

# Calhoun County Schools



**Dr. Erika Green, Principal**  
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**Calhoun County Middle-High School**  
**Student Handbook**  
**2021-2022**

## **Vision Statement**

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

## **Equal Educational Opportunities**

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

## Attendance Protocol

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

- The goals of the School Attendance Initiative include a review of cases of chronic absenteeism, both excused and unexcused, and excessive tardies, and early dismissals.
- An Attendance Support Team (AST) at each school level, will determine contributing factors to poor school attendance, and offer assistance to the family, if appropriate.
- The process involves monitoring excessive absences, tardies or early dismissals and making contact with parents using phone calls, letters, home visits, and/or appearances before the AST.
- If parents are asked to appear before the AST, a contract between the school and the parent or student can be drafted.
- In the event changes do not occur within a reasonable time, a referral will be made to the Calhoun County Juvenile Court or Superior Court for failure to comply with the State's Compulsory Attendance Law, 20-2-691.1.
- The Calhoun County School System is very sympathetic to the fact that many students are absent due to illness or other legitimate causes.
- These are not the students that cause the school system concern. It is those students or, in some cases, parents who do not appear to value an education that we are targeting. It is not the intent of this initiative to cause hardship for parents; only to assist them in making sure regular school attendance is a priority.
- **The Calhoun County School System is dedicated to working with parents to improve student attendance.**
- Our hope is that the implementation of the "School Attendance Initiative" will result in system-wide improvement in regards to attendance.

### 2021-22 Guidelines

#### Absences

<b>3 Unexcused or 5 Excused Absences</b>	<b>Phone Call &amp; Attendance Letter</b>
<b>5 Unexcused or 7 Excused Absences</b>	<b>Home Visit &amp; Attendance Letter</b>
<b>7 Unexcused or 8 Total Absences</b>	<b>AST Referral &amp; Attendance Letter</b>

#### Tardies and Early Dismissals

<b>6 Tardies or Early Dismissals</b>	<b>Phone Call &amp; Attendance Letter</b>
<b>8 Tardies or Early Dismissals</b>	<b>Home Visit &amp; Attendance Letter</b>
<b>9 Tardies or Early Dismissals</b>	<b>AST Referral &amp; Attendance Letter</b>

Meeting with the Attendance Support Team (AST) may result in an 'Attendance Contract' if the AST deems it necessary. This meeting is followed by the on-going monitoring of the student's attendance. A broken contract may result in a court referral. Failure to sign the contract results in a court referral.

### **Amended 5-17-07**

A student with a past history of excessive absences or a previous attendance contract on the **first** unexcused absence or unexcused tardy of the new school year will be issued an attendance contract.

## **STUDENT ATTENDANCE POLICIES**

The State Compulsory Attendance Law requires any child from six to sixteen years of age to attend school on a regular basis if they are mentally and physically able to do so and so long as that child abides by the rules and regulations of the Board of Education and the school. Any student in grades 9-12 who is absent (excused and unexcused) from school for more than fourteen **(14)** days per year **will not** receive course credits.

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

Students who are out of school but are to be counted present must have approval from the office and advise classroom teachers before the day he or she is to be out. This includes class field trips, college days, and any other school related activities. Extenuating circumstances will be taken into consideration on an individual basis. The parent or guardian of any student dissatisfied with the decision has the right of an appeal in writing and in person before the school superintendent and the Board of Education.

### **The following are to be considered legitimate and excused absences:**

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

After an absence a student shall bring a written statement signed by a parent or guardian giving the reason for his/her absence. A doctor or dentist note is preferable if the child sees a medical provider. This is due the day the student returns to school. If such a note is not submitted the

second school day after the absence, the absence will automatically become unexcused and all rules concerning unexcused absences will apply. No notes will be accepted after the second day. Pre-assigned tests or projects are to be taken or turned in on the first day of the student's return to school (providing the assignment was made prior to the absence).

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

**Hospital Homebound** – Any student who anticipates being out for more than ten (10) days should contact the Guidance office or the principal. **Pregnancy is not covered under hospital homebound unless there are complications certified by a doctor.**

***OSS is an unexcused absence.***

## **Handling Excuses for Absences**

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

## **Tardies**

Unexcused tardies - Students shall not exceed three (3) tardies per semester per class.

A student is tardy to school if not present in first period by the 7:55 a.m. bell.

A student who is tardy to school must sign in at the **main** office and receive an admittance slip before entering any classroom.

Excused tardies – Students must be accompanied by parent/guardian or have a written excuse from a doctor, dentist, or other authorized person.

## **Consequences for Unexcused Tardies**

**1<sup>st</sup> Tardy-** Conference with the student and Parent Notification

**2<sup>nd</sup> Tardy-** Parent Notification and Lunch Detention

**3<sup>rd</sup> Tardy-** Parent Notification and Afterschool Detention

**4<sup>th</sup> Tardy-** Conference with Parents

**5<sup>th</sup> Tardy –** Office Referral

### **Skipping**

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

### **Early Leave Policy**

Students may be excused during school hours to leave school for medical or legal reasons. The administrators must approve all students leaving campus. Any student who rides a bus in the morning is considered on campus. All students must present a written request dated and signed by the parent or guardian to the appropriate personnel. A parent or guardian must then sign out students.

**Once on campus, students are not to leave  
without permission from the Principal.**

## **Attendance Support Team Committee Members**

(All are appointed by the Superior Court Judge.)

Brittany Johnson – Counselor CCES  
VaNessa Lewis – Counselor CCM/HS  
Mary Alice Hilton – Testing & Curriculum Director CCM/HS (chairperson)  
Dr. Erika Green– Principal CCMHS  
Dr. Tonya Robinson - Assistant Principal CCMHS  
Edison Police Chief – Walt Ingram  
Sheila Fairbanks – Arlington Police Chief  
Keisha Flemming – Leary Police Chief  
Josh Hilton – Calhoun County Sheriff  
Sabrina King-Gaines – Calhoun County DFACS  
Annette Scott or Sandra Knight - Mental Health  
Sylvester SISS – Department of Juvenile Justice  
Peggy Jackson - Calhoun County Health Department Director  
Bobby Paul – CC Board of Education  
Alicia Varnum – Family Connections  
Joyce Jones – Department of Juvenile Justice  
Karen Taylor - Calhoun County Clerk’s Office

## **TRUANCY/COMPULSORY ATTENDANCE**

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

**MANDATORY EDUCATION FOR CHILDREN BETWEEN THE AGES OF 6 AND 16**

- Every parent, guardian, or other person having charge of any child between the ages of 6 and 16 shall enroll the child in a public, private, or home study program.
- Any parent, guardian, or other person having charge of a child who violates the mandatory education age requirement shall be guilty of a misdemeanor and if convicted shall be subject to a fine not to exceed \$100 or imprisonment not to exceed 30 days or both.

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

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

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

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

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

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

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

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

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

- Peace officers may take temporary custody of truant children.

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

- Should any child absent himself from school in violation of local school system attendance policies; the attendance officer shall provide written notice to the parent or guardian.

**If the truancy is not corrected, the attendance officer shall report the situation to the juvenile, superior, city, or other court having jurisdiction.**

## **General Student Policies**

### **Daily Announcements**

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

### **Display of Signs**

All posters, signs, announcements, etc. must be approved by the principal prior to posting.

### **Classroom Rules**

Learning takes place in classrooms where students feel safe, understand the rules and are well prepared each day for class. To help facilitate this effort, teachers have posted classroom rules and consequences in each classroom.

### **Office Telephones**

- All phone calls must be made from the high school office.
- School personnel must make all long distance calls.

## Hallway Behavior

- Anytime a student leaves a classroom during instructional time they must receive a hall pass.
- Drinks and snack foods may be purchased after school.
- All drinks, milk, juices and food items are prohibited inside the classrooms and in hallways.
- No running outside or in the buildings.
- Students are not to play or roughhouse inside or outside school buildings.
- Students should not loiter (hang out) between classes. They should gather their books and proceed to the next class.
- Traffic in hallways should keep to the right and moving.
- Loud talking, loud laughing, yelling or other disruptive behavior will not be tolerated.

**Students guilty of excessive noise between classes or in the hall will be subject to disciplinary action.**

## Calhoun County Middle-High School's Rituals & Routines

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

## Electronic Items and Cell Phones

**The following items are prohibited at school except when used with permission for instructional purposes:**

- Cell phones
- MP3 players
- Radios
- Earphones
- Walkie talkies
- Electronic games
- Ipads/Tablets
- Any other item that disrupts the orderly operations of the school day.

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

1 <sup>st</sup> Offense	3 days ISS
2 or more offenses	3 days OSS

## PARENT INVOLVEMENT

Parental input is necessary and actively sought through both formal and informal means.

Parents should understand, however, that the operation of the school is the responsibility of the professionals employed to educate the students. A mutually cooperative relationship exists between educators and parents, and each should respect the rights, duties, and responsibilities of the other.

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

## **SYSTEM'S ACCEPTABLE USE POLICY: USE OF ELECTRONIC MEDIA**

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

### **Student Expectations in Use of the Internet**

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

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

## **BOOK BAGS**

No book bags are allowed on the **high school** campus this year. Middle school students are still permitted to bring book bags to school. All students may bring pencil cases to class and female students may bring small purses to class. Athletes must leave their practice bags with coaches as soon as they arrive to school in the morning.

## **SOCIAL SECURITY NUMBERS**

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

## **STUDENT GRIEVANCES**

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

### **Definitions**

- (a) Grievance shall mean a claim submitted by a student or group of students for:
- a violation of human or citizenship rights guaranteed by the United States Constitution, federal law or state law;
  - a misinterpretation of Board of Education policy by professional staff members;
  - misinterpretation of administrative rules and regulations by professional staff members.
- (b) Student shall mean any person currently enrolled in a school operated under the authority of the Calhoun County Board of Education.
- (c) Days shall mean school days exclusive of Saturday, Sunday, or official holidays, as established by the school calendar.
- (d) Parties in Interest - any persons involved in the processing of a grievance.

## **INFORMAL PROCEDURE**

Hopefully, most grievances can be resolved informally and at the most immediate level of supervision. With that objective in mind, simple and honest communication is encouraged between students, teachers, and/or administrators. Parents or guardians should feel free to communicate with teachers and principals at any point in the procedure. A student who feels he/she has a grievance should present the matter orally to his/her teacher if the teacher is in a

position to resolve the grievance. If the teacher is not in a position to resolve the grievance, the matter should be presented to the principal. The principal shall attempt to resolve the grievance within five (5) days from the time presented and advise the grievant of the decision within two (2) days thereafter. If the grievance is resolved or if no further action is needed the matter is closed.

## **FORMAL PROCEDURE**

If the grievance is not resolved through the informal procedure, a student and/or his/her parent or guardian may present a formal grievance. The grievance must be filed in writing at each level and the grievance shall indicate with his/her filing at each level who will accompany or represent him/her in any meetings or hearings that might be conducted. All meetings and hearings shall be conducted at a specified time, which does not interfere with the student's scheduled classes or activities. All decisions at each level shall be recorded in writing and filed for future reference.

### **LEVEL ONE – PRINCIPAL**

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

### **LEVEL TWO - SUPERINTENDENT**

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

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

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

## **LEVEL THREE - BOARD OF EDUCATION**

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

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

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

### **Soliciting of Funds by Students**

It is the policy of the Board of Education to discourage the soliciting of funds or advertising by students. Any soliciting of funds for school related activities will be at the discretion of the principal, superintendent, and the Calhoun County Board of Education.

**No Solicitation of funds for outside reasons, i.e. church, personal, etc. by students.**

### **Student Athletic Events, Extracurricular Activities, and Field Trip Policies**

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

### **Student Eligibility Requirements for All Extracurricular Activities**

- Students must have passed 5 classes the previous semester.
- Must be an amateur.
- Must not be playing on a school team and some other team during the same period of time.
- Has not been in high school more than 8 semesters.
- Students have four (4) years of eligibility (consecutive) from the date of first entry into the 9<sup>th</sup> grade.
- Has not attained their 19<sup>th</sup> birthday before May 1<sup>st</sup> preceding the school year of participation.
- Must be on track entering: 10<sup>th</sup> grade – 5 units

11<sup>th</sup> grade – 11 units  
12<sup>th</sup> grade – 17 units

**Students who do not attend school will not participate in any after school activities.**

## **Homecoming Court**

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

## **Year Long Courses and Credit Recovery**

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

### **Credit Recovery**

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

## **CAFETERIA REGULATIONS & LUNCH PROCEDURES**

Lunch forms must be completed by all newly enrolled students. Students will have thirty minutes for lunch. Students may also bring lunch from home if they wish. **Students may not send out for food at lunch or go off campus to get lunch. Students are expected to return their trays and trash to the clean up window area.** Any misbehavior in the cafeteria will be reported immediately and disciplinary action will be taken.

## **Student Lunchroom Policies**

### **All Students**

- Loud talking and noise will not be tolerated in the lunchroom.
- All food and drinks served in the lunchroom should be consumed before leaving the lunchroom. **All students are responsible for cleaning up their area.**
- Students bringing their lunch may purchase milk.
- There is a charge for each additional carton of milk after the ONE allotted to each student.

- ❑ Students must report to the assigned lunch area during their lunch period and remain there unless they have a pass.
- ❑ Students will not be allowed to go home for lunch unless they have a medical excuse. (This means a written statement from a doctor.)
- ❑ During lunch or any other time, students will not approach any vehicle or person that may stop on campus.
- ❑ **Federal and State regulations prohibit the sale of carbonated beverages (sodas) in the lunchroom. ALL beverages brought from home must be unopened.**
- ❑ **Students may not use phones to call for meals to be brought to school. Students may not send out for food at lunch or go off campus to get lunch.**

## **Policies for Students Riding Buses**

**Riding the bus to and from school is a privilege and not a guaranteed right. Since the Calhoun County School System provides bus transportation for our students the following rules apply:**

- a) Students are under the authority of the bus driver.
- b) Bus drivers must report any student who breaks the rules to the school officials, who will take appropriate actions which may include suspension from the bus.
- c) The bus driver should maintain a definite time schedule. Bus drivers will blow their horn at a suitable distance from the bus stop. A bus will not wait for pupils who are late.
- d) While waiting for a bus, pupils must remain at the bus stop and stay off the road.
- e) Students must be sure the road is clear before crossing to or from the bus. Whenever feasible, a patrol will be appointed to be sure the road is clear.
- f) Students must not attempt to board or alight from a school bus unless it has come to a full and complete stop.
- g) Students must not extend their hands, arms, heads or any other part of their bodies through the bus windows, nor stand in the door area of the bus. Students will remain seated at all times.
- h) Students must not throw objects/trash from or in the bus.
- i) Students are not to get off the bus on the way to or from school without written permission of a parent/guardian. Drivers will give permission only in cases of emergency or on written request of the principal or parent/guardian.
- j) Buses will pick up and discharge pupils at regular stops.
- k) Students may converse in a normal tone of voice. Loud, profane, abusive language, yelling and screaming will not be tolerated. This will forfeit a pupil's right to ride the bus.
- l) Students should notify the bus driver if they choose not to ride the bus on any given day.
- m) Students must cooperate in keeping their bus clean and must not damage the bus in any way.
- n) Students shall clean their shoes before entering the bus. Students must not throw paper or other rubbish on the bus floor, nor leave any such debris in the seats.
- o) Pupils must not eat, drink, or smoke on the bus. Drivers may request that students be silent

- p) Pupils are not allowed to bring dangerous objects on the bus.
- q) Students who ride the bus in the morning must ride home in the afternoon, unless parents come to pick them up from school, or unless they have written permission from a parent/guardian or principal.
- r) To help assure the safety of the students while loading and unloading, students will look to the bus driver for a simple head nod before attempting to move in the direction of the bus before loading; likewise, after unloading the bus driver will look for a like sign from the student(s) before attempting to move the bus.

## **Policies for Students Not Riding the Bus**

*Each year all students who wish to drive must register their vehicle with the office manager.*

*Registration Consist of:*

- ✓ Proof of insurance
- ✓ Valid driver's license

Students will receive an assigned parking spot for the entire year in the middle school building parking lot.

- Unregistered vehicles will be towed at the owners' expense.
- Students who do not ride the school bus should not arrive at school in the morning earlier than 7:30 am.
- Students who drive must park in the middle school building parking lot upon arrival at school and with the exception of special permission by the principal the vehicle may not be moved again until school is dismissed.
- Students who drive must obey all traffic laws, be careful and considerate when approaching, entering, and leaving the school campus. This means no reckless driving such as speeding, drag racing, and not obeying stop signs. *(Violations may result in loss or suspension of campus driving/parking privileges.)*
- Parking privileges will be given on a seniority basis beginning with seniors.
- Students who violate parking rules will be denied driving privileges.
- All vehicles and parking areas are off limits to students during school hours. Students must exit vehicles upon arriving on campus and may not sit in vehicles until the bell rings.

## **Driving License Requirements**

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

## Withdrawal from School

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

## Withdrawal Procedures for Students Over 18

- The student must have a note with a telephone number for verification.
- The student will fill out a withdrawal application with the counselor who will then notify the teachers of the withdrawal intentions.
- Students must return books, uniforms, etc. **and pay all debts** before receiving clearance for grades.
- The student will then return the form to the Guidance Office and pick up the remaining paperwork to complete the withdrawal process.
- **All student athletes must inquire with athletic coaches before receiving clearance for grades.**

## Student Pregnancy Policy

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

- a) Upon confirmation of pregnancy by a doctor or the health department, the student must notify the school counselor immediately.
- b) In an effort to provide the support needed to encourage the student to continue her education, the counselor will schedule a meeting, including the following persons: student, parent/guardian, nurse (if available), social worker, and attendance officer. The purpose of the meeting will be to develop an individual plan for the student to promote and encourage continuation of education during pregnancy.
- c) The student and parent will share with the school counselor the physician's name and contact information. The student and parent will consent for the physician and health department to share recommendations, due date, verification of appointments, and any other appropriate information with the school counselor.
- d) The student and school counselor will share the school system's policy on attendance and pregnancy with the health department and physician.
- e) The student and parent will request medical appointments after school hours and on school holidays, or Saturdays as much as possible.
- f) Due to risk factors, students who are pregnant will not be eligible to participate in athletic activities and field trips without written consent of the physician to the school.
- g) If a course or group is available, students who are pregnant and/or parents will be required to participate in a parenting course/group.
- h) A peer support student, assigned by the counselor, in each class will be identified who agrees to assist with communicating assignments and other pertinent information to students during pregnancy.

- i) The pregnant student will be required to assume responsibility for requesting assignments, making up work and completing all course work for days absent. (Please refer to the Board Policy for “Student Absences and School Assignments.”)
- j) The attendance policy for students who are pregnant will be the same as for other students.

School attendance (according to the Compulsory School Attendance Law of the State of Georgia) is required for all students under the age of 16. Lack of regular attendance will result in a complaint filed in court against the student’s parent/guardian if the student is under 16. If a student is over 16 and does not attend school, the student will be withdrawn and advised by the school of alternative education programs.

O.C.G.A. 20-2-690.1 Any parent/guardian or other person having charge of a child who violates the mandatory education age requirement shall be guilty of a misdemeanor and if convicted shall be subject to a fine not to exceed \$100 or imprisonment not to exceed 30 days or both.

No credit will be given for work in any course in which the student exceeds the maximum allowable days according to the handbook. The student may attend summer school for credit or repeat coursework the following year.

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

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

**In regard to discipline:**

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

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

**GEORGIA CODE SECTION**

**The Georgia Bullying Law - O.C.G.A. 20-2-751.4**

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

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

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

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

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

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

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

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

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

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

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

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

The Department of Education shall develop a model policy regarding bullying, that may be revised from time to time, and shall post such policy on its website in order to assist local school systems. Such model policy shall include:

(1) A statement prohibiting bullying.

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

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

(4) A procedure for a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in such person's name, at such

person's option, to report or otherwise provide information on bullying activity.

- (5) A statement prohibiting retaliation following a report of bullying.
- (6) Any person who reports an incident of bullying in good faith shall be immune from civil liability for any damages caused by such reporting.
- (7) Nothing in this Code section or in the model policy promulgated by the Department of Education shall be construed to require a local board of education to provide transportation to a student transferred to another school as a result of a bullying incident.
- (8) Any school system which is not in compliance with the requirements of subsection (b) of this Code section shall be ineligible to receive state funding pursuant to Code Sections 20-2-161 and 20-2-260.

### **An administrator will determine what constitutes bullying.**

<b>1<sup>st</sup> Offense</b>	5 days ISS & parent contact
<b>2<sup>nd</sup> Offense</b>	5 days OSS & parent conference
<b>3<sup>rd</sup> Offense</b>	10 days OSS and a tribunal hearing

### **Disposition**

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

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

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

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

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

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

## Calhoun County High School

### DRESS CODE

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

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

- Form-fitting, see-through clothing, or exposed undergarments
- Torn, ripped, frayed, patched, or un-hemmed clothing
- Stretch pants and exercise pants
- Clothing or jewelry which portrays drugs, tobacco, alcohol, or gangs
- Clothing or jewelry which is distasteful, suggestive, or has a sexual connotation
- Cleats worn inside the building
- Heels cannot exceed two inches
- Head coverings, picks, combs, curlers, suggestive designs and cuts in the hair
- Bright colored hair (Pink, Orange, Yellow, Red, Blue, Purple, Green, White, etc.)
- Sunglasses
- Halters, mesh and tank tops
- Shirts without sleeves worn by boys; girls sleeveless shirts must not have exposed undergarments
- Shirts that do not cover the midriff when the arms are raised above the head
- Shirts not tucked inside the pants
- Skirts, dresses, dresses with splits more than two inches above the kneecap
- Exposed undergarments
- **Garments considered as underwear or white T-shirts worn as outer garments**
- Pants worn below the waist; **garments with belt loops must have a belt.**
- Bedroom or shower style footwear
- Coveralls not worn correctly
- Shorts not near the knee
- Buttons unbuttoned, zippers unzipped, buckles unbuckled, snaps unsnapped
- Shoe strings untied or tucked in shoes
- Jersey shirts or dresses with or without numbers or athletic designs
- Camouflage or military attire
- No long chains or oversized medallions
- Oversized Jackets
- Grooming w/combs and brushes during the school day is unacceptable. All combs and brushes must be put away (locker or purse).

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

**code will call home for an appropriate change in clothing.** If a parent is not available, the student will not be allowed to return to class but will instead be supervised **in the in-school suspension area.** **Parents and students will be notified** of any exceptions to the dress code. The principal will exercise individual discretion in assigning corrective measures to ensure dress code conformity.

## **Discipline**

No Child Left Behind has raised the bar for all students in all grades. Students must pass state mandated tests such as the EOG, and EOCT, and in order to be promoted and to graduate. We will not reach these new levels without the proper attitude in class. So, it is the belief of educators at Calhoun County Middle-High School that effective classroom instruction cannot occur without effective discipline.

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

Once students are sent to the office, administrators utilize formal parent conferences, lunch detention, corporal punishment, removal of privileges, in-school suspension, disciplinary & academic contracts and out-of-school suspension as means to modify student behavior. Disciplinary consequences are always in proportion to the severity of the disciplinary infraction committed by the student. Although discipline becomes more punitive for students who are repeatedly referred to the office, all related factors, including their past disciplinary history are considered before discipline is meted out. It is our hope that discipline problems may be reduced by:

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

## **DISCIPLINE PLAN FOR STUDENTS**

1. Conference with student & parent contact
2. Lunch detention & parent contact
3. Parent contact/parent conference with an administration
4. Office referral

### **Step One: Teacher/Student Conference**

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

### **Step Two: Lunch Detention**

- Teacher will assign lunch detention.
- Lunch detention will be conducted in the laptop lab.
- Teacher will contact the student's parent in reference to the behavior that warranted the lunch detention.

### **Step Three: Parent Conference**

- On this step the teacher has exhausted all necessary steps required to remediate the student.
- The teacher is required to request a parent conference with an administrator present to discuss the student's future in the educational setting.

### **Step Four: Office Referral**

- During this step the teacher is required to request an office referral from the administrative team.
- The administrator contacts the parents to discuss the student's actions and consequences outlined by Calhoun County High School.

## CCMHS Discipline Procedures

VIOLATIONS	REFERRALS TO OFFICE		
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1. Skipping class	3 Days ISS	5 Days ISS	3 Days home suspension Parent Conference
2. Smoking/Possession of Tobacco Products	3 days ISS	5 days ISS	3 days home suspension
3. Fighting * no injury sustained **Severe fight with injury, destruction of property, refusal to stop, assault and battery, and possible gang-related	3 days OSS 5 to 10 days home suspension Police Charge <b>Refer to Tribunal if necessary</b>	5 days home suspension 5 days Alternative School Severe fight with injury, destruction of property, refusal to stop, assault and battery, and possible gang-related will result in Police Charge being filed	10 days home suspension Referral to Student Discipline Tribunal Police Charges
4. Class Disruption	1 or 2 days ISS Principal's Detention	3 days ISS	5 days home suspension
5. Unexcused Class Tardies Unexcused Tardies to School	5 tardies – 1 day home suspension 3 or more tardies in one day – 1 day home suspension Parent Conference 3 tardies – Parent notification	9 tardies – 1 day home suspension Parent Conference 4 tardies – 1 day ISS	12 tardies – 1 day home suspension Parent Conference 5 tardies – 1 day home suspension
6. Gambling	3 days ISS	5 days ISS	3 days home suspension
7. Leaving Campus Without Permission	5 days ISS Parent Conference	3 days home suspension Parent Conference	5 days home suspension Parent Conference
8. Dress Code Violation	Warning & Parent Contact	1 day ISS Principal's Detention	3 days ISS Repeated offenses will result in home suspension
9. Illegal Drugs/Alcohol Use or Possession	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police
10. Weapons Use or Possession	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police
11. Firearm	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police
12. Fireworks/Explosives	5 days home suspension Principal's Discretion	10 days home suspension Principal's Discretion	10 days home suspension Refer to student discipline tribunal
13. Vulgar Language or Possession of Pornographic Materials	3 days ISS	5 days ISS	5 days home suspension
14. Vulgar Language Toward an Adult	5 days home suspension	10 days home suspension	10 days home suspension Referral to Student Discipline Tribunal
15. Off-Limit Areas	2 days ISS	3 days ISS	5 days ISS Repeated offenses will result in home suspension

**16. Pulling Fire Alarm (False)	10 days home suspension Notify Police Referral to Student Discipline Tribunal	10 days home suspension Notify Police Referral to Student Discipline Tribunal	10 days home suspension Notify Police Referral to Student Discipline Tribunal
**17. Theft	5 days home suspension	10 days home suspension Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police
18. Inappropriate Physical Contact	Warning, 3 days ISS, and Parent Conference	3 days home suspension Parent Conference	5 days home suspension Parent Conference
**19. Sexual Activity	10 days home suspension Referral to Student Discipline Tribunal Notify Police (Principal's Discretion)	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police
20. Cheating (Each Time)	Zero grade and parent conference	Zero grade and parent conference	Zero grade and parent conference
21. Forgery	Suspend until Parent Conference	5 days ISS Parent Conference Involve Police	10 days home suspension Parent Conference Involve Police
22. Rude and/or Disrespect to Teacher/Staff Member	3 days ISS	5 days ISS Principal's Discretion	10 days home suspension Principal's Discretion
23. Failure to Accept Punishment	3 days home suspension Principal's Discretion	5 days home suspension Principal's Discretion	10 days home suspension Principal's Discretion Repeated offenses will result in referral to Student Discipline Tribunal
24. Damage to School Property	May result in suspension and/or cost of damage	May result in suspension and/or cost of damage	May result in suspension and/or cost of damage
**25. Threat to Staff	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police
**26. Sexual Harassment	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police
27. Refusing Direct Instruction	3 days ISS	5 days ISS	3 days home suspension Principal's Discretion Repeated offenses will result in home suspension
**28. False Bomb Threat	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police	10 days home suspension Referral to Student Discipline Tribunal Notify Police
29. Pagers/Electronic Communication Devices	3 days ISS	5 days ISS Parent Conference	5 days home suspension Parent Conference Repeated offenses will result in home suspension
30. Unapproved Cell Phone Use in School	5 days ISS	3 days home suspension Parent Conference	5 days home suspension Parent Conference Repeated offenses will result in home suspension
31. Willful and persistent violation of the Student Code of Conduct	Appropriate punishment assigned by administrators		
32. Any other conduct considered by the principal to be disruptive	Appropriate punishment assigned by administrators		

**\*With reasonable cause (alcohol on the breath, impaired ability) students (under 17 with a parent's permission) will be asked to submit to a test. Refusal will result in OSS. Students 17 and over are considered adults by the law.**

**CHEATING will not be condoned.**

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

**Lunch Detention**

Lunch detention will be held each day during the lunch period.

**First Offense** – 1 day in lunch detention

**Second Offense** – 2 days in lunch detention

**Third Offense**– 3 days in lunch detention

A student may only be assigned lunch detention 3 times in a semester for the same offense. Students who fail to serve lunch detention will be placed in ISS. **All teachers are responsible for monitoring offenses.**

**Corporal Punishment**

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

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

1. Corporal punishment shall not be excessive or severe.
2. Corporal punishment shall never be used as a first line of punishment for misbehavior unless the pupil was informed beforehand that specific misbehavior could warrant its use; provided that corporal punishment may be employed as a first line of punishment for those acts of misconduct which are so antisocial or disruptive in nature as to shock the conscience.
3. Corporal punishment must be administered by a school administrator or their designee employed by the Board of Education. The pupil must be informed of the reason for the punishment.
4. The principal who administered corporal punishment must provide the child's parent/guardian, upon request, a written explanation of the reasons for the punishments and the name of the witness who was present; however, that such an explanation shall not be used as evidence in any subsequent civil action brought as a result of the corporal punishment.

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

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

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

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

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

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

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

### **In-School Suspension Center Rules**

- **Students will have a limit of 10 days in ISS per semester.**
- Students assigned to the ISS Center must report directly to the office when they arrive on the campus. Failure to report directly to the office may result in OSS. Students are not to visit with friends or go to the lunchroom. If students are tardy, they will be given an extra day. The only excuse will be in case of illness or extenuating circumstances.
- Breakfast and lunch will be provided in ISS.

- Students are expected to bring all materials needed to do their work. This includes pencils, notebook paper, and textbooks issued to them. **Teachers will furnish work for their ISS students daily.**
- Students must sit in carrels that are high enough and deep enough to prevent eye contact.
- Students are completely isolated from their peers.
- Students will miss school activities, including after school activities unless they are enrolled in after school academic classes. This includes practice, assemblies, games, and social events. This begins on the day students start ISS time and terminates at the time of exit on the last day of confinement to the center.
- Students must conduct themselves in a manner that is acceptable by the school.
- Students will speak and act in a respectful way to ISS personnel.
- Students will only do work which is assigned by the classroom or the ISS teacher. Students will do work neatly. Students will correct all errors as assignments are checked. **All assignments from classroom teachers must be completed.**
- Students will use the restroom at assigned times and will report to the ISS teacher if the restroom is not clean before they enter.
- Students will not talk or otherwise communicate with any other students.
- Students must stay in their assigned seats and raise their hands to request help of any kind.
- Students will not chew gum.
- Students will not use tobacco, or any other drug substances, in any form. Students will not sleep.
- There will be no drawing or writing on or cutting of the study carrels or of school books.
- All work must be submitted to the instructor. The ISS instructor will place all completed student work into teachers' mailboxes by the next day.
- Students must serve consecutive days except in case of illness or extenuating circumstances.
- The teacher will work with the students to help them succeed.
- The teacher will dismiss students.
- Assignments to the Alternative Placement Program will usually be short term in length (4 to 6 weeks.) Students may be assigned to the Alternative School for longer periods. Students placed in the Alternative School must obey all the ISS rules and regulations.
- Students assigned to long-term ISS (of at least 9 weeks duration) will receive individualized alternative instruction as appropriate.

## **Promotion**

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

Excessive absences in grades K-8 may be considered as a basis for retention and in high school grades 9-12 may be considered as a basis of no credit in a subject area. State regulations require 130 seat hours in attendance to receive credit for a class.

## High School Promotion Policy

1. Promotion from 9<sup>th</sup> to 10<sup>th</sup> grade:
  - Earn 5 units
  - Must pass 9<sup>th</sup> grade Literature, Coordinate Algebra, Physical Science, and ½ unit each of Civics/World Geography and/or Economics/PE/Health
2. Promotion from 10<sup>th</sup> to 11<sup>th</sup> grade:
  - Earn 6 additional units for a total of 11
  - Must pass all 9<sup>th</sup> grade requirements
  - Must pass 10<sup>th</sup> grade Literature, Mathematics II, and World History and 3 units that may include a CTAE Pathway, foreign language, and/or Fine Arts
3. Promotion from 11<sup>th</sup> to 12<sup>th</sup> grade:
  - Earn additional 6 units for a total of 17
  - Must pass all 9<sup>th</sup> and 10<sup>th</sup> grade requirements
  - Must pass American Literature, Mathematics, U. S. History, Biology, and 2 units that may include a CTAE Pathway, foreign language, and/or Fine Arts.
4. Graduation
  - Pass all required Georgia Milestones End of Course expectations.
  - Earn a total of 23 units including all units listed above and an additional unit of English.

## Grading and Reporting System

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

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

## **Transfer of Records Policy**

A student entering the Calhoun County School System has ten days to transfer their records from the previously attended school. The student will not be permitted to attend classes after the ten-day period unless there is an extenuating circumstance and the principal extends the time.

## **Counseling Services**

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

## **Gifted Program**

Calhoun County Middle-High School serves our gifted students.

## **Grading System**

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

## **High School Diplomas and Certificates**

- 1. High School Diploma* – the document awarded to students certifying that they have satisfied attendance requirements, unit requirements and the state assessment requirements as referenced in Rule-160-3-1-.07 Testing Programs – Student Assessment.
- 2. High School Certificate* – the document awarded to pupils who do not complete all of the criteria for a diploma or who have not passed the state assessment requirements as referenced in Rule 160-3-1-.07 Testing Programs – Student Assessment, but who have earned 23 units.
- 3. Life Skills Diploma or Employment Preparatory Diploma* – the document awarded to students with disabilities assigned to a special education program who have not met the state assessment requirements referenced in Rule 160-3-1-.07 Testing Programs – Student Assessment or who have not completed all of the requirements for a high school diploma but who have nevertheless completed their Individualized Education Programs (IEP).

## **Georgia Virtual High School**

The following rules were approved for determining which students will be allowed to take courses through the GA VHS. We are allowed only 4 slots per year. The slots will be allocated based on the following criteria:

- On track for graduation and enrolled in the College Preparatory Track
- Grade placement (with 12<sup>th</sup> graders receiving highest priority)

- Cumulative grade point average
- Scores on state-mandated tests
- Only one course is allowed per student, unless no one else wants the slot
- In case of ties, there will be a lottery

## **Building and Grounds**

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

## **Medicine**

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

## **Student Debts**

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

## **Gym Use**

Only those students assigned to the gym and under the supervision of coaches or other faculty members will be allowed in the gym.

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

Each student participating in P.E. should have a locker in the gym. Combination locks should be used on gym lockers. It is the responsibility of the student to provide a lock for the gym locker. No one will be permitted on the gym floor without proper shoes – soft sole street shoes will not be permitted.

The gym is off limits to students before school and during lunch.

Students are encouraged not to bring large amounts of money to school. Students should not leave money or valuables in the gym locker rooms. The school is not responsible for valuables or money missing from the locker rooms.

## **Heat Index Policy**

### **Supervision of Student Athletes/Band Participants**

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

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

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

## **Lockers**

### **School Buildings**

Students must use only the locker assigned to them by their first period teacher for a rental fee of \$5.00. Students are not to share a locker with another student. When not in use, lockers should be kept closed and locked. The school is not responsible for items missing from lockers.

## **Senior Policies/Privileges**

Seniors will receive the following privileges:

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

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

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

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

Seniors who have met all requirements for graduation may take senior week privileges. **Seniors who are failing one or more subjects and will not accumulate 23 Carnegie units at the end of the semester must attend classes during senior week.**

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

## **Honor Students**

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

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

Valedictorian will be awarded to the honor student with the top GPA from the college preparatory program that is eligible to receive the gold seal diploma. This will be at the end of the school year.

Salutatorian will be awarded to the honor student with the second highest GPA from the college preparatory program that is eligible to receive the gold seal diploma. This will be at the end of the school year.

**Valedictorian and salutatorian must have been enrolled in an accredited high school program for four years.** If identical GPA's (rounded off to the nearest 1000th) are achieved for either or both, two students will be named as co-valedictorian and co-salutatorian. The announcement of both honors will be made during the graduation ceremony.

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

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

## **Senior Superlatives**

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

- High academic standards (80 or above GPA)
- Always represented CCHS in a credible manner (never suspended OSS)
- Maintained qualities of good citizenship
- Leadership abilities

- Active membership in various clubs, participated on athletic, academic, and/or leadership teams, etc.
- Received prizes, academic awards and/or honors

## **STAR Student**

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

## **Senior Debts**

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

## **Commencement Program**

The commencement program will be planned by the counselor, senior class honor students, senior class president, and at least one senior sponsor. Honor students and the senior class president will be eligible to perform on the program (provided all graduation requirements have been met). Students will be given an opportunity to select program parts based on GPA. Top GPA will be selected first, etc.

## **Junior Marshals**

At the end of the 3<sup>rd</sup> 9 weeks, students with a GPA of 90.000 or better will be asked to serve as graduation marshals. The student with the top GPS in the college preparatory track will lead the graduates (preceded by a senior sponsor) during the commencement exercises and practices.

## **Senior Dress for Graduation**

Other than cap and gown, the senior committee and sponsors are requesting the girls to wear dresses under their robes and dress shoes (**no sandals**). The boys are required to wear white collared shirts, dark dress pants, dark ties, and dark dress shoes with their cap and gown.

## **“Geke” Rule**

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

## **Graduation Requirements**

To receive a High School Diploma a student must:

- Complete 23 Carnegie units of required instruction
- Pass Georgia High School Writing Test
- **Complete attendance requirements**

**To receive a Special Education Diploma, a student must:**

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

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

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

## **Parent Rights**

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

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

## **Supplemental Educational Services**

Students at Calhoun County Middle-High School who qualify for free or reduced lunch may apply for Supplemental Educational Services at no cost. See Mrs. VanEssa Lewis for an application or call 229-310-2082. Request for services form is available throughout the school year.

## **Highly Qualified Teacher Information**

In compliance with the requirements of *No Child Left Behind* the Calhoun County School District informs parents that you may request information about the professional qualifications of your student's teachers. The following information may be requested:

1. Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject area in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
3. The college major and any graduate certification or degree held by the teacher;
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning the qualifications of your child's teachers, please contact the principal at 229-310-2082.

## **Gender Equity in Sports**

In compliance with the Equity in Sports Act, O.C.G.A. 20-2-315, no student in the Calhoun County School System shall, on the basis of gender, be excluded from participation in, be denied the benefits of, be treated differently from another student, or otherwise be discriminated against in any interscholastic or intramural athletics offered by the school system, nor shall the school system provide any such athletics separately on such basis, except as specifically authorized by the Act itself. The Equity in Sports Coordinator is: John Williams, P. O. Box 366, Edison, GA 39846, 229-835-2435.

## **Student-to-Student/Faculty Relationships**

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

## **Student Reporting of Acts of Sexual Abuse or Sexual Misconduct**

- Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.
- Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral

report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*

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

## **High School Clubs and Academic Teams**

### **4-H – Sponsored by the Calhoun County Extension Office**

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

### **Senior Beta – A national academic honor society**

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

### **Cougar Yearbook – Creates the School's Annual Memories**

Members of the yearbook staff must be willing to sell ads, sell yearbooks, and work during after-school hours to complete the required work.

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

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

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

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

### **FCA – Fellowship of Christian Athletes**

Open to students interested in Christian ethics in sports and behavior.

### **Literary Events**

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

### **Talent Search and Upward Bound – sponsored by Andrew College**

Students may apply to participate. Activities include field trips, leadership training, and competitions.

## **VISITING THE SCHOOL**

### **VISITORS TO THE SCHOOLS (Disruption of School)**

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

1. During the school day all rear doors will be locked. All visitors shall report to the school's main office where the principal, or designee, shall determine the visitation arrangement and issue a visitor's pass if appropriate. The principal, or designee, may decline an individual visitation request if, in the determination of the principal, such a visitation would interfere with the peaceful conduct of the school or disrupt the operation of the school. A visitor is defined as a person who is not a student, officer or employee of the particular school in question.
2. The Calhoun County School System encourages parents to meet with their child's counselor and teachers. The counselor will schedule the conference and notify the parents regarding the time, date and location arranged. In order to guarantee that every student's parents have the opportunity to meet with their child's teachers and counselor and to allow teachers to continue to meet their additional responsibilities, the school administration reserves the right to structure the scheduling of such conferences so that parents and teachers can attend such conferences and perform their additional responsibilities.
3. Because teachers have numerous responsibilities during school, visits other than those scheduled pursuant to section 2 above are not permitted during the school day. Such visits impair the ability of teachers to complete their assigned duties and satisfy their professional commitments, and thus, disrupt the peaceful conduct of the school. During that period of time after the school day, teachers may conduct unscheduled visitations when the teacher's schedule permits, and/or teachers may conduct conferences or visitations scheduled pursuant to section 2 above.
4. Nothing in this regulation shall be construed to limit the authority and responsibility of individual principals or the school administration to exercise control over the buildings and grounds of the school pursuant to O.C.G.A. 20-2-1180, 20-2-1181, 16-11-35 or

16-7-21(b)3). Nor shall this regulation be construed to limit the authority of the school administration to exercise its discretion in emergency or special circumstances.

### **VOLUNTEERS**

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

**Attention!**

**Parents and Students must sign and return the following:**

1. Pregnancy Policy Agreement
2. Student Handbook Agreement
3. Parent/Student/Teacher Agreement
4. Corporal Punishment Statement

**\*Forms may be available electronically deemed BOE approval.**

## **Pregnancy Policy Agreement**

I have reviewed the Calhoun County School System Student Pregnancy Policy.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

## Student Handbook Agreement

I have read the Calhoun County Middle/High School Student Handbook and I am aware of the rules and regulations contained within.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Parents & students should complete the electronic google form link below acknowledging receipt of this student handbook. Please do not send back this hard copy. Use the link below.**

The **1st period** teacher upon receipt will return this page to the Counselor.

**Calhoun County Middle-High School Compact  
Parent/Teacher/Student/Administrator  
2021-2022**

**Teacher Agreement – I believe that each child can be successful. I will:**

- Believe that each child can learn as I come to class prepared to teach.
- Show respect for each student and his/her family.
- Enforce school and classroom rules fairly.
- Demonstrate professional behavior and a positive attitude.
- Come to class prepared to teach .
- Seek ways to involve parents in the school program.

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student Agreement – I believe that I can be successful. I will:**

- Attend school regularly and on time.
- Show respect for myself, my school and other people.
- Believe that I can and will learn.
- Obey the school and bus rules.
- Always try to do my best in my academics and my behavior.
- Work cooperatively with my classmates, teachers, and other school staff.

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

**Parent/Guardian Agreement – I believe that my child can be successful. I will:**

- See that my child attends school regularly and on time.
- Communicate with my child’s teacher on a regular basis.
- Support the school in developing positive behaviors.
- Provide a home environment that encourages my child to learn.
- Stay aware of what my child is learning.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Administrative Team Agreement – I believe that Calhoun County students will continue to be successful.**

- Provide an environment that allows for positive communication between the teacher, parent, and student.
- Support the teachers in providing high quality instruction.
- Provide a safe and orderly environment conducive to learning.
- Encourage students, their families and staff to keep this compact.

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

August 2021-2022 SY

Dear Parent/Guardians:

Your child attends Calhoun County Middle-High School, which receives Federal Title I funds to assist students in meeting state achievement standards. For the 2012-13 school year, the school is not on the list of Priority, Focus, or Alert Schools

At Calhoun County Middle-High school, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in the Elementary and Secondary Education Act of 1965 (ESEA). These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching.
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child's assignment from a teacher or paraprofessional, please contact Dr. Erika Green at Calhoun County Middle-High School at 229-310-2082 or email me at [erikagreen@calhoun.k12.ga.us](mailto:erikagreen@calhoun.k12.ga.us).

Sincerely,

*Dr. Erika Green*

Principal

## Corporal Punishment Statement

Dear Parents:

Please check below, sign and return this letter regarding Corporal Punishment (a paddling) for misbehavior. It is our desire to adhere to your requests, but we **must** have signed documentation on file.

\_\_\_\_\_ My (print child's name) \_\_\_\_\_ may receive a paddling for misbehavior.

\_\_\_\_\_ My (print child's name) \_\_\_\_\_ is **not** to receive a paddling for any reason.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

If you have any questions concerning your child during the year, please contact Dr. Green at Calhoun County Middle-High School.

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**Telephone: 229-310-2082**  
**Email: [erikagreen@calhoun.k12.ga.us](mailto:erikagreen@calhoun.k12.ga.us)**

**Certificate of Attendance**  
**ADAP Certificate**

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