



CLINCH COUNTY HIGH SCHOOL

Faculty-Staff Handbook
2024 – 2025

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

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

~Nelson Mandela

1 Panther Way
Homerville, Georgia 31634
www.clinchcounty.com

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FAX: 912-487-3272

CLINCH COUNTY HIGH SCHOOL

Faculty and Staff Handbook

2024-2025

#GrowClinch

| | |
|----------------------|------------------------|
| Principal: | Mrs. Jerri Lynn Spivey |
| Assistant Principal: | Mr. Rance Morgan |
| Guidance Counselor: | Mrs. Chasity Luke |
| Graduation Coach: | Dr. Rebecca Morgan |
| Superintendent: | Dr. Lori James |

Mission: The Faculty and Staff of CCHS are committed to creating a Culture where Failure is Not an Option.

Vision: Student achievement, as measured by tests, graduation rate, and other objective standards, will meet or outperform State averages.

Facebook – Clinch County High School

Teachers/Staff,

This handbook has been developed for the convenience of all staff members at Clinch County High School. It is a document containing policies, practices, and bulletins related to the school community.

Please read this document carefully. During the coming school year, we would welcome your questions and suggestions related to the content of this handbook. Please feel free to stop by at your convenience throughout the year to discuss any revisions or items of mutual concern.

We hope you have the most successful school year!

Mrs. Jerri Lynn Spivey

Mr. Rance Morgan

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

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Clinch County High School Directory of Personnel

| Name | Department/Area | E-Mail Address |
|----------------------|---------------------------------------|-----------------------------|
| BENNETT, CRYSTAL | Special Education | cbennett@clinchcounty.com |
| CLIFTON, PAULA | Nurse | pclifton@clinchcounty.com |
| COURSON, RENEE | Food Services | rcourson@clinchcounty.com |
| COX, BRADLEY | Band Director | bcox@clinchcounty.com |
| CREWS, BROOKLYN | Registrar | bcrews@clinchcounty.com |
| CRUMBLEY, KAYLA | Bookkeeper | kcrumbley@clinchcounty.com |
| CULLIVER, STEPHANIE | Paraprofessional | sculliver@clinchcounty.com |
| DANIEL, KARLA | Administrative Assistant | kdaniel@clinchcounty.com |
| DAUGHARTY, MOLLY | Language Arts | mdaugharty@clinchcounty.com |
| DICKERSON, JIM | Physical Education | jdickerson@clinchcounty.com |
| DOUGLAS, LEE | Business Ed. | ldouglas@clinchcounty.com |
| FULTON, MANDY | Science/Dept. Head | mfulton@clinchcounty.com |
| GEORGE, TERRENCE | Health/Physical Education/Dept. Head | tgeorge@clinchcounty.com |
| GOODMAN, CARRA | FACS/CTAE Director | cgoodman@clinchcounty.com |
| GRIFFIS, BETSY | Special Education | bgriffis@clinchcounty.com |
| HARRIS, RENEE | Social Worker / P.B.I.S. Coordinator | rharris@clinchcounty.com |
| HENDLEY, COLE | Math/Dept. Head | chendley@clinchcounty.com |
| HERLOCKER, STEPHANIE | Instructional Coach | sherlocker@clinchcounty.com |
| HATTON, TAMMY | Math | thatton@clinchcounty.com |
| JOHNSON, HARLEY | Agriculture/FFA Sponsor | hjohnson@clinchcounty.com |
| JONES, CHAD | Social Studies | cjones@clinchcounty.com |
| JOYCE, WILL | Special Education | wjoyce@clinchcounty.com |
| KENNEDY, EMILY | Language Arts/BETA/Dept. Head | ekennedy@clinchcounty.com |
| LOTT, NATHAN | Math | nlott@clinchcounty.com |
| LEE, DOLLY | Administrative Assistant | dlee@clinchcounty.com |
| LUKE, CHASITY | Guidance Counselor | cluke@clinchcounty.com |
| MALCOM, LAURIE | Special Education | lmalcom@clinchcounty.com |
| MERCER, SEAN | Inst. Tech Specialist/Sped Dept. Head | smercerc@clinchcounty.com |
| MORGAN, BECKY | Graduation Coach | bmorgan@clinchcounty.com |
| MORGAN, RANCE | Assistant Principal | rmorgan@clinchcounty.com |
| MORRIS, ANN | Food Services | amorris@clinchcounty.com |
| MORRIS, CHARLOTTE | Paraprofessional | cmorris@clinchcounty.com |
| O'NEAL, DUSTIN | Agriculture/FFA Sponsor | doneal@clinchcounty.com |
| PETERSON, CRYSTAL | Language Arts | cpeterson@clinchcounty.com |
| PETERSON, WINSTON | Resource Officer/Athletic Director | wpeterson@clinchcounty.com |
| PHILPOT, DUSTIN | Construction | dphilpot@clinchcounty.com |
| PRESTER, CHANITA | Food Services | cprester@clinchcounty.com |
| PROTHEROE, MARCOS | Spanish | mprotheroe@clinchcounty.com |

| | | |
|--------------------|-----------------------------|------------------------------|
| SMITH, DENISE | ISS Coordinator | dsmith@clinchcounty.com |
| SPIKES, WANDA | Paraprofessional | wspikes@clinchcounty.com |
| SPIVEY, DANIEL | Math | dspivey@clinchcounty.com |
| SPIVEY, JERRI LYNN | Principal | jspviev@clinchcounty.com |
| STALVEY, LIZA | Social Studies | lstalvey@clinchcounty.com |
| STRICKLAND, LESEE | Science | lstrickland@clinchcounty.com |
| THOMPSON, LORI | Business Ed/WBL Coordinator | lthompson@clinchcounty.com |
| WILLIAMS, GORDON | Custodian | |

WHO TO SEE ABOUT...

| | |
|---|---|
| Athletics | Winston Peterson |
| Attendance | Karla Daniel/Becky Morgan/Jerri Lynn Spivey |
| Audio/Visual Equipment | Media Center – Sean Mercer |
| Class Dues | Dolly Lee |
| College Information | Chasity Luke |
| Copiers | Dolly Lee |
| Discipline Issues | Jerri Lynn Spivey/Rance Morgan |
| Facility Issues/Maintenance | Rance Morgan |
| Field Trips | Jerri Lynn Spivey |
| Gradebook Issues | Sean Mercer |
| Instructional Supplies | Department Head |
| Insurance | Kaye Riley |
| Keys | Rance Morgan |
| Leave Forms | Jerri Lynn Spivey/Rance Morgan |
| Money | Kayla Crumbley |
| Notary Public | Karla Daniel/Kayla Crumbley |
| Parent Conferences for Regular Ed Students | Becky Morgan |
| Purchase Orders | Kayla Crumbley |
| Records & Registration | Brooklyn Crews |
| Reporting Suspected Child Abuse | Chasity Luke/Jerri Lynn Spivey/Rance Morgan |
| Rosters/schedules | Becky Morgan |
| Special Education | Sean Mercer |
| Technology/Chromebooks | Sean Mercer/Roy McClellan |
| Testing – Milestones, SAT/ACT, Read. Inv, etc | Chasity Luke |
| Transcripts | Chasity Luke or Becky Morgan |
| Workman’s Compensation | Karla Daniel |
| Yearbooks | Carra Goodman |

**Clinch County School System
2024-2025 Calendar**

| | |
|--------------------------------|---|
| July 31 – August 29 | Pre-Planning |
| August 12 | First Day of School |
| September 2 | Labor Day Holiday |
| September 5 | Half-Day Release |
| October 17 - 18 | Fall Break |
| November 6 | Half-Day Release |
| November 25 – 29 | Thanksgiving Break |
| December 20 | Half-Day Release |
| December 23 – January 3 | Christmas Break |
| January 6 & 7 | In-Service |
| January 8 | First Day of 2nd Semester |
| January 20 | Martin Luther King Holiday |
| February 13 | Half-Day Release |
| February 17 | Winter Break |
| February 18 | In-Service |
| March 12 | Half-Day Release |
| March 31 – April 4 | Spring Break |
| May 23 | Last Day of School (Half Day) |
| May 26 | Memorial Day Holiday |
| May 27 - 28 | Post Planning |

“CCHS Important Dates/Events” Google Calendar will be used as one of our communication means to relay important information about school events. Please consult it frequently for your information. There is also a calendar in Dolly’s office. If you would like to have events added to the school calendar, please get these approved by administration.

***Faculty Meetings** will be held the last Wednesday of each month right after school. Please plan your appointments around these days. **Attendance at faculty meetings is mandatory.** If an emergency arises and you cannot attend, please let Mrs. Spivey or Mr. Morgan know.

Clinch County High School

Bell Schedule

8:00 – 9:25 1st Block
9:28 – 9:58 WIN/Homeroom
10:02 – 11:27 2nd Block

| | | | |
|---------------|----------------|-----------------------------|------------------------------|
| 12:23 – 12:53 | C Lunch | 3rd Block | 11:30 – 12:20 & 12:56 – 1:30 |
| 1:00 – 1:30 | D Lunch | 3rd Block | 11:30 – 12:56 |

LUNCH and 3rd Block:

1:34 – 3:00 4th Block

****All Half-Day schedules will look like this:**

8:00 – 9:00 1st Block
9:03 – 10:03 2nd Block
10:06 – 11:00 3rd Block

4th Block C Lunch Schedule:

11:03 - 11:25 **LUNCH**
11:28 - 12:00 4th Block

4th Block D Lunch schedule:

11:03 – 11:25 4th Block
11:28 – 12:00 **LUNCH**

The purpose of half-day release days/in-service days is to focus on professional development and to discuss student progress with parents. Please do not schedule appointments, etc. on these days.

TEACHER EVALUATIONS

The Teacher Keys Effectiveness System (TKES) consists of multiple components, including the Teacher Assessment on Performance Standards (TAPS), Surveys of Instructional Practice, and measures of Student Growth and Academic Achievement. The overarching goal of TKES is to support the continuous growth and development of each teacher. An administrator will evaluate every certified teacher during the 2024-2025 school year using this measurement.

TKES Evaluations List for 2024-25

Spivey

Daugharty, Molly
Fulton, Mandy
George, Terrence
Griffis, Betsy
Hatton, Tammy
Hendley, Cole
Joyce, Will
Jones, Chad
Peterson, Crystal
Strickland, Lesea
Thompson, Lori
Wetherington, Dalton

Morgan

Cox, Bradley
Bennett, Crystal
Douglas, Lee
Goodman, Carra
Johnson, Harley
Kennedy, Emily
Lott, Nathan
Malcom, Laurie
O'Neal, Dustin
Philpot, Dustin
Protheroe, Marcos
Spivey, Daniel
Stalvey, Liza

DUTIES AND RESPONSIBILITIES

General:

- **Be at your assigned duty assignment by 7:30 as scheduled by the duty roster (see below). IF you are absent, please find coverage and let your peers know around your room so they can help the substitute supervise.**
- Work day: 7:30 – 3:30. Login on your computer when you arrive. Log-out on your computer when you leave for the day. If you must leave school before 3:30, please notify (personally) Mrs. Spivey or Mr. Morgan. Be sure to log out before leaving school for the day.
- On Friday's, teachers may sign out and leave when the buses have vacated CCHS.
- You must login each day on TimeForce when you arrive at school. This is a very important procedure. Errors can be made and teachers charged with missed days if we do not sign-in correctly. The directions for signing in by computer are below:

TimeForce

<http://10.32.1.10/timeforceii/login.net>

1. Copy and paste the link above to the address bar on internet explorer.

2. Enter the following information.

- **User name:** same as logging in on your computer
- **Password:** same as logging in on your computer
- **Company Name:** 007

3. Click on the empty box below the highlighted date.

You will notice the screen changes and there is an empty 'notes' box. This is where you can enter any notes, excuses, greetings, questions, etc. if you want. If you do type in the box, a little symbol will appear with your time to alert administrators that there is a note.

4. Click on the create button at the top right of screen. Your time-in should appear.

5. Follow same steps to log-out. You may want to create a short cut on your desktop for this website for quicker access. You can also ask it to remember you on the computer so that all you have to do is enter your password each time you log in.

If you need any help with this procedure, please see Mrs. Spivey or Mr. Morgan.

- Teachers are to remain at work from 7:30 – 3:30. If an emergency arises or you need to leave the building (this includes work related reasons), sign-out in Dolly's office. Sign back in when you return. Each teacher has a sign-in/out sheet in a binder located in Dolly's office.
- **Check and read emails daily: before 8:00 am.** If email is not working, let Mrs. Spivey or Mr. Morgan know immediately.

- Ensure adherence to the appropriate safety procedures. Make yourself familiar with the school safety plan. (See section on SAFETY)
- Maintain weekly lesson plans. (See section on LESSON PLANS)
- Maintain and update gradebook per guidelines. (See section GRADING SYSTEM/GUIDELINES)
- Enforce policies and procedures pertaining to student conduct. Establish classroom rules/procedures prior to the arrival of students on the first day of school.
- Read and follow the Code of Ethics for Educators.
- Follow the modifications for SWD, 504 and ELL students. (See section for each)
- Follow protocol for students needing to see the school nurse. (See section SCHOOL NURSE PROCEDURES)
- Follow protocol for substitutes. (See section ABSENCE FROM WORK)
- Follow guidelines for ISS and OSS. (See sections for each)
- Attend the Testing Securities update with Chasity Luke.
- Attend and participate in PLC's you are assigned.

General: Classroom Management & Supervision

- Maintain an orderly and clean classroom. Make students responsible for trash on the floor prior to leaving your class. Make sure all lights, projectors and computers are turned off and classroom is locked when you leave each day.
- Follow tardy procedures for students. (see STUDENTS: TARDIES)
- During the first five minutes of each class period, do not allow any student to leave your classroom. The administration can clear all hallways, identify tardy students, etc.
- After 2:45, do not allow students to leave your classroom. If any emergency arises, please call the front office, and we will escort the student to the emergency destination.
- **Complete attendance on the computer within the first ten minutes of each class.**
- When students leave the class for any reason, other than being called by the front office, he/she must have a hall pass, which indicates the student's name, his/her destination, the date, and the teacher's name. If a student is permitted to leave the room, the teacher must be aware of the time of leaving and returning.
- **No student should be allowed to interrupt or disrupt another class, and no student should be given a pass to the gymnasium.**
- Teachers are encouraged to use common sense when denying a student restroom breaks. Emergencies do arise; therefore, treat them as such.

- **It is against school policy for teachers to leave students unattended.** If an emergency should arise, please ask someone to supervise your instructional setting. Students should **never** be left alone.
- Students should be dismissed immediately after the bell rings and **teachers should move into the hallways for supervision.**
- Do not allow students who are not on your roll to be in your class (regular, homeroom, or WIN).
- Do not detain students in your classroom after class period is over. Students who need to do extra work can be assigned Intervention.
- Students will not be taken out of a regular class for special occasions or events without the principal's approval. When this occurs, teachers will be notified in advance, and the student will be responsible for all work missed.
- Videos must be administrator approved. All videos shown must have a relevant follow-up activity.
- **All exterior doors should remain closed during the school day.**
- No food or drink allowed in the classrooms, except for special occasions that are approved by administration ahead of time.
- No sitting on desks, tables, etc.
- Do not allow students to stand at the door waiting on the bell to ring.
- No cellphone usage during scheduled class time. Chromebooks should be used to access school related material or assignments.

ABSENCE FROM WORK

Please make every effort to be at school. Good teacher attendance is vital to the smooth operation of any school. Research shows that three days of instruction are affected by one day of a teacher's absence. The following procedures must be followed if you are going to be absent:

- **Planned Absence (Professional, Personal, Planned Sick Day for Dr Appointment):** A leave request form must be filled out and signed by an administrator at least five days before the planned absence. **You are responsible for securing a substitute by calling Dolly on the substitute phone 912-487-6031.**
- **Unplanned Sickness:** Call or text an administrator before 6:30 am to let them know you will not be at school. You are responsible for contacting Dolly at 912-487-6031 to secure a substitute for the day.

Substitutes & Lesson Plans

Each teacher is provided a "Substitute Teacher" folder to leave out for the substitute teacher.

The following items should be included in this folder:

- Detailed schedule for the day that includes ALL class times and locations with room numbers. Be sure to include duty locations and times as well.
- Student assignments with copies already made (if needed).
- Roster of students names for attendance purposes.
- Attendance procedures (Remember substitutes do not have access to PowerSchool to complete attendance)
- Copy of classroom management/procedures to be followed.
- Procedures for bathroom passes.
- Students with medical issues.
- A copy of Fire, Tornado and Lockdown procedures.

Additional Emergency Lesson Plans are due to administration before the end of the second week of each semester.

Types of Leave

Jury Duty – If an employee is called for jury duty, he/she may use professional days. Summons for jury duty must be attached to professional leave form.

Personal – Only three days of “sick leave” per year may be used for personal leave. Personal leave days are deducted from accumulated sick leave. Personal leave is designated for any activity in which the employee is involved that would not be authorized under the Board’s sick leave policy.

Sick –

- Each employee is eligible to receive sick leave with full pay computed based on 1.25 working days for each completed contract month of service. Sick leave may be taken for absence due to personal illness, injury, maternity, or other temporary disability, or necessitated by exposure to a contagious disease in which the health of others would be endangered by the employee’s attendance, or for illness or death in the employee’s immediate family.
- For reasons of illness, immediate family shall be defined as spouse, child, mother, father, brother, sister, or any relative living in the household of the employee. In the event of death, the definition of immediate family is extended also to include grandmother, grandfather, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law and daughter-in-law.
- A physician’s certificate may be requested if an employee has been absent three or more consecutive days or exhibits chronic absenteeism. If the Clinch County School System disagrees with the physician’s statement of illness or ability, the system may appoint a physician of the same medical specialty as the employee’s physician to receive independent medical judgement. Refusal of examination for such a purpose shall be grounds for denying employment.
- *Each employee must complete a leave form immediately upon returning to work from an unplanned sick leave.*

Family Medical Leave -

- The policy of the Clinch County Board of Education is to comply with all regulations of the Federal Family Medical Leave Act of 1993 (“FMLA”). The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons, with the continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Regarding

the interpretation of this policy, employees should be guided by the Act itself and its regulations.

- An employee requesting leave covered by this law shall have the appropriate health care provider complete the WH380 form, which requests information permitted by the FMLA.
- For additional information concerning FMLA, please contact the Central Office at 487-5321.

Paid Parental Leave – A full-time employee of the Board of Education shall be eligible for paid parental leave for up to 120 hours for the following qualifying life events: the birth of a child of an eligible employee; the placement of a minor child for adoption with an eligible employee; or the placement of a minor child for foster care with an eligible employee.

Work Day Requirements – Full Day vs Half-Day:

Full Day – To get credit for a whole day, the faculty and staff must not miss more than 90 minutes of the school day. If a person misses more than 90 minutes of the school day, he/she will be docked ½ day. Any faculty or staff member arriving after 9:00 or leaving before 2:00 will be docked ½ day.

Half- Day – To get credit for ½ day, faculty and staff members must be present at school from 7:30 -11:30 or 11:30 – 3:30. For example, if a teacher or staff member comes to school and has to leave at 10:30, he/she will be docked for a whole day.

Arriving Late/Leaving During the School Day

Teachers should limit their coming in late or leaving during the school day only to when it is NECESSARY. For situations that require teachers to be off campus for 90 minutes or less (late or leaving), the procedures below will be followed.

- If you are going to be late to work, you must call, text, or email an administrator to let them know and update them when you arrive on campus. TimeForce should be used to clock in upon arrival.
- If you are leaving and returning during the school day (this includes work related off-campus business), you must get approval from an administrator and document your request to leave by signing the leave notebook in Dolly's office.
- If you are leaving early and not returning, you must get approval from an administrator by submitting a Leave Early Google Form and should sign out for the day using TimeForce.
- Teachers will only be allowed to accumulate a total of 8 hours of time off campus per school year. **(This is the equivalent of the district providing an additional personal leave day and is meant to be an alternative to docking days for events outside of teacher control.)**

- Once the 8 hours have been utilized, or if a teacher has to use time in excess of 90 minutes, teachers will be required to take a ½ day.

PROFESSIONAL & SCHOOL PROCEDURES

Faculty and Staff Dress Code

Teachers are expected to dress professionally at all times. Always dress better than your students. Jeans are allowed, however, please limit t-shirts to game days or Fridays. Be familiar as well with the student dress code as a frame of reference.

When attending conferences or meetings away from the High School, please dress professionally as you represent Clinch County High School.

The following are **never** allowed at CCHS during the regular school day:

- Shirts with revealing/plunging necklines
- Skirts or dresses shorter than knee length unless worn with leggings or tights
- Shorts (unless you teach PE/Health)

On In-Service, Pre-Planning and Post-Planning days casual dress is allowed. All shorts must be longer than fingertip length.

Bookkeeping: (Purchase Orders/Requests for supplies/Credit Card Use/Receipt Books/Deposits):

Procedures for Purchase Orders

1. Talk to an administrator about what you are planning to order
2. Sign out PO from Kayla.
 - Fill it out completely.
 - Get signed by an administrator.
 - Turn in to Kayla.
 - Do **NOT** order yet.
3. Once PO has been approved by BOE and returned to Kayla, she will then place the green copy in your box. You may now order the items. **Remember, green sheet = green light to order.**

**This process may take a couple of days, so plan ahead. Emergency orders MUST go through administration.

Credit Card use and purchases (This includes school trips, concession items, student meal, student lodging, etc.)

- Credit card use must be approved by administration beforehand.
- All credit card purchases must be accompanied with a PO and a payment request form. These must be filled out (with as much information as possible) BEFORE credit card is used.
- Leave PO and form with Kayla.
- Upon return of using credit card, all receipts must be turned in to Kayla immediately.
- Tax exempt forms must be taken when using card for trips. Teachers who do not follow this will be personally responsible for taxes paid.

Deposits

- Deposits are made daily at 10:30 am. All money should be turned in to Kayla no later than 10:00 am.
- Money received by a teacher after 10:00 a.m. will be deposited the next day. Paperwork should be filled out with the next day's date and turned in to Kayla to be kept in the safe overnight.
- All receipts for deposits must be turned in in numerical order.

Receipt Books

- Receipt books are assigned to one person only. Each person writing a receipt should have their own receipt book. Kayla will give these out at the beginning of each year and they will be turned in to her at the end of each year.

Fundraising

All fundraising activities by any class, club or school organization must have approval BEFORE the start of such activity. Requests for fundraising activities must be approved by Administrator, Jerri Lynn Spivey.

Books/Materials: Issuance

- Teachers have a professional responsibility to account for all books and materials issued to them for distribution to students and to impress upon students the importance of caring for the books checked out to them.
- Teachers should know the replacement cost of each book and share this information with students.

- Students who transfer out will turn books into their teachers. Students who drop out of school will turn books in to guidance counselor or graduation coach. Students should turn their books in to the teacher just before final exam is taken.

Books: Lost

- Please record book numbers and any other equipment that you sign out to students. All teachers are to turn in a list of students who owe for a book, calculator, etc., to Dolly at the end of each year.

Confidentiality

Treat all school documents (tardy slips, discipline referrals, test scores, report cards, IEP accommodations or meeting notes, etc.) as confidential. At no time should these be accessible to students. Remember to keep your computer locked when you are out of the class.

School Nurse: Student Visits

- The student must let the teacher know he/she needs to see the nurse.
- The teacher will email the nurse the student's name.
- 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 exited the clinic.
- **In the event of an emergency, the above procedures may be skipped.**

Any asthma student may use his/her self-administration of prescription asthma medication at school. Likewise, any student with a severe allergy may keep an 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 form 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 the administration of the drug; and 3) written authorization from the parent or guardian for the school to seek emergency medical treatment for the student when necessary and appropriate.

School Nurse: Medication

- No medication is to be given to students by any staff member.

- Students who need to take prescription medicine at school should have a parent bring the medication to the clinic in an appropriately labeled container.
- Written authorization of the attending physician is required for long-term use.
- Students who are known to require emergency treatment for an allergic response should have medication, written permission, and physician instructions for the management of allergic reactions.

After School Procedures

- If students stay with you after school, they are to be in your classroom by 3:20.
- All athletes and students involved in an extracurricular activity, should be out of the halls by 3:30.

Announcements

- Announcements will be made during homeroom/WIN time 9:33 – 10:03. No announcements will be made at any other time during the school day without the permission of Mrs. Spivey or Mr. Morgan unless there is an emergency.
- Announcements that need to be made on CCHS Social Media websites, must first be approved by an administrator. Once approved, you may email Sean Mercer, Dolly Lee or Jerri Lynn Spivey to make the announcement.
- To reduce class interruptions, the following procedures should be utilized if a coach or sponsor wants to get students out of the classroom for sporting events, activities or meetings:
 - 1) An email with details such as student roster attending the sporting event, activity or meeting along with meeting time and location should be sent out **before 7:35** on the day of the activity/event. Meeting times will be limited to the last 10 minutes of class.
 - 2) Faculty should have read emails by 8:00 each day to know to send students to designated meeting.

Department Head Meetings

- Department Head Meetings will be scheduled as needed.
- Departments Heads:
 - Math – Cole Hendley
 - Science – Mandy Fulton
 - ELA – Emily Kennedy

Social Studies – Liza Stalvey
CTAE – Carra Goodman
PE/Health – Terrence George
SPED – Sean Mercer

Homeroom

- Each student at CCHS will be assigned to a homeroom teacher. The homeroom teacher will guide, support and hold students accountable for 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, sweetheart pageant, junior-senior prom activities, etc...
 - Senior class activities which may include ordering graduation supplies, junior-senior prom activities, graduation activities, etc...

Mailboxes

Each teacher is provided with a mailbox in the Front Office. Teachers are expected to check the mailbox for information and messages in the morning upon arrival to school and at the end of the day prior to departure.

Media Use

Teachers who wish to bring classes to the media center for any reason are urged to sign up as far in advance as possible. Two classes can use the media center at the same time. Teachers are asked to call the media center before sending any student or group of students to the media center.

GRADING SYSTEM/GUIDELINES

PowerSchool should be updated at least every Monday. Parents and Students both have access to grades online and many of them utilize this.

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

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

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

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

F – (Below 70) Failure

I – Incomplete

- All daily work/tests should be given back to students within two days if they are going to serve an instructional purpose. Immediate feedback is crucial to learning.
- At least two grades per week should be entered in PowerSchool for a minimum of 18 grades per 9 weeks.
- Students will be given a syllabus at the beginning of the semester, which includes the requirements of the course, the basis on which grades will be assigned, procedures for making up work when absent, rules regarding tardiness, behavioral expectations in the classroom, and the weight each activity will bring to the student's final grade.

Parental Contacts

IT IS THE TEACHER'S RESPONSIBILITY TO KEEP PARENTS/GUARDIANS INFORMED OF A STUDENT'S PROGRESS. **You are required to contact parents/ guardians of all students that are not meeting the academic, behavior, or attendance standards at CCHS.** It is crucial and necessary that we keep parents informed when their children are experiencing difficulty at this school. Document all parent contacts by keeping a "parent contact log" **and** entering it into Educator's Handbook if it is related to behavior. If Mrs. Spivey, Mrs. Luke, Mr. Morgan, or Dr. Morgan can help you in any way with this, please let us know.

PROMOTION REQUIREMENTS FOR GRADES 9-12

Upon entering high school, each student is assigned a graduation year. The graduation requirements in effect at the time of entrance shall apply for the student's entire high school career. The student shall progress toward graduation on a course-by-course basis. Students will take courses based upon academic performance, academic needs, graduation requirements, and previous credits earned. Students must earn the designated number of units/credits required for the diploma. Class assignment shall be made at the beginning of each year based on the following scale:

| | |
|----------|--------------------------------------|
| Grade 9 | Promotion from 8 th grade |
| Grade 10 | 6 or more Carnegie Units/Credits |
| Grade 11 | 12 or more Carnegie Units/Credits |
| Grade 12 | 19.5 or more Carnegie Units/Credits |

CURRICULUM

The Georgia Standards for all content areas including CTAE, along with sample instructional resources are available at GeorgiaStandards.org. All faculty members are required to develop and/or have in their possession, for each course taught, the following:

- Curriculum mapped to GSE Standards (90 day for block, 180 day for yearlong)
- Syllabus/Discipline Plan
- One Midterm Exam linked to GSE Standards according to Curriculum Map
- One 18-week Final Exam linked to GSE Standards according to Curriculum Map
- Weekly Lesson Plans in a Folder visible for administrative review at any time

Lesson Plans - Weekly lesson plans should include the following:

- GSE Standard(s)
- Activity opener/activator

- Differentiation used
- Activity with Instructional Strategy used
- Summarizing Activity
- Assessment used (Formative or Summative)

Career Pathways

The following pathways are offered at Clinch County High School for all students. All students are encouraged to complete a pathway while a student at CCHS.

Agriculture:

- Agriculture Mechanics
- Forestry & Wildlife Systems
- Forestry & Animal Science
- Horticulture & Forestry Science

Carpentry:

- Carpentry

Arts, A/V Technology & Communication:

- Business & Technology

Education & Training:

- Early Childhood Care & Education

Finance:

- Financial Services

Hospitality & Tourism

- Culinary Arts

Dual Enrollment Pathways

- Construction
- Cosmetology
- Timber Harvesting
- Healthcare (CAN)

- Early Childhood Education

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

Midterms

All students will take a midterm during the scheduled testing period. Students will take midterms during the designated day and time (see below). If students have an emergency or personal issue and need to take their midterms on a different day or time, they must get approval from administration. Midterms exams count 10% of the final grade. Please remember you may substitute a student's lowest test grade with his/her midterm exam grade.

- **First semester midterm exams**
 Tuesday, October 15, 2024 (1st & 3rd)
 Wednesday, October 16, 2024 (2nd & 4th)
- **Second semester midterm exams**
 Thursday, March 13, 2025 (1st & 3rd)
 Friday, March 14, 2025 (2nd & 4th)

Finals

All students will take a final exam during the scheduled testing period (see below). Students should take finals during the designated day and time. If students have an emergency or personal issue, they must get administrative approval to take final on a different day or time. Please remember you may substitute a student's lowest test grade with his/her final exam grade. Final exams will count 20% of the final grade. If your class has an End of Course Test, the score for the EOC test will count as 20% of the final grade and your final exam will count as a regular test grade.

- **First semester final exams**
 Friday, December 19, 2024 (1st & 3rd)
 Monday, December 20, 2024 (2nd & 4th)
- **Second semester final exams**
 Wednesday, May 21, 2025 (2nd & 4th) SENIORS ONLY
 Thursday, May 22, 2025 (1st & 3rd) ALL STUDENTS

Friday, May 23, 2025 (2nd & 4th) 9th – 11th grade students

Final Exemptions

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

- **90+.....with only 3 absences**
- **80-89...with only 2 absences**
- **75-79...with only 1 absence**

ISS and OSS days will count as absences from class for determination of final exemptions. Students must not have served MORE THAN 1 ISS assignment or ANY OSS assignments during the semester.

All students will receive a final exemptions report indicating which finals, if any, they exempt.

If a student exempts both finals on the designated day, the student does not have to come to school.

Any student having perfect attendance will be notified by letter the Friday before finals. Perfect attendance students are exempt from all finals if they are passing, with the exception of EOC's, and do not have to report to school the last week (or last 5 days) of the semester.

SPECIAL EDUCATION/504/ELL

Special Education

Each semester, special education teachers will meet with regular education teachers to inform them of students in their class who are eligible for special education. They will identify any specific accommodations that the special education students should receive. This will be provided to them by a paper copy as well as GOIEP.

Co-Teachers

- Co-teachers ARE teachers and are therefore expected to be in each classroom from bell to bell as if you are considered teacher of record.
- Co-teachers will know which students have IEPs, accommodations of students in class and will deliver what the students need to be successful in the classroom.
- When the teacher of record is absent from the class, the co-teacher will then become teacher of record and deliver instruction and carry out day-to-day responsibilities as equally as the teacher of record.
- Only administrators can reassign co-teachers during the instructional day.

- Co-teachers should use their planning times to work on SPED paperwork and to schedule meetings.

504

Students with a 504 plan will be identified and reported to teachers each semester by school counselor, Chasity Luke. A list of accommodations will be given to the students' teachers by the end of the second week each semester.

INCENTIVES

Final Exemptions Incentive

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

- 90+.....with only three absences
- 80-89...with only two absences
- 75-79...with only one absence

Students must not have served MORE THAN 1 ISS assignment or ANY OSS assignments during the semester.

Attendance does not count on final exam days.

Perfect Attendance Incentive

The last week of the semester is typically devoted to reviewing for and taking finals. CCHS has an attendance incentive for those students who have perfect attendance to miss the last week (or last 5 days) of the semester without it counting against them. To be eligible for the Perfect Attendance incentive students must be passing every class and have perfect attendance in every class through December 11th (first semester) and May 10th (second semester)

BINGO – PBIS INCENTIVE

During each semester at CCHS, an incentive program will be implemented to recognize, honor and reward students for school attendance and good behavior – characteristics that are valued in the workplace and life, as well as in school. For a designated period of time, students who have missed no more than one absence in each class, have zero tardies and no ISS/OSS assignments are eligible to participate in the BINGO day activities which include; playing BINGO,

STUDENTS: CODE OF CONDUCT/DISCIPLINE

Classroom Discipline Management:

Teachers should utilize the Educator's Handbook and PBIS Classroom Flow Chart (see below) for all classroom management/discipline referrals and parent contacts. Each teacher is responsible for maintaining discipline within the classroom. Teachers are to use various classroom management techniques before referring a student to the office... see flowchart for classroom managed verses office managed. Students should not be sent to the office unless you have followed the PBIS Discipline Flowchart. Some things to remember:

- Do not take a student's misbehavior as personal. Be professional and maintain this attitude with all incidents. Humiliation or embarrassment should never be used as a form of punishment.
- If a student has asked to do something once and does not comply, refer to the flowchart. Do not keep asking and do not argue with the student. If you feel you cannot handle the situation, please send the student to Mrs. Spivey or Mr. Morgan.
- Students who are sent to the office should have a referral in Educator's Handbook when they get to the office unless the behavior is of such a nature that the student must be removed immediately. If that is the case, a referral must be entered as soon as possible to provide adequate documentation of the misconduct.

Discipline – students staying after school

Teachers may keep students after school for inappropriate behavior. Before a student is required to stay after school, parents must be notified so that transportation arrangements can be made. Advance notification (minimum of 24 hours) to the student is required. To notify a parent, the teacher can call the parents, or send written communication explaining the necessity for staying after school. The written communication letter must be signed by parent before student can stay.

Tardy Policy

For our tardy policy to be effective, it must be enforced consistently throughout the school. Our tardy policy is stringent. Students arriving late to class must get a tardy slip from Karla Daniel and report immediately to ISS for the remainder of the block. After the fifth tardy students are paddled, assigned ISS or sent home.

Violation of Dress Code

Please send students who violate the dress code to the front office. Administration will address and document all dress code violations. Student dress code is listed in Student Handbook.

Cell Phones/Headphones/Earbuds

All cell phones, headphones, earbuds, etc. should be turned off and put away when entering the building. Any student who violates this policy during school hours will have his/her phone, headphones, earbuds, etc. confiscated and turned over to administration. Clinch County High School will assume no liability for lost or stolen phones.

Faculty/staff are instructed to take up cell phones and turn in to administrators. The only exception to this rule is if a teacher has instructed students to use headphones/earbuds to access instructional material.

Administrators will document ALL cell phone incidents.

- **1st offense** – Phone will be taken from the student and turned over to an administrator. Efforts will be made to contact parents/guardians. The student will be asked to sign a form indicating that he/she understands the consequences for future violations of the cell phone rule. Students may pick up the phone in the front office after the dismissal of school. The student will be required to sign for the phone when he/she receives it.
- **2nd offense** – Phone will be taken from the student and turned over to an administrator. Efforts will be made to contact parents/guardians. The student's parent/guardian may pick up the student's phone in the front office at the end of the school day. The student will not be allowed to pick up the phone.
- **3rd offense** – Phone will be taken from the student and turned over to an administrator. The phone will be kept in the school office for five (5) consecutive school days. The day the phone is taken up will be considered day one. After five (5) consecutive school days, the student's parent/guardian may pick up the student's phone in the front office. The student will not be allowed to pick up the phone.
- **Subsequent Offenses** – The penalty for the 3rd offense will be imposed as well as

additional consequences based on administrative decision. These consequences may include but are not limited to in-school suspension and/or out-of-school suspension.

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.

Suspicion of Drugs/Alcohol

Immediately notify an administrator when you suspect a student has or is under the influence of drugs or alcohol.

Students Charged with Felonies

Administration may refuse to readmit or enroll a student if their ongoing attendance poses a risk to school personnel or property or interferes with learning, as judged by administration.

As per O.C.G.A. § 20-2-768, the Clinch County School System is authorized to refuse to readmit or enroll any student whose behavior results in any of the following:

1. The student being **convicted of** the commission of any felony or any delinquent act which would be a felony if committed by an adult; or
2. The student being **indicted for** the commission of any felony or any delinquent act which would be a felony if committed by an adult; or
3. The student having **information filed** for the commission of any felony or any delinquent act which would be a felony if committed by an adult.

If refused readmission or enrollment, the student or the student's parent or legal guardian has the right to request a hearing pursuant to the procedures provided for in O.C.G.A. § 20-2-754.

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 another 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 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 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.

**CLINCH COUNTY HIGH SCHOOL
CODE OF CONDUCT CHART**

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 st Disposition | 2 nd Disposition | 3 rd Disposition |
|---|--|---------------------------------------|--------------------------------------|
| RESPECT FOR AUTHORITY | | | |
| Leaving campus without permission | 2 OSS, PC | 4 OSS, PC | 10 OSS, PC, PT |
| 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 |
| 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 Iso. | PC, Lunch Detention, Call/Change | PC, 1 ISS |
| Misuse of Technology | Principal's Discretion | Principal's Discretion | Principal's Discretion |
| Sleeping in Class | CP or PC, 1 ISS | 2 ISS, PC | PC, 3 ISS |
| Headphones/Earbuds/Communication Devices | PC, Loss of Privilege | PC, Loss of Privilege, Parent Pick-up | PC, Loss of Privilege (5 days) |
| Unprepared for Class | CP or PC, 1 ISS | 2 ISS, PC | PC, 3 ISS |
| 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 |
| Bathroom Loitering | Principal's Discretion | Principal's Discretion | Principal's Discretion |
| RESPECT FOR THE LAW (O.C.G.A. 20-2-751.2 APPLIES TO ALL TRANSFERS) | | | |
| Attempting to Fight | 3 ISS, PC | 2 OSS, PC | 3 ISS, 2 OSS, PC |
| 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 |
| Videeing 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 (including sexual), 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 |
| Theft | 2 OSS, PT, PP, PC | 4 OSS, PT, PP, PC | Up to 10 OSS, PT, PP, PC |

| | | | |
|--|------------------------------------|-------------------------------------|--------------------------------------|
| Gang Related Activities | 3 OSS, PP,PT,PC, subject to arrest | 5 OSS, PP, PT,PC, subject to arrest | 10 OSS, PP, PT, PC subject to arrest |
| Weapons 22, 23, 25, 26 O.C.G.A. 20-2-751.1 | 10 Days OSS, PC, PP, PT | 10 Days OSS, PC, PP, PT | 10 Days OSS, PC, PP, PT |
| Tobacco Possession, Use, Paraphernalia 18 | 4 ISS, PC | 2 OSS, PC | 4 OSS, PC |
| Electronic Smoking Device, Possession, Use, Paraphernalia | 4 ISS, PC | 2 OSS, PC | 4 OSS, PC |
| Sexual Acts | Up to 10 days OSS, PT, PP, PC | Up to 10 days OSS, PT, PP, PC | Up to 10 days OSS, PT, PP, PC |
| Alcohol Possession, Paraphernalia, Alcohol Consumption 01 | Up to 10 days OSS, PT, PP, PC | Up to 10 days OSS, PT, PP, PC | Up to 10 days OSS, PT, PP, PC |
| CBD Products: Possession, Distribution | Up to 10 days OSS, PT, PP, PC | Up to 10 days OSS, PT, PP, PC | 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 | Up to 10 days OSS, PT, PP, PC | 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)

Suspension: In-School (ISS)

- Teachers will receive notification when a student in one of their classes receives time in ISS.
- Assignments for the days involved should be taken to the ISS room or sent electronically to ISS Coordinator, Denise Smith.
- Students are ineligible to participate in any extracurricular activities immediately upon notification of suspension from the day they begin ISS until school ends on the last day of the ISS placement.
- It is the student's responsibility to get work from teachers before reporting to ISS. Teachers are not to be interrupted during the school day by a student to gather work for ISS.
- It is the student's responsibility to turn in all work to the teachers the day they return to class. If this work is not turned in, the student will receive a zero for each assignment.
- If the 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.
- If a student fails to gather work from teachers, the ISS Coordinator will assign work for the student.

Suspension: Out of School (OSS)

- Students are counted absent in all classes during the OSS placement.
- Students are ineligible to participate in (practice or play) or attend any extracurricular activities from the day they receive OSS until the morning after the last day of OSS
- Students are not to be on campus or other locations of school activities during period assigned OSS.
- When a student is assigned OSS, he/she will receive a 0 for any grades issued during the suspension, but will be given the opportunity to make up the work. Upon returning to school, it is the student's responsibility to set up a day & time to meet with teachers, about getting the work missed and getting it turned back in by a specified date to receive full credit.

Corporal Punishment

Corporal punishment may be administered in Clinch County Schools only by the principal, assistant principal, or certified employee designated by the principal. Teachers who are designated by the principal to administer corporal punishment should receive training by an administrator and the paddling should only occur in the presence of an administrator. Signed documentation of the training should be on file in the principal's office.



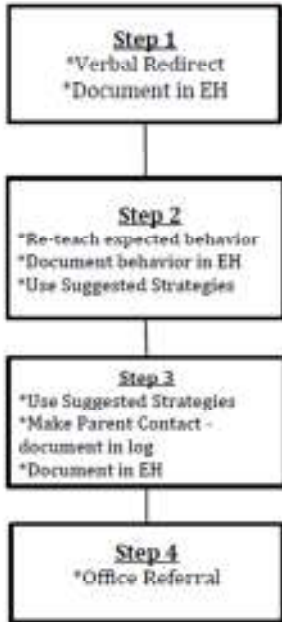
BEHAVIOR FLOW CHART

Observe Problem Behavior

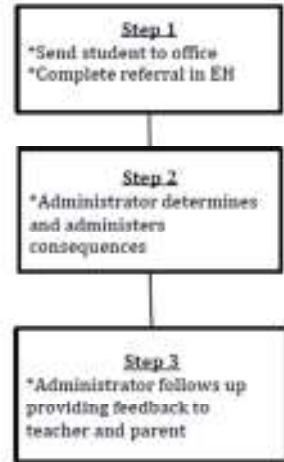
Classroom Managed (Minor)

Is the behavior Classroom or Office managed?

Office Managed (Major)



| Classroom Managed | Office Managed |
|--|--|
| *Misuse of Technology *Horse play *Sleeping *Cheating *Off Task *Inappropriate Language *Unprepared *Talking *Out of Seat *Disrespect *Class Disruptions | *Fighting *Tobacco *Weapons *Arson *Threats *Gang Activity *Theft *Truancy *Vandalism *Drugs *Alcohol *Sexual Misconduct *Confrontational *Dress Code *Cell Phone *Defiance/Insubordination *Vaping * Attempting to fight |



****Suggested Strategies****

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



CCHS

Respectful, Responsible and Ready!

| Location | Class | GYM | Hallways | Commons | Restroom | Computer Labs | Vending Machine Area |
|---------------------|--|--|--|---|---|---|--|
| Expectation: | | | | | | | |
| Respectful | 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 |
| Responsible | 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 |
| Ready | 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 |

EXTRACURRICULAR ACTIVITIES: SCHOOL SPONSORED ACTIVITIES (SSA) or RED X DAYS:

SSA days

SSA days include competitive events, athletic, debate, literary meets, field trips, etc. Prior approval for school-sponsored activities must be obtained from the Principal by completing the Transportation Request Form located on the system's website, www.clinchcounty.com.

- Coaches, Team Leaders or Sponsors of SSA activity are responsible for emailing a roster of students attending event/game with date of absence and/or time scheduled to leave.
- SSA days do not count as an absence. Students are expected to make up the work missed and will be **allowed two days to complete all missed assignments**. It is the student's responsibility to make up work within the designated time.
- Long term assignments and tests due on an SSA day should be completed before that day unless special arrangements have been made with the teacher. Students shall not be penalized for missing class, including participation points that may be given.

Extracurricular Activities

The sponsor, coach or teacher is responsible for the students on the bus. Teachers and students will be held accountable for their behavior throughout the school function/trip. There must be a school employee on the bus along with the bus driver.

- Reports of misconduct should be given to the principal immediately on return.
- Students who ride the bus to the function or event are encouraged to ride home on the bus. If a parent is present, then the student can sign a sign-out sheet, and the parent's child may ride home with the parent.

Dances or School Functions

- Attendance at dances and social functions is restricted to CCHS students only unless a date has been approved by administration in advance.
- The sponsoring organization is responsible for the proper conduct of all persons at the activity, obtaining chaperones, and engaging necessary personnel.
- Chaperones should monitor the students. Improper behavior, such as drinking or drugs, will result in a discipline referral as well as students being made to leave immediately once a parent has been contacted to pick student up.
- All dances will end by 11:30 pm., and once students enter the dance, they will not be allowed to re-enter unless the School Resource Officer or an administrator escorts them.

SAFETY

Accident to Student

In the event of student injuries, teachers are expected to ensure that an injured student is given proper assistance by taking the following Emergency Medical Procedures:

1. Teacher will remain with the student and send or call for help.
2. Notify the school immediately.
3. The office will alert the school nurse and administration of the location of the emergency. Students already in the clinic will be sent to the office.
4. The office will alert another First Responder to assist the nurse, if needed.
5. The First Responder will call 911, if needed.
6. A First Responder will send someone to meet and direct EMS, if needed.
7. As soon as the situation warrants, the administration will call parents and report the nature of the student.
8. In the event the student is transported by EMS, a staff member should accompany the student if the parent is unavailable.

Teacher/Staff Accidents

If a teacher or staff member sustains an on-the-job injury via an accident, he/she must:

1. Immediately contact the school nurse or administrator for assistance.
2. As soon as possible after the accident, obtain an accident form from Karla Daniel complete and submit to Mrs. Spivey.
3. All accidents resulting in injury of any kind must be reported to an administrator. Any delay in adequately reporting the injury could jeopardize your rights to benefits.

Emergency Plan

Every teacher must have a copy of the Clinch County Emergency Procedures and a copy of the exit routes for fire and tornado drills posted in their classrooms. Teachers are to explain emergency drill procedures on the first day of school. During the first week of school, necessary time should be taken in each class to go over rules, escape routes, and special procedures. These drills are essential, and teachers and students should act accordingly. The following are specific instructions for potential emergencies:

Fire Drill Procedures:

- In case of fire or fire drill, the fire alarm bell will sound. If the fire alarm does not work, continuing short blasts of the class bell or voice instructions will be given. When the fire alarm sounds all teaching/office activity should stop. All personnel should grab their "Go Kits", leave the

building, and should remain outside until the drill has ended or the emergency has passed. Teachers and students should follow the designated exit instructions provided on the Fire Drill Exit Map, keep in single file, walk, refrain from talking and proceed to approximately 100 feet from the building. The teacher should be the last out of the room, take a roster of students, keys, close the door, and remain with his/her group. The teacher will take attendance and follow the procedures listed for the use of the colored emergency status card (found on Emergency Cheat Sheet) once the group has reached its proper distance from the building. The regular class bell will signal the "All Clear" when it is time to return to class.

Tornado Drill Procedures: Tornado/Hurricane/Thunderstorm:

Watch-means conditions are right for that particular natural event.

Warning-means that the natural event has been spotted. Usually 3 short rings of the school bell to get teachers attention and then the administration will make an announcement of a warning or watch.

For a watch: teachers should continue to teach, teachers that are outside and in the module buildings should bring their students inside the building, and teachers should be prepared for a change from watch to warning.

For a warning: teachers will immediately take cover in their designated areas and any classes outside or in modular buildings will come inside. (Kneel down on the ground, in the fetal position facing the wall, with their head between their knees, and their fingers laced behind the neck.) Teachers and students will remain in this position until the "All Clear" signal is given.

TESTING

The Clinch County testing plan is kept on file at Clinch County High School and is accessible to any district personnel. By August 1st of each year, the principal of each school designates a School Test Coordinator (SchTC) and Assistant School Test Coordinator (ASchTC) to the System Test Coordinator (SysTC).

For the 2024-25 School Year:

System Test Coordinator: Denise Brown

Clinch County High School: SchTC – Chasity Luke, ASchTC – Jerri Lynn Spivey

Before each test administration SchTC, Chasity Luke, will conduct a test procedure and security meeting that all school personnel involved with testing are required to attend. Information from the GaDOE Student Assessment Handbook relating to test security and roles and responsibilities is reviewed. School procedures and protocols for testing are also reviewed. Testing protocols are reviewed as well as confidentiality training. Extra personnel are trained in case an emergency arises. Personnel attending the training receive handouts and sign a form documenting they attended the training and received the handouts documenting all material covered during training. All employees attending trainings must remain there for the entire session; principal and SchTC will use sign-in sheets and observations to verify this.

All guidelines provided at Testing Training will be used for the following assessments:

- PSAT
- Any Predictor tests given
- All Georgia Milestones initial and re-tests

Other Assessments:

End of Pathway Assessments: Georgia, like many other career and technical education programs around the nation, has worked in recent years to establish a measurement mechanism to ascertain the level of technical skill attainment on behalf of its career pathway completers. Clinch County High School currently offers several career pathways. (see section Curriculum) Upon completion of the required three courses in a pathway, the student is required to take an End of Pathway Assessment.

Benchmarks: Benchmarks provide educators with a common measure for instructional feedback across grade levels, schools and districts as part of a comprehensive assessment program. Benchmarks will be administered throughout the year in all courses using questions containing GSE standards to measure students' progress and provide teachers with data about how to adjust instruction.

Fitness gram Assessment: The Fitness gram is a comprehensive health-related fitness and activity assessment and computerized reporting system. This is a complete battery of health-related items that are scored using criterion-referenced standards, which are age and gender-specific and are established based on how fit children need to be for good health. All students in Grades 1 – 12 who are enrolled in a Health or Physical Education class will participate in Fitness Gram Assessment. State Guidelines and Local Guidelines are located in the School Test Coordinator, Jerri Lynn Spivey's, office.

Clinch County School System **Employee Internet Use Agreement**

All Clinch County Board of Education Internet users are subject to the following rules and regulations:

Acceptable Use

Access to the Internet is provided for employee duties/responsibilities and educational purposes/research consistent with the Clinch County School System's mission and goals. Transmission of any material in violation of any U.S. regulations, state regulations, or Clinch County BOE policy is prohibited.

Privileges

Use of the Clinch County School System's Internet is a privilege, not a right. Inappropriate use may result in the cancellation of those privileges or other disciplinary or legal action in accordance with the Clinch County BOE policies and applicable laws.

Internet Guidelines

Internet users shall abide by the following guidelines:

- I. The primary use of the Internet is for educational purposes or work-related purposes and official System business.
- II. Illegal activities are prohibited.
- III. Personal use of or time spent for personal gain (i.e., product or service advertisement) on the Internet or via e-mail is prohibited.

- IV. Submitting, publishing, or displaying profanity, pornography, vulgarities, obscenities, or defamatory language is prohibited.
- V. Intentionally publishing inaccurate information is prohibited.
- VI. Disclosure or dissemination of personal information (address, phone number, confidential information, etc.) of any person without authorization is prohibited.
- VII. Private email, political messages, religious messages, non-educational chat rooms, and private or instant messages are prohibited.
- VIII. Messages that are abusive, threatening, defamatory, harassing, hateful, terroristic, racist, sexist, or intimidating are prohibited.
- IX. The use of the Internet in such a way that disrupts the network use by others is prohibited.
- X. Playing games, gambling, Online shopping, and other personal activities are a waste of System time and resources and are prohibited. Clinch County School System administration has the right to monitor the history of sites visited. Such checks can occur without prior notification.
- XI. Users should be aware that all communication and information accessible via the Internet is subject to copyright law. The user is responsible for checking for copyright or licensing agreements.
- XII. Copying or downloading software illegally from Internet sources, disks, or CD ROMs to another computer is prohibited.
- XIII. Users must honor the policies of other networks when accessing them through a connection on the Clinch County School System network.

Electronic Mail

Mail on the Internet is not secure. Because email is sent unencrypted and is easily read, never include any private and confidential information in the message.

Clinch County School System administration has the right to access all email files created, received, or stored on the System network. Such files can be accessed without prior notification.

E-mail requires extensive network capacity. Sending unnecessary messages, not exercising constraint when sending large files, or sending messages to many recipients consumes network sources that are needed for critical System business. It is the responsibility of users to be aware and respectful of network resources. Regularly delete and archive any saved messages.

Users should check e-mail messages regularly and should respond to emails promptly. Because some people must pay for each byte of data received, messages should be kept to the point without appearing terse or rude. Correct usage of punctuation and spelling reflects professionalism.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy equipment or data of another user, the Internet, or any other network. Prohibited acts include, but are not limited to, uploading or creating computer viruses or worms.

Hacking is an unauthorized attempt or entry into any other computer. Never make an unauthorized attempt to enter any computer. Such an action is a violation of the Federal Electronic Communications Privacy Act (ECPA) 18 U.S.C. § 2510.

Security

Security on any computer system is a high priority, especially when the system involves many users. If it is suspected that a security problem exists on the Network/Internet, users are required to notify the network administrator. Do not demonstrate the problem to other users. Never use another individual's account or misuse a password or network ID. Attempts to logon to the Network/Internet as a network administrator will result in the cancellation of your user privileges. Any user(s) identified as a security risk may be denied access to the Network/Internet through any Clinch County School System computer.

Disclaimer

Clinch County BOE makes no warranties of any kind; whether expressed or implied, for the service it is providing. Clinch County BOE is not responsible for any damages suffered, including loss of data resulting from delays, service interruptions, and exposure to offensive or threatening material. Users obtain information via the Internet at their own risk. Clinch County BOE specifically denies any responsibility for the accuracy or quality of any information obtained through its services or Networks.

Use and Amendment

Use of Clinch County BOE facilities constitutes an acknowledgment and agreement to abide by the provisions of this agreement, which may be periodically modified. Any amendments shall be posted on the Clinch County School System website.

User Authorization

I understand and will abide by the provisions and conditions of this agreement. I understand that any violation may result in disciplinary, including immediate termination and legal actions. I also agree to immediately report any misuse of technology resources or services to my immediate supervisor.

CLINCH COUNTY SCHOOL DISTRICT
FRAUD, WASTE, AND ABUSE PROCEDURE

PURPOSE:

In compliance with White House Executive Order 12731, the Clinch County School System provides all employees, clients, vendors, and individuals with private channels to report suspicious activities. The Clinch County School System shall not tolerate fraud, waste, or abuse of any kind and has an established system for the reporting and investigating of suspicious activities.

DEFINITIONS:

“Fraud” means the intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to Clinch County Schools that could result in a tangible or intangible benefit to themselves, others, or the locality or could cause detriment to others or the locality. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.

“Waste” means the intentional or unintentional, thoughtless, or careless expenditure, consumption, mismanagement, use, or squandering of resources owned or operated by the locality to the detriment or potential detriment of the locality. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls.

“Abuse” means the excessive or improper use of something, or the employment of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources owned or operated by the locality; or extravagant or excessive use to abuse one’s position or authority.

EXAMPLES OF FRAUD, WASTE, AND ABUSE: (NOT ALL-INCLUSIVE)

- ☐ Personal use of district-owned vehicles
- ☐ Long-distance personal phone calls
- ☐ Personal use of district-owned supplies or equipment
- ☐ Violations of system and state procurement policy
- ☐ Excessive or unnecessary purchases
- ☐ Falsification of official documents (timesheets, leave reports, travel vouchers, etc.)
- ☐ Contract fraud
- ☐ Serious abuse of time
- ☐ Inappropriate expenditures
- ☐ Embezzlement

- ☐ Theft or misuse of school funds or property
- ☐ Neglect of duty

STATEMENT OF ADMINISTRATIVE REGULATIONS:

Any reports of a suspicious activity or suspected fraud, waste, or abuse shall be investigated. The Clinch County School System shall not tolerate fraud, waste, or abuse of any kind, and any reported cases of suspected fraud, waste, and abuse will be thoroughly investigated to determine if disciplinary, financial recovery, and or criminal action should be taken.

CONFIDENTIALITY:

All reports of suspected fraud, waste, or abuse must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent acts as possible.

PROCEDURES AND RESPONSIBILITIES:

1. Anyone suspecting fraud, waste, or abuse, whether it pertains to local, state, or federal programs, shall report his or her concerns to the Superintendent or the Superintendent's designee of the Clinch County Board of Education at 46 S. College Street, Homerville, Ga. 31634.
2. Any employee with the Clinch County Board of Education (part-time staff, full-time staff, and contractors) who receives a report of a suspected fraudulent activity MUST report this information within the next business day. The employee should contact the Superintendent or Superintendent's designee at (912) 487-5321. Employees have the responsibility to report suspected fraud, waste, or abuse. All reports can be made in confidence.
3. The Clinch County Board of Education or its designees shall conduct investigations of employees, providers, contractors, or vendors against which reports of suspicious activity are made. All investigations shall be thorough and complete and shall occur promptly after the report is received.
4. If necessary, the person reporting the fraudulent activity will be contacted for additional information.
5. Periodic communication through meetings should emphasize the responsibilities and channels for reporting suspected fraud, waste, or abuse.
6. A hard copy of these Fraud, Waste, and Abuse Administrative Regulations shall be posted in a visible location at all schools and facilities and on the Clinch County Schools website (www.clinchcounty.com).
7. A report shall be made to the Chairman of the Clinch County Board of Education if fraud, waste, or abuse is suspected of or by the Superintendent.

8. Any employee may request a hard copy of this document.

System Policy Manual Locations

- Clinch County School System policy manuals are in the following locations:
 - Central Office
 - Principal's Office
 - Media Center
 - www.clinchcounty.com
 - www.gsba.org