

2020-2021



**THE PACKER DESTINATION IS
GRADUATION AND BEYOND**

WE ARE PACKERS

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COLQUITT COUNTY SCHOOL SYSTEM 2020-2021 CALENDAR

August 17, 2020	School Begins for Students
September 7, 2020	Holiday
October 22 –23, 2020	Holiday
November 23 – 27, 2020	Holiday
December 18, 2020	Student Holiday / Teacher Workday
December 21, 2020 – January 1, 2021	Holiday
January 4, 2021	Student Holiday / Teacher Workday
January 18, 2021	Holiday
February 12, 2021	Student Holiday / Teacher Workday
February 15, 2021	Holiday
April 5 – 9, 2021	Holiday
May 26, 2021	School Ends for Students

Disclaimer:

The CCHS policies and procedures cited here were up-to-date at the printing deadline. Changes to certain policies may come into effect during the 2020-2021 school year as the Colquitt County Board of Education updates policies. CCHS defers to the most recent revision stated in CCSS school board policies.

CCHS Vision, Mission, Beliefs

Vision Statement:

All students and all programs will strive for excellence in order to be successful in future endeavors.

Mission Statement:

The mission of Colquitt County High School is to provide its diverse student population with a safe, supportive environment that promotes self-discipline, motivation, and excellence in learning and encourages the development of responsible citizens and future leaders.

We believe:

- CCHS offers a safe learning environment that promotes positive teacher and student morale.
- Student achievement is accomplished through a balance of rigorous classroom expectations and opportunities to participate in extracurricular activities.
- All stakeholders are committed to promoting accountability and responsibility in order for students to reach their full potential.
- Technology will be used productively to enhance and engage learning in the classroom and beyond.
- Benchmark and common assessment data provides direction and focus for effective instruction.
- Students will be prepared for a variety of post-secondary options by acquiring the skills needed to become productive citizens.
- Teachers and students become lifelong learners by realizing that all experiences produce growth.

INFORMATION GUIDE

IF YOU NEED:

504/SST
Accident Insurance Claim Form
ADAP card
Advice about schedule
Athletics
Attendance information
Audio Visual Aids
Buses
Certificate of Enrollment
Dual Enrollment
 College (DE)
 Technical College
Coastal Plains
Grievances
Hospital/Homebound
IDEA
Information about colleges and technical colleges
Leaving school early
Lost and found
Medical attention
Parking permits
Reporting theft or vandalism
Scholarships
Student ID's
Student Issues

Tardy pass
Technology
Transcript request
Career Technical Agricultural Education
Withdrawal from school

GO TO:

School Counselors
Main Office (2nd Floor)
Counselors' Corner
Counselors' Corner
Athletic Director
Attendance Clerk
Media Center
Assistant Principals
Counselors' Corner

School Counselors
School Counselors
School Counselors
School Counselors
Attendance Clerk
Assistant Principals
Counselors' Corner
Attendance Clerk
School Counselors
School Nurse
Assistant Principal
Assistant Principals
Counselors' Website
School Counselors
Assistant Principals
School Counselors
Attendance Clerk
Testing Office/Media
Counselors Corner
CTAE Director
Graduation Coach

CCHS OFFICE TELEPHONE LIST

Location	Phone	Extension
<u>Attendance Office</u>		
M. Alvarado, Receptionist	890-6141	23000
D. Ruddell, Attendance	890-6144	23029
<u>2nd Floor Main Office</u>		
P. Kebler, Principal's Secretary		23021
J. Dixon, Principal/12 th Grade Academics		23001
A. Hiers, Assistant Principal/Testing Coordinator/10 th Gr. Academics		23007
<u>CTAE Office</u>		
B. Stone, Secretary	890-6162	23025
T. Hobbs, CTAE Director		23005
G. Thompson, Work-Based Learning		23162
<u>1st Floor AP</u>		
S. Mason, Secretary		23022
M. Nixon, Bookkeeper		23124
R. Williams, Assistant Principal/11 th Grade Discipline		23002
<u>Athletic Office</u>		
L. Brooks, Secretary	890-6252	23026
G. Tillery, Athletic Director/Athletic Discipline		23006
<u>2nd Floor AP</u>		
L. Bass, Secretary		23027
C. Horne, Assistant Principal/AP Coordinator/11 th Grade Academics		23008
<u>3rd Floor AP</u>		
D. Funderburk, Assistant Principal/10 th Grade Discipline		23003
<u>4th Floor AP</u>		
M. Baker, Assistant Principal/12 th Grade Discipline		23004
<u>Counseling Office</u>		
T. Vereen, Secretary	890-6145	23020
D. Mitchell, Guidance Director		23014
J. Harrison, 10 th Grade Counselor		23013
M. Crenshaw, 12 th Grade Counselor		23012
S. Brown, 11 th Grade Counselor		23011
T. Perryman, Nurse		23050
R. Tucker, Graduation Coach		23015
S. Sapp, Registrar/504 Coordinator		23017
F. Howard, Asst. Registrar		23018
L. Hill, Social Worker		23016

Colquitt County High School

Bell Schedule 2020-2021

Monday - Friday

8:00	Enter	1 st Bell
8:06	- 9:05	1 st Period
9:10	- 10:02	2 nd Period
10:07	- 10:59	3 rd Period
11:04	- 12:29	4 th period & Lunch

1ST LUNCH

11:04 - 11:29 Lunch
11:34 - 12:29 Class

2ST LUNCH

11:04 - 11:34 Class
11:34 - 11:59 Lunch
12:04 - 12:29 Class

3RD LUNCH

11:04 - 12:04 Class
12:04 - 12:29 Lunch

12:34 - 1:26 5th Period
1:31 - 2:23 6th Period
2:28 - 3:20 7th Period

SCHOOL ATTENDANCE PROCEDURES

Because a full and meaningful education includes both scholastic attainment and an opportunity through attendance to interact with and be exposed to other students and professional personnel, a student shall not be absent from school or from any class or other required school activity unless with prior written permission of the principal or designee except for illness or other providential cause. No student shall encourage, urge, or counsel other students to violate this policy.

CCHS Attendance Policy:

A student should not be absent from school or from any class or other required school activity unless he/she has written prior permission from the principal or designee except for the reasons listed below. To be counted present for a class, a student must attend no less than 70% of the class period (e.g., 36 minutes of a 52-minute class).

1. Students must be in attendance for ½ of the school day in order to be counted present for the day and to participate in extracurricular activities on that day.
2. Students involved in a DE course must adhere to the college attendance policy.

Any high school student having more than 10 unexcused absences, as further set forth in policy JBD, in a class during a semester will receive no credit for that class unless a waiver is granted by the principal and/or his or her designee.

- The school has provided on Saturdays an opportunity to make up, hour-for-hour, unexcused absences. See R. Tucker (renee.tucker@colquitt.k12.ga.us) for more information.

Excused Absences:

- Personal illness
- Serious illness and/or death in the immediate family (father, mother, siblings, grandparents)
- Recognized religious holidays
- Conditions rendering school attendance hazardous
- Court subpoenas
- Extreme circumstances that are extenuating in nature
- Military leave or deployment of parent/guardian

A written excuse must be presented to the attendance office within the first three (3) days of returning to school. Failure to comply will result in the absence being coded as unexcused. Students should bring written excuses for absences to the attendance office between 7:45 and 8:00.

- **A maximum of five (5) parent notes for absences will be accepted for the 2020-21 school year.**
- Students may make up work for excused and unexcused absences.

Absences at the end of a course that cause a student to miss a final or to fail to complete assigned work must be cleared up immediately. The student will have 14 days after the course ends to complete missing work. All work not completed satisfactorily will count against the final grade for the course, and the grade will become a part of the permanent record.

School-sponsored non-instructional absences are activities sponsored by the GHSA or a recognized educationally related local, state, regional, or national organization or college visitation/scholarship competition. Students are not counted absent for participating in non-instructional activities (NI days), but are responsible for all assignments or make-up work.

Up to 10 absences for school-sponsored non-instructional activities are authorized by GA DOE Rule 160-4-16. NI days in excess of 10 may be approved by the Principal for individual students in advance of the activity.

Early Dismissal:

Regardless of the students' age, a note from a parent/guardian must be presented for early dismissal from school. The note should contain the students name, time for dismissal, reason, the parent/guardian's signature, and the telephone number where the parent/guardian may be reached. The note must be presented at the front office or the back door between 7:45 and 8:00; the student will receive a dismissal slip.

Any student leaving early must sign out in the attendance office or back door. Students who drive must present the dismissal slip signed by the attendance clerk at the Welcome Center to exit.

Students who do not drive must be signed out from the attendance office by a parent/guardian listed in the student directory.

Late Bus:

Students who arrive late on a school bus should report to the staff member on duty in the cafeteria for a late bus pass. Students tardy or absent because of a late bus will be counted present and allowed to make up missed work.

Tardy Policy:

Students late to school after 8:20 a.m. must report to the Attendance Office or back door for admission to class with a tardy pass (Refer to Rule 9).

Classroom doors will be shut at the sound of the tardy bell. Any student not inside the classroom at the tardy bell is considered late and will be marked tardy by the classroom teacher.

Upon receiving an 8th tardy, the student is referred to an administrator for appropriate discipline. Disciplinary referrals will continue to accrue every 4th tardy. **Tardy totals are counted per incident, not per class.**

1st Offense (8 tardies)	Parent Contact
2nd Offense (12 tardies)	Saturday Detention
3rd Offense (16 tardies)	1 Day ISS
4th Offense (20+ tardies)	Administrative Discretion

Three (3) tardies = 1 absence. (See Code of Conduct Rule 9d.) Absences due to tardies are calculated when determining exemptions for final exams.

GRADUATION REQUIREMENTS

High School Requirements = 23 Carnegie Units

- 4 units of English
- 4 units of Science
- 4 units of Mathematics
- 3 units of Social Studies
- 3 units (at least) required from World Language* and/or Career Technical and Agricultural Education and/or Fine Arts
- 1 unit health/personal fitness
- 4 units (minimum) additional elective or other course credits

*Students planning to enter or transfer into a University System of Georgia Institution must take a minimum of two units of the same World Language.

Grade Promotion Requirements

At CCHS, you must have:

- 5 units of credit to be classified as a second year student (sophomore).
- 11 units of credit to be classified as a third year student (junior).
- 17 units of credit to be classified as a fourth year student (senior).

Units of credit are calculated at the end of each school term and will include all credits/credit recovery earned from attending Summer School courses.

Graduation Exercise

In order to participate in the graduation ceremony, a student must have completed the core curriculum and Carnegie unit requirements. A student must have earned a minimum of 23 units in the required subjects.

- May graduation ceremonies are reserved for students who are currently enrolled and are taking classes during the Spring.
- The principal must approve any exceptions to the above requirements.
- All other students who meet graduation requirements at the end of summer will be offered a ceremony at a later date.
- Some students may be eligible for a Special Education Diploma. These diploma requirements will be set forth by provisions in the IEP.

6-12 GRADING AND REPORTING GUIDELINES FOR COLQUITT COUNTY SCHOOLS

Grade Distribution

Yearly Grade (Earned after 36 weeks of instruction)

Informal = 30%

- *Daily class work, homework, quizzes*

Formal = 70%

- *Tests, project-based learning activities, extensive essays, & labs*
- *If a Final Exam is given, the Final COUNTS 2X within this category. Teachers will add weight to the Final in IC when building the assignment.*
- *No midterm category*

EOC/EOP Course Final Yearly Grade (Earned Spring Semester after 36 weeks of instruction)

Informal 30% + Formal 70% = 80%

EOC/EOP Score = 20%

PE Class/Other 18-week Courses (Final grade earned after 18 weeks of instruction)

Informal = 30%

- *Daily class work, homework, quizzes*

Formal = 70%

- *Tests, project-based learning activities, extensive essays & labs.*
- *If a Final Exam is given, the Final COUNTS 2X within this category. Teachers will add weight to the Final in IC when building the assignment.*
- *No midterm category*

Exemptions from Final Procedures

Students will not take a final test in an EOC, AP, or EOP tested course in the Spring.

For all other courses:

Spring Finals

<p>A. Sophomores and Juniors</p> <ol style="list-style-type: none">1. The student has a class average of 85 or higher at the end of the 36 weeks.2. The student has 10 or fewer absences (this includes excused and unexcused) for the school year.3. The student has not been assigned to ISS (during the period they wish to exempt) or OSS.	<p>B. Seniors</p> <ol style="list-style-type: none">1. The student is passing their class an average of 70 or higher.2. The student has 10 or fewer absences (this includes excused and unexcused) for the school year.3. The student has not been assigned to ISS (during the period they wish to exempt) or OSS.
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Late Work

Students have 3 school days to turn in late work; however, the late work will incur the following penalties:

- 1 day late - minus 10 points
- 2 days late - minus 20 points
- 3 days late - minus 30 points

Make-up Work due to Absences

Make-up Work: Students have 3 school days to make up work that occurs on the day of an absence (**unexcused or excused**) for full credit. Students may still make up work beyond the 3 school days; however, the assignment will incur penalties:

- work made up by 3rd day - no penalty
- 4th day - minus 10 points
- 5th day - minus 20 points
- 6th day - minus 30 points

Missing Assignments: Teachers will note missing assignments in Infinite Campus with an "M." After **three (3) school days**, the "M" (which calculates as a 0% in the gradebook) will be changed by the teacher to a 0%.

Redo Procedure

Students will receive Personalized Review Assignments (PRAs) after each common Formative Assessment to remediate or extend understanding of learning targets. PRAs will be used as opportunities for students to improve their Formative grades.

Students may recover Unit Summative Assessment grades via Unit Recovery through Edgenuity (online platform). Upon completion of Edgenuity Unit Recovery, students will earn a maximum score of 70 in the grade book.

Credit Repair, Course Completion, and Unit Recovery Procedures

Credit Repair: Students who make a 55 or above may repair a failed course through Credit Repair during the first 14 days after the course ends. Upon successful completion, the student's grade will be changed to a 70.

Course Completion: Students may complete whole courses they have previously failed with a grade below 55 or courses that they did not complete via Credit Repair. If a student fails with a grade below 55, he/she will retake the course in the classroom or via the Edgenuity program. The student's earned grade will appear as a new line on the transcript. The failing grade also remains.

Unit Recovery: If a student fails a Unit Summative Assessment, he/she will be assigned Unit Recovery in the Edgenuity program. Students complete Unit Recovery on Saturday mornings at CCHS. Upon completion of Unit Recovery assignments, the student's grade (maximum of 70) will be recorded in Infinite Campus by the classroom teacher.

Suspensions (OSS) and Make-Up Work

Students are strongly encouraged to complete make-up work assigned during suspension. Work must be made up within the same grading period.

CCHS Grading System

A = 90-100

B = 80-89

C = 70-79

F = Below 70

- CCHS does not assign D's.
- Only numeric grades are recorded and maintained.
- Report card grades cannot exceed 100; however, CCHS will continue to calculate a weighted GPA for the purpose of rewarding students who take the most rigorous curriculum, identifying Valedictorian & Salutatorian, identifying class rank, and identifying Honor and Merit Graduates.
 - AP and AP-equivalent DE courses receive 10 additional points.
 - Honors courses receive 5 additional points.
- Letter grades received for Dual Enrollment Courses will be recorded in Infinite Campus as follows:
 - A = 99
 - B = 89
 - C = 79
 - D = 69

Parent Portal

Grades are available 24/7 online through Parent Portal or your student's Campus Portal account. If you are a parent/guardian and would like access, please go to the Parent Portal Registration link located under the Resources (for Parents) tab at www.colquitt.k12.ga.us and follow the instructions.

HONOR & MERIT GRADUATES

The status of Honor Graduate will be awarded to those seniors who achieve a cumulative grade point average of 93.00 or above, with no rounding up. The grade point average* will be calculated at the 30th week of the student's 4th year.

Honor Graduate Requirements

1. Students must take a minimum of nine (9) Honors CP, dual enrollment (from 4 core content areas), and/or AP courses during their high school career.
2. Must be a full-time student.
3. The Salutatorian and Valedictorian will come from this group.

*A student's GPA begins when they receive high school credit for completed course work, and this cumulative GPA is calculated for Valedictorian, Salutatorian, Honor, and Merit graduate status.

Merit Graduates

The status of Merit graduate will be awarded to those seniors who achieve a cumulative grade point average of 90.0 or above with no rounding up. The grade point average will be calculated at the 30th week of the student's 4th year using all grades in all courses.

Valedictorian

The Colquitt County High School Valedictorian will be the senior with the highest cumulative grade point average. The grade point average will be calculated at the 9th week of the student's eighth semester using all grades in all courses. Grades earned prior to ninth grade will be used in the grade point calculation only if the student was awarded Carnegie unit credit for the course. A senior student with dual enrollment credit is eligible for Valedictorian/Salutatorian, unless the student moves into the local school system after his or her sophomore year and has not taken any courses on site at the participating eligible high school. In order to be eligible for the status of Valedictorian, the senior student must be enrolled at Colquitt County High School for a minimum of four (4) semesters immediately before graduation.

Salutatorian

The Colquitt County High School Salutatorian will be the senior with the second highest cumulative grade point average. The grade point average will be calculated at the 9th week of the student's eighth semester using all grades in all courses. Grades earned prior to ninth grade will be used in the grade point calculation only if the student was awarded Carnegie unit credit for the course. A senior student with dual enrollment credit is eligible for Valedictorian/Salutatorian, unless the student moves into the local school system after his or her sophomore year and has not taken any courses on site at the participating eligible high school. In order to be eligible for the status of Salutatorian, the senior must be enrolled at Colquitt County High School for a minimum of four (4) semesters immediately before graduation.

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STATE REQUIRED TESTING

The State Board of Education requires that students take certain tests prior to receiving credit and/or prior to earning a high school diploma and graduating from high school. The use of cell phones and other electronic devices are strictly prohibited during any testing.

End of Course Assessments (EOC)

EOC's measure the statewide curriculum of specified high school courses in order to ensure that high academic standards are being met in all Georgia high schools. These tests inform students, parents, educators and the community about the achievement of Georgia students in the specified courses. Senate Bill 367 proposes that students in grades 9 - 12 take one end-of-course assessment in each of the four core subjects as determined by the state board. Writing performance will be assessed once in grades 9 - 12 and may be embedded within one of the four end-of-course assessments. Updated information regarding EOCs for 2020-2021 will be shared on the school website upon release by the Georgia Department of Education.

The EOC will count 20% of the student's grade for the course. If the student does not take the EOC on either the regularly scheduled or make-up date, then the student will have to test at the next available testing window or they may lose credit for the course and may have to take the entire course over. Failure to take the test may result in the student losing credit and possibly not graduating on time.

An EOC may also be used for placement and/or the awarding of credit for students who have been home-schooled and/or enrolled in non-accredited schools. Students who are taking online courses, college courses, or earning credit through other non-traditional means are required to take the EOC if they are to receive high school credit.

Dual Enrollment Exemptions and Clarifications

Allowed Exemptions: Students who are enrolled in the following Dual Enrollment courses and pass the course are exempt from taking the corresponding EOC.

- American Literature and Composition
- Physical Science
- United States History
- Economics

Note: Students who fail to earn post-secondary credit are not eligible for the exemption and must take the EOC at the time they re-enroll in the course at their high school.

End of Pathway Assessment

Students who complete all three courses in a CTAE pathway are required to take an End of Pathway Assessment. Passing this assessment certifies the student in his/her area of study. Pathway assessments are given in the spring at CCHS.

2020-2021 TESTING SCHEDULE

End of Course Tests

EOC	Main Administration (A.M.)	Make Up Date
English Language Arts	April 20 - 21, 2021	April 28 - 29, 2021
Mathematics	April 22 - 23, 2021	April 28 - 29, 2021
Science	April 26, 2021	April 28 - 29, 2021
Social Studies	April 27, 2021	April 28 - 29, 2021

Advanced Placement Exams

Week 1	Date	Week 2	Date
Gov't/Politics Physics C (Mech)	Mon 5/3 AM Mon 5/3 PM	World History Macroeconomics	Mon, 5/10 AM Mon, 5/10 PM
Calculus Human Geo.	Tues, 5/4 AM Tues, 5/4 PM	Seminar Span Lang Psychology	Tues, 5/11 AM Tues, 5/11 AM Tues, 5/11 PM
English Lit Physics 1	Wed, 5/5 AM Wed, 5.5 PM	Eng Lang Microeconomics Music Theory	Wed, 5/ 12 AM Wed, 5/12 PM Wed, 5/12 PM
U S History Computer Sci A	Thurs, 5/6 AM Thurs, 5/6 PM	Computer Sci Prin Statistics	Thurs, 5/13 AM Thurs, 5/13 PM
Chemistry Spanish Lit Physics 2 (Alg)	Fri, 5/7 AM Fri, 5/7 AM Fri, 5/7 PM	Biology	Fri, 5/14 AM

SAT

2020-2021 Test Dates	Registration Date	Score Release Date
August 29	July 31	September 21
September 26 @ CCHS	August 26	October 9
October 3 @ CCHS	September 4	October 16
November 7 @ CCHS	October 7	November 20
December 5@ CCHS	November 5	December 18
March 13 @ CCHS	February 12	March 26
May 8 @ CCHS	April 8	May 21

ACT

Test Date	Registration Deadline	Late Registration Deadline	Score Release
September 12 @ CCHS	August 14	August 28	Sept.22; Nov 6
October 24 @ CCHS	September 18	October 2	Nov 10 ; Dec 31
December 12 @ CCHS	November 6	November 20	Dec 22; Feb 5
February 6 @ CCHS	January 8	January 15	Feb 16; Apr 1.
April 17	March 12	March 26	Apr 27; May 7.
June 12	May 7	May 21	June 22; Aug 9
July 17	June 18	June 25	July 27; Sept 3

Other

Test	Date
PSAT (All 10 th Graders)	October 14, 2020
ASVAB (11 th Graders)	October 14, 2020

Colquitt County High School
School-Parent Compact for Achievement
2020-2021
Revised: May 10, 2019

In support of strengthening student academic achievement, **Colquitt County High School** receives Title I, Part A funds and therefore must develop jointly with, agree on, and distribute to parents of participating children a written parental involvement policy, agreed on by such parents, that contains information required by section 1116 (b) and (d) of the Every Student Succeeds Act (ESSA). The policy established the school's expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

Colquitt County High School agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under Section 1114 (b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the school wide program plan under Section 1114 b of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parental engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) That parents play an integral role in assisting their child's learning.
- (B) Those parents are encouraged to be actively involved in their child's education at school.

- (C) That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- (D) The carrying out of other activities, such as those described in Section 1116 of the ESSA.

JOINTLY DEVELOPED

The parents, students, and staff of **Colquitt County High School** partnered together to develop this school-parent compact for achievement. Teachers suggested home learning strategies, parents added input about the types of support they needed, and students told us what would help them learn. Parents are encouraged to attend annual revision meetings held each spring to review the compact and make suggestions based on student needs and school improvement goals. Parents are also encouraged to participate in the annual Title I parent survey that is also used as a tool to collect parent feedback regarding the current Title I programs and policies.

Colquitt County School System Goals:

- District Goal 1: Increase the percentage of Level 3 & 4 on GMAS for each tested subject by 3% for each subgroup to approach state average.
- District Goal 2: Decrease % of discipline outcomes that remove students from the learning environment by 3% through increased student service support and interventions. (This one seems strictly discipline but is actually tied to academics).

Colquitt County High School Goals:

- By the end of the 2020-2021 school year, the % of students scoring Proficient Learner and above on the 2020 Geometry GMAS EOC by 2%.
- By the end of the 2020-2021 school year, the % of students scoring Proficient Learner and above on the 2020 American Literature GMAS EOC by 2%.

To help your child meet the district and school goals, the school, you, and your child will work together to:

SCHOOL/TEACHER RESPONSIBILITIES:

In the classroom, teachers will:

- Provide parents with a written and/or recorded description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and web resources of supplemental activities focusing on math, reading, and other comprehension strategies.
- Provide materials and training to help parents work with their child to improve their child's achievement, such as literacy training and using technology and post secondary preparations.
- Provide assistance to parents in understanding how to monitor their child's progress via Infinite Campus (Parent Portal), Georgia End of Course exams, and graduation requirements.

FAMILY RESPONSIBILITIES:

At home, parents will:

- Use resources and written explanations provided by teachers to practice math and reading comprehension strategies at home.
- Use and attend parent meetings to help nurture my child's math and reading comprehension at home as well as help them explore, research and decide on post-secondary options.
- Visit the Math and ELA teachers' class webpage for building the child's reading and math skills as well as the school's webpage to monitor my child's progress via Infinite Campus.

STUDENT RESPONSIBILITIES:

As a student, I will:

- Take home and read over written explanations provided by teachers so parents can help and I can help myself to practice math and reading skills.
- Attend meetings with my parents offered by the school and work with my parents to use the reading and math comprehension skills so that I can better understand learning and the classroom as well as be knowledgeable of options available after graduation.
- Monitor my progress and keep track of assignments via Infinite Campus.

Communications About Student Learning

Colquitt County High School is committed to frequent two-way communication with families about children's learning. Some of the ways you can expect us to reach you are:

- Contact as needed via telephone, email, and/or postal mail.
- Updates on the school website and current grades in Infinite Campus.
- Academic meetings focused on understanding student progress, expectations, and options.
- Parent-Teacher conferences every Tuesday of the school year.

Do you have questions about your child's progress? Contact your child's teacher by phone at **(229)890-6141**. Email addresses are the teacher's

firstname.lastname@colquitt.k12.ga.us.

Activities to Build Partnerships

Colquitt County High School offers ongoing events and programs to build partnerships with families.

- Parent-Teacher Conferences
- Parent Trainings
- Parent Resource Area
- Volunteering
- Open House

BUILDING CAPACITY

Colquitt County will take the following measures to promote and support parents and family members as a foundation of the school in order to strengthen the school and reach our school goals. We will:

- Ensure that all information related to school and parent programs, meetings, and other activities is sent home in English and Spanish, posted on the school website, Facebook, and school marquee.
- Educate our staff via PLC's, faculty meetings or planning periods and emails on strategies to improve communication with parents and ideas to increase family engagement with reading and math activities for students outside the classroom.
- Communicate with all families on a regular basis regarding parent and family engagement events and activities, such as phone messages ,social media, and flyers. Use progress reports and Infinte Campus to assist parents in monitoring their child's progress.
- Provide necessary materials for parents at conferences, meetings, and activities to help parents work with their child to improve their child's achievement, including the harms of copyright piracy.
- Listen and respond to parents' requests for additional support for parent and family engagement activities and provide parent resources to meet our parents' needs.
- Partner with early childhood programs, middle and high schools, college and career ready resources or organizations, parent resources centers, or other programs (as applicable)to help prepare parents and their children for successful school transitioning.
- Work with our parents to develop relevant training and helpful presentations to educate our staff on the importance of parent and family engagement and how to support student learning.
- Use our Partners in Education and School-Community Team to improve awareness of the activities and events listed in the school parent and family engagement policy.
- Offer literacy and computer classes for parents and family members to help further enhance their various educational levels.
- Collect feedback from parents and family members at all events, place input cards around the building and post a suggestion from on the school website in order to respond to parents' requests for additional support for parent and family engagement activities.

Parent and Family Engagement Standards

Colquitt County High School and our parents have adopted the National PTA Standards for Family-School Partnerships as the school's model in engaging parents, students, and the community. These standards are:

1. Welcoming All Families
2. Communicating Effectively
3. Supporting Student Success
4. Speaking Up for Every Child
5. Sharing Power
6. Collaborating with Community

STUDENT INFORMATION

Academic Indifference

It is the expectation of the administration and faculty that all students perform in school to the best of their ability in all areas. Students who do not meet a teacher's academic expectations in the classroom may be referred to the appropriate assistant principal. The teacher must have previously made contact with the parent/guardian and must have met with the student and his/her counselor to address academic performance. Action will be taken by the administration based on the student's failure to meet teacher expectations.

Assemblies

Assemblies are provided for transmitting information to the student body and for programs of interest and enjoyment. Students are expected to exhibit appropriate behavior during assemblies.

Automobiles and Student Parking

The following regulations regard the practice of students providing their own transportation to and from school by driving cars and other motor vehicles.

1. The driver must have a valid Georgia Driver's License. Drivers without a license will be answerable to the law.
2. Upon arriving on campus, students should park in assigned area, exit the car ensuring that all doors are locked, and move to the designated area.
3. Students are not allowed to sit in cars prior to or during the school day.
4. Students are expected to abide by all Georgia traffic laws. The on-campus speed limit is 15 mph.
5. All students driving vehicles to CCHS are required to register the vehicle, show proof of license and insurance, and purchase a permit which designates a specific parking area. Students found in violation of parking requirements may be subject to disciplinary action.
6. Parents who visit the school are asked to park in designated "Visitor" parking spaces.
7. Students will be assigned a parking area.
8. Yearly permits (\$30, August - December; \$15 January - May) will be issued on announced days for each grade level on a first come, first served basis. Parking privileges may be revoked immediately during the year if the student is caught for skipping, including leaving campus at any time without permission.
9. Any car illegally parked (in the wrong space/area, without a proper parking permit, in a no parking zone, etc.) will be subject to a ticket and fine. \$10 for each offense, \$25 for parking in administrator/teacher/staff/ visitor areas.
10. A student is not allowed to give his/her parking permit to another student.
11. The administration has the legal right to conduct routine and other searches of vehicles.
12. Parking permits will not be sold to students who owe fines.
13. Students who drive and are leaving early from school must present appropriate documentation to the Welcome Center.
14. Students are not allowed to use a cell phone while operating a vehicle on the CCHS campus; this includes all parking areas and access roads.
15. CCHS is not responsible for damages that occur to private property including vehicles.
16. Students cannot transport other students off campus without authorization from school officials.
17. Students are not allowed to have flags, banners, and/or signs flying from their vehicles while on school campus.
18. Students must inform administration and pick up a temporary parking permit from Counselors Corner before school if they are driving a vehicle that is not the vehicle they registered with CCHS.
19. Permits must be visible at all times.

Bring Your Own Technology (BYOT)

Introduction

The Board recognizes that as telecommunications and other new technologies shift the ways that information may be accessed, communicated and transferred by members of the society, those changes may also alter instruction and student learning. The Board generally supports access by students and staff to rich information resources. In a free and democratic society, access to information is a fundamental right of citizenship.

Electronic information research skills are now fundamental to preparation of citizens and future employees during an Age of Information. The Board expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources. Staff will (a) consult the guidelines for instructional materials contained in Board Policy IFBG and JCDAF and honor the goals for selection of instructional materials contained therein; (b) establish classroom and media center guidelines for student use of network services; and (c) closely supervise student use of the Internet/Intranet.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

Independent student use of telecommunications and electronic information resources will be permitted for instructional purposes. A form will be posted on the Colquitt County School System website and available in each school handbook for the parents or legal guardians of minor students (under 18 years of age) who wish to decline permission for his or her student to participate in instructional activities using these resources. Independent student use of personal electronic devices will be permitted for instructional purposes at the discretion of the attending school administration. In schools where the educational use of personal electronic devices is permitted, the student is responsible for the device. The school/system is not responsible for damage or theft of devices.

Students are responsible for ensuring that any personal electronic devices or storage media are virus free and do not contain any unauthorized or inappropriate files.

The teacher, principal and Technology Director will have the discretion to immediately suspend or restrict any student or employee's access to and use of the Colquitt County School System's network resources or personal electronic devices upon the apparent breach of these terms and conditions of acceptable use. Teachers and administrators may request suspension of another user's access rights upon notification of the Technology Director. The user will be informed of the suspected breach of the Internet Acceptable Use Policy and given the opportunity to explain the situation. If this explanation is not satisfactory, the principal or the employee's supervisor will provide a written incident report to the Technology Director.

Supervision, Monitoring, and Privilege

The use of the Internet/Intranet is a privilege, and as such, is conditional upon the individual's compliance with any and all state and federal laws, school regulations, and the exercise of good manners. It shall be the responsibility of all members of the Colquitt 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 Director of Network Services or designated representatives. Likewise, the Technology Director or Network Director may suspend or revoke privileges as deemed necessary.

On the Internet, there are other forms of digital information (e.g. text, images, audio, sound, animations, etc.) that may also be affected by copyright laws. The creators of this information may claim such materials as their “intellectual” property. Users must avoid plagiarism (i.e. claiming the works of someone else as your own). Students or school system employees may not download on-line materials for use without complying with the conditions established by the creator (e.g. payment, acknowledgment, etc.). Users may capture such digital information (e.g. text, images, audio, sound, animations, etc.) for use in World Wide Web home pages, multimedia presentations, or school-related projects as long as copyright laws or a creator’s specific restrictions are met. Copyright law generally allows the use of someone else’s information for educational purposes but with the restriction that it cannot be sold nor publicly displayed. All questions and concerns about possible copyright violations of material obtained over the Internet must be directed to a school’s Media Specialist or the Technology Director.

Definition of “Technology”

For the purpose of BYOT, Technology is privately owned wireless and/or portable electronic hand held equipment or device that includes existing and emerging mobile communications systems and smart technologies, portable Internet devices, Personal Digital Assistants, hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Internet

Only the Internet gateway provided by the school district within the school may be accessed while on campus. Personal Internet connective devices such as but not limited to cell phones/cell network adapters with 3G or 4G data plans are not permitted to be used to access outside Internet sources at any time using those plans.

Security and Damages

Responsibility to keep the device secure rests with the individual owner. The Colquitt County School System, its staff, or employees, are not liable for any device lost, stolen or damaged on campus. If a device is lost, stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

The use of technology to access educational material is not a necessity or a right but a privilege. A student does not have a right to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students and parents/guardians participating in BYOT must adhere to the *Student Code of Conduct*, as well as all Board policies, particularly the Internet Acceptable Use (Policy IFBG) and Use of Electronic Devices (Policy JCDAF).

Additionally:

- The technology is allowed for educational purposes and only to enhance the classroom experience. Teachers will decide when it may be used and for what purpose(s). The technology may only be used to access files on computer or Internet sites which are relevant to the classroom curriculum.
- Students take full responsibility for their personal electronic/digital devices. The school/district is not responsible for the security of the electronic devices.

Additionally, students are responsible for management, trouble shooting, and technical support of their personal devices. The school/district is not responsible for technical support of or repairs to personal devices.

- The technology may not be used to cheat on assignments or tests or for non-instructional purposes (such as making personal phone calls and text/instant messaging) unless authorized by the teacher or administration.
- The technology may not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours unless authorized by the teacher or administration.

Students acknowledge that:

- Each teacher will decide if, when and how BYOT will be used in his/her classroom.
- The school's network filters will be applied to one's connection to the Internet, and there will be no attempts to by-pass those filters.
- Bringing on premises, attempting to infect, or infecting the network with a Virus, Trojan, malware, or program(s) designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of Policy IFBG and the student acceptable use policy outlined in the *Code of Conduct*.
- Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of Policy IFBG, and the student acceptable use policy outlined in the *Code of Conduct*.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- Access to student drives through the district network while using BYOT is not possible. Files may have to be saved on the C drive of the laptop, a jump drive, an external drive, to the student's *Google Apps* account or another media device.
- Printing and scanning from personal devices will not be possible at school.
- Personal devices must be in silent mode while on school campuses. Devices may not be used while riding school buses.
- Personal technology must be charged prior to bringing it to school and run off its own battery while at school.

BULLYING IS PROHIBITED

Board Policy JCDAG Summary: The Colquitt County School System expressly prohibits the bullying, harassment or intimidation of any person, by any means or method, 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. Bullying includes 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 GA16-5-23.1 or visible bodily harm as such term is defined in Code Section GA16-5-23.1;
- (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.

Examples of prohibited behaviors include but are not limited to:

- Verbal assaults such as unwanted teasing or name-calling;
- Threats, taunts and intimidation through words and/or gestures;
- Direct physical contact such as hitting or shoving;
- Physical violence and/or attacks;

- Destruction of school or personal property;
- Any form of electronic bullying or cyberbullying using school equipment, school networks, or e-mail systems or committed at school;
- Theft of money and/or personal possessions for the purpose of bullying, harassing, or intimidating;
- Harassment or intimidation motivated by any actual or perceived characteristic including race, color, ethnicity, religion, gender, gender identity, sexual orientation, ancestry, national origin, physical attributes, socioeconomic status, physical or mental ability or disability, or by any other distinguishing characteristic;
- Public humiliation;
- Social isolation;
- Extortion or manipulation, including incitement and/or coercion;
- Rumors or spreading of falsehoods;
- Stalking;
- Cyber-stalking or engaging in conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to the victim;
- Cyber-bullying or the willful, hostile and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social networking websites (e.g., Facebook, etc.), chat rooms, texts, and instant messaging;
- The use of cameras or camera phones to take embarrassing photographs of students or school employees and distributing them to others or posting them online;
- Sending abusive or threatening text messages or instant messages; and using websites to circulate gossip and rumors to other students.

Students who witness bullying or who are victims of bullying behaviors should make a report to a teacher or school administrator so that an appropriate investigation can take place. At the option of the person reporting the incident, the report may be made either by name or anonymously and either verbally or in writing. Reports of bullying also may be made by using the District's complaint procedures or by calling the Georgia Department of Education's School Safety Hotline at 1-877 SAY-STOP (1-877-729-7867). Any employee to whom bullying is reported must promptly document the report and forward it to the principal or designee. Any employee who witnesses an incident of bullying or who otherwise learns that a student is being bullied must promptly submit a written report to the principal or designee. The principal or designee shall ensure that proper documentation is maintained throughout the investigation and resolution of the matter. If the reporting student or the parent or guardian of the student feels that the school is not taking appropriate steps to investigate or address the problem even after consulting the school principal, the student or the parent or guardian should contact the Superintendent or his or her designee.

At an appropriate time during or after an investigation of the bullying report, the parent or guardian of both the accused and the victim must be notified. If, after an investigation, a student is found to be in violation of the Code of Conduct bullying policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion.

Students in grades six through twelve found to have committed the offense of bullying for the third time in a school year shall at a minimum be assigned to an alternative school through appropriate due process by the disciplinary hearing officer. Retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

Cafeteria

The school nutrition program strives to provide nutritious, appetizing meals served in a pleasant environment. All meals are planned to meet USDA guidelines and are prepared by a trained staff under the supervision of a certified manager. Breakfast is served daily from 7:40 to 8:00 a.m. Special diets will be accommodated when the student or parent presents a statement from a doctor or other medical professional.

Colquitt County High School students will be eligible to receive a healthy breakfast and lunch at school at NO CHARGE each day of the school year. No further action is required of you. Your child(ren) will be able to participate in the Community Eligibility Meal Program without having to pay a fee or submit an application.

***Any outstanding meal charges remaining on student accounts from previous years will remain in effect and must be paid in full immediately. No exceptions. Debit notices will continue to be sent home to students who owe money for meals provided prior to CEP implementation.

- Students can apply money to their student accounts at any time for extra serving, extra milk (\$.35), etc. However, School Nutrition will no longer charge items to students' accounts. Students must have money in hand at time of purchase or have money available on account.
- Parents can apply money to student accounts by sending it directly to the school cafeteria or by going online to www.schoolcafe.com to make a credit/debit card deposit.
- As supported by State Board of Education Rule 160-5-1-12(h) for all accounts with negative account balances, denial of the following privileges will be in effect until the account is paid in full:
 - Student football passes, Prom tickets, Parking passes, and all other student activities deemed appropriate by School Administration.

***CCHS: Senior accounts with negative balances will be reviewed individually by School Nutrition Director/ High School Principal prior to hold being placed on diploma.

Accounts \$200.00 or more: If an account reaches \$200.00 or more, School Nutrition and the Colquitt County Board of Education will have the option to pursue collection via judicial system (Small Claims Court). For further assistance, please contact the School Nutrition office at 229-890-6228.

The following regulations will be observed:

- Breakfast or lunch should be eaten in the cafeteria or in the designated picnic area outside the cafeteria. This includes students who bring their lunch to school.
- Students are expected to return their trays to the designated areas.
- Students are to remain in the cafeteria or picnic area until the bell rings.

The Colquitt County School Nutrition Program is operated in accordance with USDA policy that prohibits discrimination on the basis of race, color, sex, handicap, religion, or national origin.

Cell Phones and other Electronic Devices

Realizing the role that cell phones have come to play in everyday life, cell phone possession by a student on a school campus is acceptable. Knowing the disruptive factor

that cellular phones are in the school setting if not properly maintained, the following policy guidelines are provided.

CCHS faculty, staff, and administration are not responsible for any personal items that are brought on campus and may subsequently be stolen. The administration, however, will investigate to the best of their ability reported thefts that do not fall in this category.

Cellular phones may be in the possession of a student at any time, but may not be used in the classroom unless deemed necessary for instruction by the teacher. Students may use their phones between classes in the hallways and in the cafeteria during lunch. See consequences for violations in the Code of Conduct (Rule 20).

Students must turn in their electronic devices during all state and national testing. Refusal to do so may cause their state or national test to be voided (per testing policies for each test).

Change of Address and/or Telephone Number

“Need to update student information, like phone numbers, contacts, or addresses? You can update online through Parent Portal:

<https://campus.colquitt.k12.ga.us/campus/portal/colquitt.jsp>

¿Necesita actualizar la información del estudiante, como números de teléfono, contactos o direcciones? Puede actualizar en línea a través del Portal para padres:

<https://campus.colquitt.k12.ga.us/campus/portal/colquitt.jsp>

Clubs and Organizations

Clubs and other activities at Colquitt County High School are conducted on designated club days found on the school calendar. All students are urged to become members of the clubs of their choice. All clubs and their activities must be governed by the Board of Education policy on Student Clubs (Equal Access).

Guidelines for CCHS Clubs/Organizations

Student Organizations must: 1) Be affiliated with state and national organization, 2) Have sanctioned by-laws, 3) Be co-curricular, 4) Have a direct link to community service, and 5) Have an administratively approved, certified teacher as their sponsor.

College-Technical Schools Visitation

Eleventh and twelfth grade students will be allowed two visitation days for the admissions process to their post-secondary option, such as colleges, universities, technical colleges, or the military. Prior approval is not needed for these visitations, but while visiting, the students must have the college representative complete the College Visitation Certification form. This form can be found at Counselors' Corner or on the CCHS Guidance website. Once the form is complete, the student must submit it to the CCHS attendance clerk. Students are responsible for all assignments missed when on a college visitation.

Recruiting trips for prospective college athletes must be requested by the parent or the coach of the respective sport. The athletic director must approve these visits in advance. All NCAA guidelines must be followed. These guidelines may be found at www.ncaa.org.

Dress/Grooming

Although dress reflects personal and family choice, students' dress should be appropriate for school. Students should dress in a manner, which will not distract others from learning, not be offensive and not violate health and safety regulations. All staff members are expected to assist in monitoring students' dress. Students wearing inappropriate clothing will be sent to the assistant principal. Grooming is a personal matter that should take place in the privacy of your own home or in the restroom. The descriptions below are in addition to rule #10 of the Colquitt County Board of Education Code of Student Conduct and Discipline.

ITEM	ACCEPTABLE	UNACCEPTABLE
Pants	<ul style="list-style-type: none"> Worn at waist, fitted at crotch (belts must be buckled) Leggings, Jeggings and Yoga pants must be worn with a shirt that covers the crotch and the butt area. 	<ul style="list-style-type: none"> Oversized, baggy or saggy Ripped, torn, or holes in any clothing that shows butt, crotch, upper thigh areas and undergarments are NOT allowed
Shorts	<ul style="list-style-type: none"> Worn at waist, fitted at crotch (belts must be buckled) Length should be no more than three inches above the knee. 	<ul style="list-style-type: none"> Oversized, baggy or saggy Made of spandex or nylon Shorter than three inches above the knee
Skirts, Skorts, Jumpers, Dresses	<ul style="list-style-type: none"> Worn at waist, fitted at crotch (skort) Length should be no more than three inches above the knee. Mini-skirts MUST be worn with tights/jeggings underneath 	<ul style="list-style-type: none"> Overly tight jumpers, catsuits Exposed stomachs, backs or thighs Bodycon dresses
Shirts	<ul style="list-style-type: none"> Worn at waist level Should cover midriff even when arms are raised above head or actively moving Shirt straps should NOT expose undergarments such as bras 	<ul style="list-style-type: none"> Tight fitting or low cut that are revealing No bare shoulders Tank tops/camisoles cannot be worn by themselves See – through tops that reveal undergarments Tank tops, undershirts or muscle shirts
Shoes	<ul style="list-style-type: none"> Soled footwear Worn at all times during school day 	<ul style="list-style-type: none"> House slippers, Bedroom shoes
Head Attire	<ul style="list-style-type: none"> Decorative headbands, Hair clips 	<ul style="list-style-type: none"> Hats, caps & hoods cannot be worn in the building Skull caps, doo-rags, bandanas, scarves, beanies, berets or anything that covers the head is not allowed. No sweat bands
Other	<p>THESE ITEMS ARE NOT ACCEPTABLE:</p> <ul style="list-style-type: none"> Pajamas, robes, blankets Non-prescription sunglasses cannot be worn in the building Trench coats Chains, straps or any other item hanging from clothing Any item that advocates or advertises any of the following: Tobacco products, alcoholic beverages, drugs, illegal substances, violence, racist organizations, gangs, obscenities, and nudity No connections from ear to lip piercings or ear to nose Any other type of dress/garment/paraphernalia that is distracting, immodest or interferes with learning will not be worn. 	

Emergency Evacuation/Severe Weather Alerts

In accordance with state and local school board policy, it is necessary to conduct emergency evacuations and severe weather drills at various times throughout the school year. Emergency evacuation routes are prominently posted in each classroom. Each instructor will advise all students of the evacuation route to be taken for that particular classroom during emergency evacuation. Instructors will also advise all students of the procedures to be taken by that particular classroom in the event of severe weather. During either the emergency evacuation or the severe weather alert, it is important that each student listen carefully and follow the instructor's directions.

Enrollment

Students enrolling at CCHS must meet all of the following requirements in order to be considered as a full-time student.

1. Present valid Georgia immunization form.
2. Present previous school(s) academic record.
3. Present previous school(s) discipline record.
4. Present evidence of regular attendance.
5. Present evidence of residency.
6. Present a valid Georgia Eye, Ear & Dental Form

Admission may be granted on probationary status pending the verification of the above required information. The administration reserves the right alter placement based on the review of these required criteria.

Students who have had their education interrupted, who attempt to enroll after the 10th day of a semester, and/or are significantly behind in academic credits must schedule an appointment with the principal and are subject to placement in alternative school.

Family Educational Rights and Privacy Act

An educational agency or institution shall give full rights under the Act to either parent, unless the agency or institution has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. Athletic students who do not wish for their coaches to have access to their grades on the student information system must present a written/signed statement to that effect from their parent/guardian to the Guidance office secretary.

Field Trips

Students must have permission in writing from their parents before they are permitted to go on any field trips sponsored by the school.

Fines and Fees

Students are responsible for any debts incurred while enrolled at CCHS. These include but are not limited to monies owed to the office, library, cafeteria, athletic department, graduation supplies, lost/damaged books, school board in the case of damage assessments, fundraisers, club dues, or any settlements.

Failure to settle financial obligations may result in one or more of the following actions:

- 1) Withholding of diplomas, or certificates until restitution is made.
- 2) Denying privileges of participating in prom, graduation exercises, parking privileges, etc.

Fund-Raising

All fund-raising activities must be approved by the principal and the Colquitt County Board of Education before the activity takes place. No outside organization or individual should bring any item to school to be sold to students. Any organization or individual selling items will have the items confiscated.

Gangs / Gang-Related Activity

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. Incidents involving initiation, hazing, intimidations, and/or related activities of such group affiliation which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited. When the administration becomes aware or is notified about gang activity on campus, or in the community, appropriate action will be taken. Students who engage in the activities described above will be suspended and referred to the hearing officer.

Georgia Scholarship & Grant Programs

The HOPE and Zell Miller Scholarships are merit-based scholarships that provide assistance towards the cost of tuition at eligible public and private Georgia postsecondary institutions.

Georgia's HOPE Grant (a separate program from the HOPE Scholarship) is available to Georgia residents who are working towards a certificate or diploma (continuing education programs are not eligible) at an eligible college or university in Georgia.

More information can be found at GAfutures.org or on the Guidance link on the CCHS website.

Hazing

CCHS policy prohibits any form of Hazing O. C. G. A. 16-5-61. This includes all clubs and student activities.

Health Services

General Health Services

School health services are provided to assist parents and teachers in promoting the health of the student to enable him/ her to function to the maximum of his/her capabilities. A nurse promotes the health of students by providing vision, hearing, dental, and scoliosis screenings as deemed necessary, communicable disease control, counseling on individual health problems, and health education. The nurse also provides services for sick or injured students. The system's School Nurse Coordinator is also a health resource for students and staff. It is the parent/guardian's responsibility to complete an updated School Health Information form for each student annually. More than three nurse visits outside of regular scheduled visits to the clinic will be considered excessive and the student's parent/guardian may be contacted and referral made to the school counselor.

Notification of Illness

Before 9:00 a.m., please notify the school by phone if your child is ill, especially if the illness is a communicable condition such as chicken pox, impetigo, scabies, measles, lice, bed bugs. Keep students home if they have a fever, diarrhea, vomiting or red, draining eyes. Parents should keep children at home until they are free of fever, vomiting and diarrhea for 24 hours (without the use of medication to treat the symptoms such as Tylenol or Ibuprofen). If a student is injured or becomes ill at school, every effort will be made to contact the parent/guardian. If emergency treatment is required, proper steps will be taken to ensure the child receives necessary care. Be sure to keep the school notified of changes in work or cell numbers for all contacts that are provided.

Dispensing Medication at School

All medications should be delivered to school by an adult. A written request and physician's order must be provided for all prescription medications. They must also be in the proper labeled bottle provided by the pharmacy. Prescription medications will not be given at school without a physician's order and parent signature. Over the counter medications such as ibuprofen, acetaminophen, allergy medications, etc., may be kept on the student's person if the proper OTC form is completed and is on file with the nurse. Students are not to share these medications. If caught doing so they will be referred to administration. These medications must be in the original container as well. According to Georgia law, students are allowed to keep epi-pens and inhalers on their person provided that proper release has been signed by the parent.

Medication forms can be obtained from the school nurse or on the Colquitt County School System website at www.colquitt.k12.ga.us under Departments/Health Services.

Homecoming Dance

All dances sponsored by CCHS are for CCHS students and their guests. The administration has set the following guidelines for dances.

1. Actively enrolled students with a current ID are allowed to purchase tickets.
2. Students and guests must present an ID in order to enter the dance.
3. Participants must be 10th – 12th graders and cannot be over the age of 20.
4. Administrators reserve the right to deny entry to anyone, with no refunds.
5. Students assigned to the Achievement Center cannot attend as guests.

Horseplay

Class/school disruption where two or more students are involved, but not limited to, physical contact such as tussling, pushing, shoving, wrestling, etc. that is not construed as fighting or assault.

- | | |
|-------------------------------|-----------------------------------|
| 1st offense | Parent conference |
| 2nd offense | Saturday morning Detention |
| 3rd offense | 3 days ISS |

Hospital/Homebound Services

Hospital/homebound services are provided for students who qualify for this program as outlined by the Colquitt County Board of Education. However, there are some courses at Colquitt County High School that cannot be continued while on the hospital/homebound program. Students could lose credit for courses that require laboratory/hands-on classroom training. Courses could include, but are not limited to, choir, band, P.E., business, trade/industry, and family/consumer science. If you are seeking Hospital/Homebound Services, parents must contact CCHS Attendance Clerk for paperwork that a physician must complete. A parent conference is required prior to receiving services. Unless prior arrangements are made with the HHB teacher, physician, parent, principal, and teachers, all work must be submitted in accordance with the procedure outlined in this handbook

(Grading Policy). Hospital/ homebound students are not eligible for any school event or activity.

Students enrolled in Dual Enrollment courses must contact the postsecondary institution to see if provisions can be made for illness. The classes taken through DE do not participate in hospital/homebound services.

Immunization and Health Form

To be enrolled at CCHS a student must maintain up to date immunization and health records. Failure to do so could result in students being withdrawn from school or not allowed to enroll.

Internet Use, Network Use, and Web Publication

Technology resources including school network access and Internet access are used in Colquitt County Schools as part of instructional activities. Colquitt County Schools take every measure to protect students while using these resources as required and outlined by the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. A technology protection measure is in place to protect students while using these resources by blocking or filtering inappropriate websites at all schools. Students will be permitted to use these resources and will be expected to adhere to the Colquitt County Schools' Internet Acceptable Use Policy (Board Policy Descriptor Code: IFBG). Parents and students may access this policy by visiting the Colquitt County Schools online board policy manual at <http://tinyurl.com/bmjxpzb> or from your school office. The Acceptable Use Policy outlines best practices for school computer/technology use with specific emphasis on the following restricted activities:

- Using obscene language
- Sending or displaying offensive messages or pictures
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- Harassing, insulting or attacking others
- Damaging or modifying computers, computer systems, computer networks, or any school technology equipment
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folder, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes, financial gain, or any methods deemed unlawful or unethical.

Violations may result in a loss of access as well as other disciplinary or legal action (Board policy and procedures on student rights and responsibilities).

In addition, Colquitt County Schools is committed to maintaining a system and school websites that highlight the achievements of the faculty, staff, and students of all Colquitt County Schools by displaying photographs, videos, audio files, and/or student creations with possible student full name recognition. Students may also be asked to create accounts for educational websites. Parents or legal guardians of minor students (under 18 years of age) who wish to decline permission for their student to participate in instructional activities using these resources or who wish to decline permission to publish student photographs or student creations must complete the "Decline Internet Usage/Publication Form." These forms may be obtained from the Colquitt County Schools Technology Department website at <http://colquitt.k12.ga.us/Departments/Technology/tabid/8783/Default.aspx> or the main office of each school. The "Decline Internet Usage/Publication Form" must be submitted to the

home school main office within 20 days of the beginning of school or first day student is enrolled.

ISS/OSS/Detentions

Students are expected to conduct themselves in an appropriate, respectful manner at ALL times during the school day (during class, assemblies, lunch), while attending any school-sponsored event (at home and away), on school buses, and at school bus stops. In the event that a student chooses to violate the Code of Student Conduct in this handbook, his/her actions are subject to disciplinary plans of action. See the Code of Student Conduct section for specifics.

Due Process	In matters of school discipline and policy, all students will be treated fairly and equally by the same rules in accordance with their due process right.
Teacher Detention	Teachers may issue student detention assignments before or after school to be served in their classrooms. Teachers must provide 24 hrs. notice for detentions issued. If a student does not serve a teacher detention, they will be referred to the office and will receive Saturday detention by the administration.
Saturday Detention	Saturday detention will be held from 8:00 a.m. until 11:00 a.m. on the Saturday assigned regardless of the weather. If a student chooses not to attend Saturday detention, he/she will be suspended the following school day. The Code of Student Conduct applies to Saturday detention.
Suspensions	There are two types of suspensions: (1) In-School Suspension and (2) Out-Of-School Suspension (at home suspension).
In-School Suspension	CCHS Administrators assign students to ISS, which will allow them to do school work (assignments and tests) during the school day in the ISS classroom from 8:10 a.m. to 3:20 p.m. The number of days a student spends in ISS will be determined by the Code of Conduct. Teachers will send class assignments for students to complete while in ISS.
Out-of-School Suspension	Students suspended out of school may make up MAJOR assignments within 3 days after their return to school; otherwise, the assignment results in a zero. Students assigned to OSS or alternative school are not allowed to attend any school-sponsored events during their suspension.

Library/Media Center

The CCHS media center is open every school day. Hours of operation are posted at the door and on the media center web page. Students must have a valid pass to enter the media center during the school day including the lunch period. Students may work in the media center before and after school without a pass. Students using the computers in the media center must follow the rules of internet and network usage at all times. Students may renew their materials a maximum of two times unless requested by another person. Food, drinks, gum and candy are not allowed in the media center and will be discarded if seen.

Students will receive an orientation during their first year on campus and are expected to familiarize themselves with the media center. The media center has basic school supplies available for purchase by students.

Fees will be charged for the following:

1. Overdue materials
2. Lost material: Cost of replacement
3. Damaged materials: Cost of repair
4. Colored printing
5. Photocopying

Lost and Found

Turn in found items to the Guidance Secretary, and check there for lost items.

Off-Limit Areas

During the lunch period, students are only allowed in the cafeteria or the courtyard area. During school hours, all parking lots are off limits to students unless approved by an office. Students are allowed only in gender specific restrooms. Consequences for violation of these guidelines will be at the discretion of the administration.

Outward Displays of Affection

An outward display of affection through physical contact is inappropriate at school. Violation will result in disciplinary warning and parent notification.

Passes

Students who leave the classroom during classroom time must have a pass signed by the appropriate school personnel with the designated time, purpose, and specified location.

Prom Eligibility & Requirements

It is the desire of CCHS administration, faculty and staff to have the Junior / Senior Prom be an activity dedicated to those who have earned enough credit to be a Junior or Senior.

Formal attire such as a tuxedo or evening gown is required for the Prom. No caps, sunglasses, flip flops, jeans, etc., are allowed.

Juniors and Seniors must meet the following academic requirements for Prom eligibility.

1. To be considered a senior for the Prom, you must begin the school year with 17 units of credit.
2. To be considered a junior for the Prom, you must begin the 2020-2021 school year with 11 units of credit.
3. 5th year students are not eligible.
4. Any student who is assigned to the Achievement Center for spring semester by the hearing officer or disciplinary waiver is not eligible.
5. If a student is suspended from school the day prior to the Prom, they lose prom eligibility with **no reimbursement** for any pre-paid activities.
6. No children or babies can participate in the Grand March or prom pictures.
7. All elements of the Student Handbook apply for the prom.
8. To purchase tickets for the Prom and to enter the prom each student must have a valid picture ID.
9. The Prom Committee will handle ticket sales and gym decorations.
10. To participate in the Prom, a student must be in at least the 9th grade.
11. No individual over the age of 20 will be allowed to the Prom or Grand March.
12. CCHS students who choose to bring a non-CCHS student or a non-student as their date must register their date with the Administration and approval must be given **prior** to the purchase of Prom tickets.
13. The Administration has the right to deny access to any Prom activities for any non-students.
14. All credit recovery (required for graduation) for Seniors must be completed prior to purchasing Prom tickets.

Schedules

CCHS counselors met with students last spring and each student received a copy of his/her schedule before leaving CCHS for the summer in an effort to make sure all students were appropriately placed so schedule changes would not have to happen once school started. If a parent or student feels a schedule change is necessary, the student and parent must

1. Meet with the teacher involved and the department head and counselor must determine the appropriateness of the change.
2. Have approval of the director of guidance and the principal.
3. Return all books and supplies to the teachers' classes affected by the change. Any requests for changes during the school year must meet strict guidelines as most of CCHS courses are yearlong.

School Directory

Colquitt County High School maintains a school directory containing names, addresses, and telephone numbers of all students. This information will be available for dissemination to agencies that make proper request. If a parent or student does not want the information released, please notify the guidance office in writing prior to October 1st.

School Safety Zone

It shall be unlawful for any person to carry or possess or have under such person's control while within a school safety zone (all property in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board and used for elementary or secondary education) or at a school building, school function, or school property or on a bus or other transportation furnished by the school, any weapon or explosive compound. Any person who violates this subsection shall be guilty of a felony and upon conviction thereof, be punished by a fine of not more than \$10,000, by imprisonment for not less than two or more than 10 years, or both. Reference O.C.G.A. 16-11-127.1

This paragraph excludes any instruments used for classroom work authorized by the teacher and principal.

School Social Worker

The school social worker is a resource to parents, students, faculty, and staff when social, emotional, and/or family problems interfere with a student's ability to succeed in school. The school social worker can help students and their families with a wide range of problems such as disabilities, alcohol/chemical concerns, violence, serious illness, unacceptable behavior, or excessive absences. He/ she can help identify concerns, consider solutions, and find resources. The school social worker welcomes students and parents who have concerns he/she might be able to help with. If the needs of the whole student are unmet, academic areas may suffer.

Search and Seizure

In January 1985, the U.S. Supreme Court ruled that school officials have the right to search students under their jurisdiction where there are "reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating the law or rules of the school" and the search is conducted in a reasonable manner. (New Jersey v. T.L.O., 469 U.S. 325, 105, S. CT. 733, 744; 1985)

Selective Service

All male students must register for selective service. You may register online at www.sss.gov or in the Guidance Office. Failure to register in a timely fashion will result in the revocation of the HOPE scholarship and render the FAFSA application null and void.

Sexual Harassment

Sexual Harassment is a form of discrimination prohibited by the Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and local Board Policy GAE. Colquitt County High School is committed to maintaining a learning environment that is free from sexual harassment, where all employees and students can work and study together harmoniously. The school district will act to investigate all complaints, formal or informal, verbal or written, and to discipline any student or employee who sexually harasses another student or employee of the school district.

Stolen Items

CCHS is not responsible for securing personal valuables. Students should not have and do not need the following: large amounts of money, electronic devices, expensive jewelry, and other valuable items on campus. It is the responsibility of the student to secure their personal valuables while on campus. CCHS is not responsible for personal items stolen at CCHS. A report can be filed by the School Resource Officer for stolen items. The CCHS Administration may or may not investigate stolen items, dependent upon the circumstances.

Student Activities

Any activity that is school-sponsored or competitive or involves students as representatives of the school is considered a school activity. Students must have permission in writing from their parents before they are permitted to go on any field trips sponsored by the school. The administration reserves the right to deny a student participation in any such activity. Students who are suspended from school, assigned to alternative school, or whose parents sign a waiver cannot participate or attend school activities.

Student Email

Some assignments are required to be submitted electronically through email. Students are expected to have an email address. If students do not have an email address, they will be directed to set one up through a free email service. Students may also access their school email using their Google login information.

Student Grievance

The CCBOE acknowledges the rights of students and has established a policy for which students can file a grievance. The student should follow the steps below:

- 1) Try to settle the issue first with the teacher.
- 2) If relief is not granted, then appeal should be taken to the Director of Guidance.
- 3) If the problem is not resolved, then an appeal can be made to the principal.
- 4) Appeals beyond the principal's office should be made with the superintendent.

Student ID's

Student IDs will be issued to all students. If lost, a replacement ID will cost \$5.00. The cost is \$1.00 to replace a broken ID. See Ms. Vereen in the Guidance Office.

Student Recognition

At times student pictures may be reproduced for recognition in the newspaper, newsletters, internet or television. If a parent or student does not want his/her picture released, please notify the Guidance Office in writing prior to September 1st.

Summer School

With sufficient demand, summer school (which is an extension of the spring semester) will be offered in grades 10 – 12. A maximum of 2 units may be earned for summer school. Students may be required to pay tuition for each course.

Teenage and Adult Driver Responsibility Act

Governor Nathan Deal signed SB 100 into law on April 16, 2015. SB 100 makes significant changes to the Teenage and Adult Driver Responsibility Act (TAADRA) by eliminating the requirement for schools to submit noncompliance data for students with excessive unexcused absences and certain discipline infractions.

Effective July 1, 2015, schools must certify that a student is enrolled and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit using the Certificate of Enrollment form. The Certificate of Enrollment form is posted on the GaDOE website.

Students can request a Certificate of Enrollment at Counselors' Corner. The first request is at no cost. All requests after the first request are \$5.00. Allow 5 school days to process the certificate.

An Alcohol and Drug Awareness Program (ADAP) certificate is to verify that a student has passed the requirement to allow him or her to have a Georgia Driver's License. This ADAP certificate is needed for the driver's license only; therefore, a student must have passed this course and be 16 years of age to receive an ADAP certificate. Students can request their ADAP certificate at Counselors' Corner. ADAP will be available during the school year for those that did not receive it while attending 9th grade.

Telephones

In the case of an emergency, students should report to the Media Center to ask for permission to use a phone. Students may ask an administrator permission to use a cell phone, in the presence of the administrator, if a student has to contact a parent in the case of an emergency.

Textbooks

Textbooks provided for courses are the property of the State of Georgia and the Colquitt County Board of Education. They are on loan to students with the expectation that a small amount of wear is inevitable, but also that careful handling is necessary. Restitution must be made for lost or damaged books upon issuing of a replacement.

Visitors

All visitors must sign in at the Welcome Center, park in the designated area for visitors (specifically designed for allowing visitors an easy exit at the end of the day), and enter

through the Main Lobby. Please note that teachers are instructing students and are not available for visitors during the school day.

Work Based Learning Program

Colquitt County High School Work Based Learning (WBL) Program is designed for students in the 11th and 12th grades. Students entering this program must complete an application process with the WBL coordinators. The Application Packet may be picked up in the Career Education Office located on the 1st floor behind the school's main office entrance, across from Room 101. Acceptance into the program includes, but is not limited to:

1. Exemplary attendance, discipline, grades, and teacher recommendations.
2. Being on track to graduate and having passing scores on state mandated testing.
3. Meeting pathway requirements for the diploma selections.
4. Approved Work site in accordance to Georgia Department of education guidelines.
5. Maintaining exemplary CCHS attendance/ tardy records while enrolled in WBL.

Students must have their own means of transportation and cannot ride with other students. Students will be assigned WBL parking permits by the Administration. Students (17 & under) must also obtain a Worker's Permit. Students who lose their jobs will be assigned ISS during their work time assignments and a grade of zero will be assessed for the course.

Suspensions

There are two types of suspensions: (1) In-School Suspension and (2) Out-Of-School Suspension. ISS hours are 8:10 a.m. until 3:20 p.m. Work study students who are assigned ISS will have the following consequences:

1st time Go to work

2nd time Do not go to work

Students must have and maintain a job at a work site approved by the coordinators and must provide their own transportation.

CODE OF STUDENT CONDUCT AND DISCIPLINE
 VIOLATIONS and the CONSEQUENCES

THE STUDENT HANDBOOK AND CODE OF CONDUCT APPLIES TO ALL SCHOOL FUNCTIONS, SCHOOL EVENTS (HOME AND AWAY), SCHOOL BUSES, AND SCHOOL BUS STOPS.

(CCHS Code of Conduct is in compliance with the Colquitt County system code.)

OFFENSE

These plans of action are designed for High school students who violate the **Code of Student Conduct /Discipline.**

Rule 1

DISRUPTION AND INTERFERENCE WITH SCHOOL

No student shall:

<p>a. Block any entrance, occupy any school building, prevent any school class or function from taking place, prevent any student, guest, or employee from using any normal pedestrian or vehicular traffic path or otherwise deprive others of free access to, or use of, any facility, program, or activity associated with the Colquitt County Schools.</p>	<p>Suspension permissible Possible police referral 1st offense - 3 days suspension 2nd offense - 5 days suspension 3rd offense - 10 days suspension</p>
<p>b. Set fire to or in any school building or property.</p> <p>1. Cause false fire alarm.</p>	<p>Mandatory 10-day suspension</p> <p>Referral to police department</p>
<p>c. Possess, discharge or otherwise threateningly use any explosives or fireworks criminal charge</p> <p>1. on the school grounds at any time; 2. at any school activity, function, or event; 3. en route to and from school functions, activities, or events.</p>	<p>Mandatory 10-day suspension</p>
<p>d. Continuously or intentionally make noise or act in a manner that interferes seriously with the teacher's ability to conduct class.</p>	<p>1st Parent Contact/Conference 2nd offense – Saturday Det. 3rd offense – 3 days ISS</p>
<p>e. In any other manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process, or function.</p>	<p>1st offense - 3 days suspension 2nd offense - 5 days suspension 3rd offense - 10 days suspension</p>
<p>f. Refuse to identify oneself or give false identity upon request of any teacher, principal, superintendent, school bus driver, or other authorized school personnel.</p>	<p>1st offense - 3 days suspension 2nd offense - 5 days suspension 3rd offense - 10 days suspension</p>
<p>g. Urge, encourage, or counsel other students to violate any of the preceding paragraphs of this rule.</p>	<p>1st offense - 3 days suspension 2nd offense - 5 days suspension 3rd offense - 10 days suspension</p>

Rule 2

VANDALISM, TRESPASSING, DAMAGE, OR DESTRUCTION OF PROPERTY

<p>A student shall not willfully and/or maliciously destroy, damage, or deface public or private property, real or personal. No student shall enter or remain on a school campus or school board facility without authorization.</p>	<p>Suspension permissible, possible referral to police or sheriff dept. and/or hearing officer. Restitution in all cases.</p>
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Rule 3

DAMAGE, DESTRUCTION, THEFT, EXTORTION, BURGLARY, LARCENY, OR ROBBERY OF PRIVATE OR PUBLIC PROPERTY

<p>A student shall not cause or attempt to cause damage or destruction to private or public property, shall not burglarize, shall not commit larceny/theft or robbery, either on the school grounds or during a school activity, function, or off school grounds or while under school supervision. This also includes theft or attempted theft of a motor vehicle.</p>	<p>Suspension permissible, possible referral to police or sheriff dept. and/or hearing officer. Restitution in all cases.</p>
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Rule 4

VERBAL AND/OR PHYSICAL ASSAULT AND/OR PHYSICAL VIOLENCE ON A PERSON EMPLOYED BY THE SCHOOL

<p>a. A student shall not threaten to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee on the school grounds or while the school employee is engaged in the performance of his/her official duties at a school related function. This includes touching, striking, pushing or threatening bodily or psychological harm to any school employee.</p>	<p>10-day suspension referral to hearing officer and/or police or sheriff's department</p>
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<p>b. A student shall not commit any act of physical violence against a teacher, school bus driver, or other school official or employee while the school employee is engaged in the performance of his/her official duties at a school related function.</p>	<p>10-day suspension & referral to tribunal</p>
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Rule 5

VERBAL AND/OR PHYSICAL ASSAULT AND/OR BATTERY AND/OR BULLYING ON A PERSON NOT EMPLOYED BY THE SCHOOL

<p>a. No student shall threaten, intimidate, harass or bully another with or without physical contact on or off school grounds or at school related function or by use of data or software that is accessed through a computer, computer system or computer network or through other electronic technology of a local school system.</p>	<p>10-day suspension, possible referral to hearing officer and/or police or sheriff's department</p>
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<p>b. Fight: Physical abuse or injury to any person on school grounds during, immediately before, or immediately after school hours; at any other time when the school is being used for a school function; in route to and from school.</p>	<p>10-day suspension to hearing officer and/or police or sheriff's department</p>
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Rule 6

POSSESSION OF A WEAPON ON SCHOOL PROPERTY OR AT SCHOOL FUNCTIONS (policy JCDAB)

<p>A student shall not carry, possess, or have under control any weapon on school property, at a school function, on a bus or any other transportation furnished by the school.</p> <p>The term "weapon" means and includes any pistol, revolver, gun, or any object assumed to be a gun, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife or other knife, straight edge razor, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon or flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nunchuck, fighting chain, throwing star, oriental dart, or any article which is designed for other purposes, but which easily could be used to inflict injury (for example, a pencil, comb, or compass) if used in an aggressive or belligerent manner. Baseball bats, hockey sticks, or other sports equipment possessed by competitors for legitimate athletic purposes shall not apply.</p>	<p>10-day suspension referral to hearing officer and police or sheriff's department</p>
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Rule 7

NARCOTICS, ALCOHOLIC BEVERAGES, AND STIMULANT DRUGS, OR ANY OTHER CONTROLLED SUBSTANCE (policy JCDAB)

<p>a. A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any drugs requiring a prescription controlled by the Ga. State Board of Pharmacy (unless lawfully prescribed for use by such students).</p> <p>This includes lighters, rolling papers, pipes, baggies, or any other Drug Paraphernalia</p>	<p>10-day suspension, referral to hearing officer or Board of Education or police or sheriff's department Parent notification</p>
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<p>b. A student shall not possess, sell, use, transmit, or be under the influence of any alcoholic beverage or intoxicant of any kind, nor shall any student possess, sell, or transmit any substance, represented to be one of such prohibited substances while on school grounds or during a school activity, function, or event off school grounds or while under school supervision. For example: Salvia, bath salts, and synthetic cannabinoids.</p>
<p>c. A student shall deposit in the principal's office (or other location determined by the principal) all lawfully prescribed drugs when he/she arrives at school. A student shall not sell, use, or transmit any medication, prescription or non-prescription to another student while on school grounds or during a school activity, function, or event off school grounds or while under school supervision.</p>
<p>d. Possession and/or use of drug paraphernalia in any form is prohibited on campus, on school buses, and at school activities and functions.</p>

Rule 8

DISREGARD OF DIRECTIONS OR COMMANDS

<p>a. A student shall not fail to comply with reasonable directions or commands of teachers, paraprofessionals, principals, school bus drivers, or other authorized personnel when on school grounds or during a school activity, function, or event off school grounds or while under school supervision.</p>	<p>1st Parent Contact/Conference 2nd – Saturday Detention 3rd – 3 days ISS</p>
<p>b. Skipping/misbehaving in teacher assigned detention</p>	<p>1st - Saturday detention</p>

Rule 9**ATTENDANCE**

a. Truancy: Skipping all day	1 st – 3 days ISS 2 nd – 5 days ISS 3 rd – 3 days OSS
b. Skipping class or required in-school activity; Also applies to students who do not sign in through the attendance office when late to school.	1 st – 1 day ISS 2 nd – 3 days ISS 3 rd – 5 days ISS
c. Leaving campus without permission (not signing out in the attendance office when leaving school).	1 st – 5 days ISS 2 nd – 10 days ISS 3 rd – 3 days suspension
d. Tardiness: Students who are late up to 15 minutes for class are tardy.	Tardy 3 times = 1 absence
e. Repeated tardiness shows a failure to follow school rules.	1 st (8) – Parent Contact/Conf. 2 nd (12) - Saturday Detention 3 rd (16) - 1 days ISS 4 th (20+) - Admin Discretion

Rule 10**DRESS AND GROOMING**

a. A student shall not dress, groom, or wear or use emblems, insignias, badges or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interfere with the operation of school. Apparel, which advertises illegal and/or controlled substances, is considered distraction. 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 distraction as to violate this rule. Obscene pictures or symbols and profane or suggestive language shall not appear on clothing. Hats, headbands, hair rollers, and other headgear are not considered appropriate attire inside the building. Trench coats and clothes with holes are not considered appropriate attire.	1 st – Change of clothes/Parent Contact 2 nd – Admin Discretion
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Rule 11**PARKING AND TRAFFIC VIOLATIONS ON CAMPUS**

A student shall not abuse school parking regulations or operate a motor vehicle in such a way as to cause damage to public or private property located on school grounds or in such a way as to endanger the life or limb of persons utilizing school facilities, driveways, or parking areas.	1 st - 5 days parking suspension 2 nd - 10 days parking suspension 3 rd - progressive parking suspended
a. Improper parking or 3 violations with no decal displayed	1 st - 10 days parking suspension

b. Speeding, reckless driving, spinning tires	2 nd - parking privileges revoked
c. Student parking on campus without a permit or in visitors parking	1 st – warning/fine 2 nd - vehicle towed at owner's expense/fine
d. Unauthorized use of permit	1 st – 10-day suspension of both parties' parking 2 nd – parking privileges revoked for both parties
e. Student usage of a cell phone while operating a vehicle on the CCHS campus; this includes all parking areas and access roads.	1 st - warning 2 nd - 5-day parking suspension 3 rd - parking privileges revoked for Semester

Rule 12

USE OF PROFANE, VULGAR, OR OBSCENE WORDS, OR OTHER ACTIONS WHICH DISRUPT SCHOOL SYSTEM OPERATIONS

a. Directed toward a staff member, bus driver, or any other school or school-related employee.	1 st offense-5 days suspension 2 nd offense-10 days suspension 3 rd -alternative school assigned
b. Directed toward a student.	1 st – 3 days ISS 2 nd – 5 days ISS 3 rd – 10 days ISS
c. In general conversation with other students.	

Rule 13

GAMBLING ON SCHOOL PROPERTY OR AT A SCHOOL FUNCTION

Gambling on school property or at a school function is prohibited	Confiscation of proceeds and paraphernalia, suspension permissible
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Rule 14

MISBEHAVIOR ON BUS (policy JCDAD/EDCB)

The age of the child and the severity of the offense will be taken into consideration in the administration of disciplinary action.	1 st - Warning by administrator 2 nd - Parent notified, bus suspension 1-3 days 3 rd - Bus suspension 3-5 days 4 th - Bus suspension 5-10 days 5 th – Revoke bus riding privileges for the remainder of semester, or 10 days, whichever is greater
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Rule 15

CRIMINAL LAW VIOLATIONS

A student who could be and/or has been formally charged with violation of the criminal law off campus and whose presence on the school campus may endanger the safety of other students and/or cause substantial disruption to school operations.	Students will not be allowed to attend school and/or referral to a hearing officer.
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Rule 16**SEXUAL HARASSMENT/MISCONDUCT**

a. Sexual harassment may include teasing, jokes, remarks, questions, pressures for dates, denial of benefits or opportunities for advancement of achievement if a sexual advance is rejected, leering, touching, pinching, commenting about a person's body, writing suggestive notes, drawing offensive pictures, making obscene gestures, or possession of offensive literature on school property, during school functions, or under school supervision. Including pornography of any kind.	Suspension permissible
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b. Sexual misconduct may include: molesting another student, indecent exposure, rape, or any overt heterosexual or homosexual act on school property, during school functions.	Suspension, Referral to hearing officer & referral to legal authorities
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Rule 17**RUDE AND DISRESPECTFUL BEHAVIOR**

No student shall curse, talk back, "sass" or intentionally argue in a demanding or disruptive manner with any school system employee or another student.	1 st - 3 days ISS 2 nd - 5 days ISS 3 rd - 3 days suspension
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Rule 18**USE OR POSSESSION OF TOBACCO**

Possession and/or use of tobacco in any form is prohibited on campus, on school buses, and at school activities and functions. This includes lighters, matches, and any tobacco paraphernalia (including electronic cigarettes).	Confiscation for all offenses 1 st offense – 3 days ISS 2 nd offense – 5 days ISS 3 rd offense – 3 days suspension 4 th - Suspension progressive
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Rule 19

<u>CHEATING</u>	1 st offense – 0 grade, no repair opportunity and parent notification by administration 2 nd offense - 0 grade, no repair opportunity and 3 days ISS
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Rule 19a

<u>FORGERY</u>	1 st Parent Contact/Conf. 2 nd 1 day OSS 3 rd 3 days OSS
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Rule 20**DISTURBANCE DEVICES**

a. Includes, but is not limited to speakers, laser lights b. Mobile phones	1 st – Saturday Detention 2 nd – 3 days ISS 3 rd – 3 days OSS
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Rule 21
RACIAL HARASSMENT

No student shall harass another student or students or any employee through racially disparaging conduct or communications. Racial harassment may include oral or written statements having demeaning implications made or sent to an individual or gestures or conduct rooted in racial prejudice or racial factors or considerations that signal contempt toward others of any race.	Suspension permissible
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Rule 22
CUMULATIVE OFFENSES

Students who have repeatedly violated the rules of the <u>Student Code of Conduct and Discipline</u> over a period of time will be cumulative offenders	At any point in the discipline process, administrators will meet to review the considered behaviors and make recommendations for appropriate disciplinary action. (Legal reference: O.C.GA.20-2-764, 1995)
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Rule 23
VIOLATIONS OF STRICT PROBATION

A student shall not fail to comply with strict probation imposed by a Hearing Officer or the Board of Education.	Implemented according to administrative discretion
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Rule 24
TECHNOLOGY FRAUD, ABUSE, OR MISUSE

Willful or intentional unauthorized access to alter, damage, destroy or attempt to destroy any computer, computer system, computer network software, program, or data. The transmission of any material by e-mail or file transfer that violates state or federal regulations (or which is obscene/vulgar) is prohibited.	10 day suspension possible and /or referral to the hearing officer and /or police or sheriff's department
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Computer privileges will be denied. If the student is in a course that requires the use of computers, the student will be removed from the course with a failing grade.

OTHER

Note: Any severe violation of the Student Code of Conduct could result in long-term suspension and referral to the disciplinary tribunal, which could result in expulsion.

Note: Any student returning from YDC will be enrolled in alternative school for a period of time including the present semester and one full semester. If the student's grades, attendance and discipline are appropriate during this time period, he/she may return to a regular setting.

Note: During the discipline process, in circumstances the administration feels appropriate, the hearing process can be waived and a form will be provided and signed by the student, parent, and administrator. Placement will be agreed on at this time.

Note: The use of any form of technology which is used to make threats, vulgarities, or any other form of disruption is expressly prohibited. Criminal charges can be filed against any student who engages in this activity at school or at any other time.

Note: If a student's education is interrupted for any reason he/she must apply for readmission with the principal. This could result in alternative placement, which would be the prerequisite to enter a regular school setting.

Note: Any student who is suspended from school or assigned alternative school cannot participate in or attend any school functions until the suspension or placement has ended. If this occurs the individual can be charged with trespassing.

Note: Drug paraphernalia such as, but not limited to, rolling paper, pipe, clips, mirrors are not permitted. These items and any other items the administration deems drug related will not be permitted. The administration will determine the consequences for being in possession of these items.

Note: Students who are involved in groups whose presence at school could cause a disruption or the administration considers a threat or potential threat to other students will be prohibited. If the administration has evidence that a student is associated with activities that are detrimental to their education, parents will be contacted and further consequences may be imposed based on the action of the student.

Note: Students that lack in performance, attendance, grades, and have discipline issues are subject to be sent to a BOE Hearing.

Note: The Georgia General Assembly requires that parents and guardians shall be encouraged to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

The staff and administration of Colquitt County High School has carefully prepared the information in this handbook. All areas are in compliance with the Colquitt County Board of Education Policy Manual, which is available on the CCBOE Home Page. The administration acknowledges that not every situation can be covered in a handbook; therefore, we reserve the right to handle every situation, as we deem appropriate.

Computer System Protection Act
(Code 1981, 16-9-90, enacted by GA L. 1991)

Computer crimes defined: exclusivity of article; civil remedies; criminal penalties.

Computer Theft. Any person who uses a computer or computer network with knowledge that such use is without authority and with the intention of:

1. Taking or appropriating any property of another, whether or not with the intention of depriving the owner of possession;
2. Obtaining property by any deceitful means or artful practice; or
3. Converting property to such person's use in violation of an agreement or other known legal obligation to make a specified application or disposition of such property shall be guilty of the crime of computer theft.

Computer Trespass. Any person who uses a computer or computer network with knowledge that such use is without authority and with the intention of:

4. Deleting of in any way removing, either temporarily or permanently, any computer program or data from a computer or computer network;
5. Obstructing, interrupting, or in any way interfering with the use of a computer program or data; or
6. Altering, damaging or in any way causing the malfunction of a computer, computer network, or computer program, regardless of how long the

alteration, damage or malfunction persists shall be guilty of the crime of computer trespass.

Computer Invasion of Privacy. Any person who uses a computer or computer network with the intention of examining any employment, medical, salary, credit, or other financial or personal data relating to any other person with knowledge that such examination is without authority shall be guilty of the crime of computer invasion of privacy.

Computer Forgery. Any person who creates, alters, or deletes any data contained in any computer or computer network, who, if such person had created, altered, or deleted a tangible document or instrument would have committed forgery under Article I of this chapter, shall be guilty of the crime of computer forgery. The absence of a tangible writing directly created or altered by the offender shall not be a defense to the crime of computer forgery if a creation, alteration, or deletion of data was involved in lieu of a tangible document or instrument.

Computer Password Disclosure. Any person who discloses a number, code, password, or other means of access to a computer or computer network knowing that such disclosure is without authority and which results in damages (including the fair market value of any services used and victim expenditure) to the owner of the computer or computer network in excess of \$500.00 shall be guilty of the crime of computer password disclosure.

Article not Exclusive. The provisions of this article shall not be construed to preclude the applicability of any other law which presently applies or may in the future apply to any transaction or course of conduct which violates this article.

Civil Relief; Damages.

7. Any person whose property or person is injured by reason of a violation of any provision of this article may sue therefore and recover for any damages sustained and the costs of the suit. Without limiting the generality of the term, "damages" shall include loss of profits and victim expenditure.
8. At the request of any party to an action brought pursuant to this Code section, the court shall by reasonable means conduct all legal proceedings in such a way as to protect the secrecy and security of any computer, computer network, data, or computer program involved in order to prevent possible recurrence of the same or similar act by another person and to protect any trade secrets of any party.
9. The provisions of this article shall not be construed to limit any person's right to pursue any additional civil remedy otherwise allowed by law.
10. A civil action under this Code section must be brought within four years after the violation is discovered or by exercise of reasonable diligence should have been discovered. For purposes of this article, a continuing violation of any one subsection of this Code section by any person constitutes a single violation by such person.

Criminal Penalties.

11. Any person convicted of the crime of computer theft, computer trespass, computer invasion of privacy, or computer forgery shall be fined not more than \$50,000.00 or imprisoned not more than 15 years, or both.
12. Any person convicted of computer password disclosure shall be fined not more than \$5,000.00 or incarcerated for a period not to exceed one year, or both.

EXTRA-CURRICULAR ACTIVITIES

The rules and regulations of the GHSA, State Department of Education and the Colquitt County Board of Education govern participation in extracurricular activities. School sponsored programs for which some or all of the activities are outside the regularly scheduled class day are considered extra-curricular activities. Examples include individual and team sports, cheerleading, literary meets, band, chorus, clubs, math team, academic bowl, and academic decathlon. Field trips, homework, or occasional work required outside the school day for a scheduled class are not included as extra-curricular activities.

1. Students participating in extra-curricular activities must pass five subjects the semester immediately preceding participation. These subjects must carry credit toward graduation or promotion. Summer school is an extension of the second semester. Students not meeting this requirement will be ineligible for one semester and until they pass five subjects in the semester prior to participation.
2. Participation in extra-curricular activities/competitions can be denied based on the commission of a severe discipline infraction (school or community).
3. All students participating in an extracurricular activity must take five subjects during the semester of participation.
4. High school students must be "on track" for graduation and have earned the following units:
 - a. End of first year 5
 - b. End of second year 11
 - c. End of third year 17

Academic Decathlon

The Academic Decathlon team consists of nine members who prepare for the state competition sponsored by the Professional Association of Georgia Educators in Atlanta. The team studies a topic which interrelates the curricula of English math, science, social studies, art, and music. The group competes as a team and individually.

Athletics

The interscholastic athletic program at Colquitt County High School offers a wide range of athletic activities including: baseball, basketball, cheerleading, cross-country, diving, football, golf gymnastics, rifle team, soccer, softball, swimming, tennis, track, volleyball, and wrestling. Any student who wishes to participate in any school sports program must have a physical exam (free of charge during the summer) and is encouraged to purchase the school insurance.

Athletic Director: G. Tillery

Interscholastic Competition

Colquitt County High School is a member of the Georgia High School Association (GHSA). Students must meet eligibility requirements of the GHSA as well as the eligibility requirements of the State Department of Education before participating in interscholastic competition. The parents and students should contact the teacher in charge of the interscholastic activity for specific eligibility requirements. Interscholastic activities include athletics, band, and literary events.

Sports in College

Planning to play sports in college? If you want to participate in NCAA division II or I sports as a college freshman, you need to:

1. Meet NCAA eligibility requirements.
2. Be certified as eligible by the NCAA Initial Eligibility Clearinghouse. Students are recommended to register online by the end of their junior year.

Requirements can be found at <http://eligibility.center.org>.

Copies of the NCAA Requirement Packets are available in the Athletic Director's or Guidance Offices.

The State of Georgia and CCHS recommends students take the ACT prior to taking the SAT as research shows this improves SAT scores. CCHS offers ACT/SAT Prep tutoring services.

As student-athletes register for the SAT or ACT, be sure to include the Eligibility Center code of 9999 as a test score recipient. This will ensure that the test score is sent directly to the Eligibility Center at no extra charge. Test scores must be reported directly to the Eligibility Center from the ACT or SAT and will not be accepted from official transcripts sent to the Eligibility Center. Remember that if a student takes the SAT or ACT multiple times, NCAA regulations require that all scores must be reported to the Eligibility Center. Please see your guidance counselor and/or coach for more information.

Colquitt County Board of Education Equity Compliance

Federal law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Education Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

Employees, students, and the general public are hereby notified that the Colquitt County Board of Education does not discriminate in any educational programs or activities or in employment policies. The Colquitt County Board of Education recognizes the model rights and procedural safeguards of the Georgia Department of Education regarding parent rights under Section 504.

The following individuals have been designated as the employees responsible for coordinating the board's effort to implement this nondiscriminatory policy:

Perkins Act	Tim Hobbs, Director of Vocational Education
Title VI	James Harrell, Assistant Superintendent of Human Resources
Title IX Gender Equity	Dr. Irma Townsend, Assistant Superintendent of Student Services
Section 504	Allen Edwards, Director of Gifted Services 6 - 12
ADA	Amanda Horne, Director of Program for Exceptional Children

Inquiries concerning the application of the Perkins Act, Title VI, Title IX, Section 504, ADA, or Gender Equity to the policies and practices of the board may be addressed to the persons listed above at the Colquitt County Board of Education, P. O. Box 2708, Moultrie, GA 31776; to the Regional Office for Civil Rights, Atlanta, GA 30323; or to the Director, Office of Civil Rights, Education Department, Washington, DC 20201

The Colquitt County Board of Education is an equal opportunity provider and employer and is committed to a policy of nondiscrimination in relation to race, color, religion, gender, age, national origin, political affiliation, disability, genetic information and testing, and the Family and Medical Leave Act. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

Annual Parent Notice Right to Request Teacher Qualifications 2020-2021

2018-19 The school your child attends receives federal funds for Title I programs that are part of the No Child Left Behind Act of 2001. Throughout the school year, we will continue to provide you with important information about this law and your child's education.

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- If the teacher has met state qualifications and licensing criteria for the grade levels and the subject areas in which the teacher provides instruction;
- If state licensing requirements have been waived for the teacher on a temporary basis;
- The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- If your child is receiving Title I services from paraprofessionals and, if so, their qualifications.

All state academic assessment results are sent home with the student or mailed to the parent/guardian as they are received by the district. If you would like to request this information or would like additional information, please contact your child's school.
