctions under the Student Handbook and BOE policy; and/or,
5. I may face criminal charges.

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

I HAVE READ THE CCHS SCHOOL DANCE PROCEDURES AND AGREE TO ABIDE BY ITS TERMS.

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

\_\_\_\_\_  
Date

I have read the CCHS SCHOOL DANCE PROCEDURES and agree to help my student abide by and cooperate with its terms.

\_\_\_\_\_  
Parent or Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Phone Number  
(during the evening/weekend)