High School
Student/Parent Handbook
and
Code of Conduct

2019–2020
Empowering and Inspiring ALL Learners to Excel in a Global Society
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## Items to Sign and Return

- Acknowledgement Form/Attendance Protocol
- Form/Network Responsibility

An Equal Employment Opportunity District
Dear Students, Parents, and Guardians:

On behalf of the Columbia County School District, welcome to the 2019–2020 school year!

Our faculty and staff take great pride in providing our students with the very best education possible in a positive, safe environment. To make this happen, we expect our students to exhibit good behavior while at school, school–related events, and bus stops. To help ensure students and their caregivers are aware of unacceptable behaviors, we have included in this booklet a student code of conduct, complete with State of Georgia code of conduct offenses, their definitions, and consequences for each code of conduct violation.

In addition, we have provided other items and information that may be helpful. Examples include the following:

- The School Calendar
- Emergency Closing of Schools Plan
- Bus Rules and Regulations
- Our Assessment Philosophy and Grading Scale
- Professional Qualifications of Teachers and Paraprofessionals Notice to Parents
- Absences and Excuses Policy JBD
- Bullying Policy JCDAG

Parents and guardians, because you play a significant role in helping your children to be successful, we encourage you to read this document with them and discuss appropriate student behavior and acceptable responses to behaviors exhibited by other students that may negatively affect the learning environment. Please be aware, too, that it is each student’s responsibility to know and follow school rules and to do his or her part to help maintain a safe learning environment in the school. When students choose to exhibit disruptive or inappropriate behavior, they diminish the learning experience for themselves and others. Accordingly, any student who repeatedly or substantially interferes with a teacher’s ability to provide instruction effectively or with other students’ ability to learn may be removed from school. We encourage students to share with school officials any concerns or difficulties they may have so that we may take action to remedy situations that prevent our students from excelling and enjoying their school experience.

Please note that the code of conduct does not contain an all–encompassing list of offenses, but descriptions of the types of behavior which interfere with our students’ right to learn and, therefore, will not be tolerated in our schools. Additional expectations for student behavior and offenses may be included in each school’s student handbook or provided by school administrators or faculty.

If you have any questions about this document or any other school–related matter, please contact your school principal. Working together, we can ensure a successful, positive school year for all!

Best wishes for an awesome school year!

Sincerely,

Dr. Sandra Carraway
Superintendent
**School Calendar 2019 - 2020**

**First Semester**
- **July 31 - Aug. 6**.............. Preplanning for Teachers
- **August 7**........................ First Day of School
- **August 30**....................... Early Dismissal/Professional Learning Day
- **September 2**..................... Labor Day Holiday
- **September 6**..................... Progress Reports
- **September 20**................... Early Dismissal/Parent Conferences

**October 2019**
- **October 9**........................ End of First Nine Weeks
- **October 14**....................... Student/Teacher Fall Break
- **October 15**...................... Professional Learning Day
- **October 16**....................... Report Cards
- **November 8**..................... Early Dismissal/Professional Learning Day

**November 2019**
- **November 12**................... Progress Reports
- **November 25-29**.............. Thanksgiving Holidays
- **December 17-20**.............. Semester Exams
- **December 20**................... Early Dismissal/Last Day of Semester

**December 2019**
- **December 23**-**January 3**... Student/Teacher Break
- **January 6**........................ Teacher Work Day

**January 2020**
- **January 7**........................ First Day of Second Semester
- **January 10**....................... Report Cards
- **January 20**...................... Martin Luther King, Jr. Holiday
- **February 6**...................... Progress Reports
- **February 14**..................... Professional Learning Day
- **February 17**................... Student/Teacher Break
- **March 12**........................ End of Third Nine Weeks
- **March 13**........................ Early Dismissal/Parent Conferences

**Second Semester**
- **March 18**....................... Report Cards
- **April 6-13**........................ Spring Break
- **April 21**........................... Progress Reports
- **May 19-22**....................... Semester Exams
- **May 22**............................ Early Dismissal/Last Day of Semester

**May 2020**
- **May 25**............................ Memorial Day Holiday
- **May 26,27**....................... Post-planning for Teachers
- **May 27**............................. Report Cards

The 2019–2020 School Calendar was approved April 11, 2017 and is subject to change based on inclement weather and/or state funding. The calendar includes 180 total instructional days; 90 days for first semester and 90 days for second semester for students.

*Should the need arise, October 15, February 17 and April 13 may be considered for possible inclement weather make-up days.
EMERGENCY CLOSING OF SCHOOLS

The Superintendent of the Columbia County Schools has the authority to close the schools of Columbia County under emergency situations. An emergency situation would be anything that poses a threat to the safety of the students and staff, including inclement weather. If bad weather causes school to be cancelled or dismissed early, public announcements will be made via Sangha, on Twitter and Facebook, and via local media television and radio stations. School closings are determined by the Superintendent, not by the local school. The basic premise is that school is open or will remain open unless it is specifically announced otherwise. Full day cancellations usually are announced by 6 a.m. the day of the closure.

Delayed Opening for weather

When weather conditions are predicted to cause unsafe travel to school, a two hour delayed school opening announcement will be made to the public, preferably the night before. The decision of opening or closing schools will be made the next morning and parents will receive notification via our parent call messaging system, Sangha. In addition, information will be available on our website and social media. Local media outlets will also be notified. In the event of a delayed opening due to weather, parents, students and staff should do the following:

- School administrators will report to school as normal to staff telephones and receive students.
- Before school programs at the closed schools may or may not be cancelled, depending on the situation.
- Buses will pick up students about two hours later than normal. Special education buses will follow pre-arranged schedules as determined with parents/guardians.
- Students who are car riders should arrive at school two hours after the usual time.
- Afternoon dismissal times will be the same as usual for all schools unless otherwise announced.

School Closings

The decision to close schools will be made by public announcement the previous night. If a closing decision cannot be made at that time, a delayed opening will be implemented until a final decision can be made.

- Central office employees will report for business unless specifically announced otherwise.
- All activities to include Before/After school programs at the closed schools will be cancelled and/or postponed.

Early Dismissal

If serious storm conditions or other emergency situations develop during the day, the district will monitor the situation and advise affected schools and the transportation department as soon as possible, of a decision to dismiss school early. When this decision is made, this information will be posted on this website and sent to the media as soon as possible.

- Administrators will remain at school until all buses have delivered the last student home.

PARENT NOTIFICATION IN TIMES OF EMERGENCY/ SANGHA

In an effort to meet expectations of reliable and timely communication with our parents, the Columbia County School District utilizes the call messaging system Sangha district wide. Sangha messages from Columbia County schools will come from the respective school phone number. Please add this phone number to your contacts so you can easily identify the call as coming from Columbia County schools. If you miss a message, you can review and replay the phone notification.

Sangha is most effective through the use of the app which can be downloaded in the Android or Apple App store for free.

Sangha is a calendar-based platform, allowing parents to get reminders about upcoming events and receive messages directly from the school in one place. In addition, Sangha uses information provided directly to our school district’s Student Information System - Infinite Campus, to contact parents so as students move up to different schools, the platform for communication remains the same. Sangha also allows parents to stay connected with school activities and announcements for all of their children, in one place.

Please note, it is not required for parents to use the app to receive communications from the school district. Sangha utilizes email, texts and voice calls to deliver emergency and non-emergency communications. However, those with the Sangha app can arrange calendar notifications and even chat with teachers. Additionally, all messages are received automatically by App users.

Contact your child’s school with questions about Sangha or visit our district website at www.ccboe.net.

Managing the communication you receive from your school and the district via Sangha is simple and convenient.

2. Log in using the email address you provided your child’s school and set up your account.
3. Follow the steps in the prompt sent to your email address to verify and authenticate the device you are logging in from.
4. Once logged in, parents will have access to all classes their students are enrolled in through Infinite Campus.
5. If you are having trouble logging in, check Parent Portal to ensure information is listed correctly. For questions or to make changes, contact your school.
• All activities to include Before/After school programs at the closed schools will be cancelled and/or postponed.
• The Superintendent’s Office, the Transportation Office, and Maintenance/Fleet Maintenance Offices will remain open and staffed until all students have been accounted for and their safety assured.

Since standard practice in cases of emergency closings of schools is that the Superintendent will convey public announcements via the local media, parents should always monitor local media sources during times of inclement weather when conditions possibly warrant an interruption to the normal opening/closings of school. Another source of information will be the school district website. It is strongly recommended that parents discuss with their children what they should do in such cases of emergency early dismissal of schools.

ATTENDANCE POLICY JBD

A Student Attendance and School Climate Protocol Committee has been established by the Chief Judge of the Superior Court of the Augusta Judicial Circuit for the purpose of ensuring coordination and cooperation among officials, agencies and programs involved in compulsory attendance issues; to improve student achievement by reducing student absences from school; and to increase the percentage of students participating in required standardized tests. The committee will review and make recommendations related to school climate for the purpose of promoting positive gains in student achievement, student and teacher morale, community support, and student and teacher attendance, while decreasing student suspensions, expulsions, dropouts, and other negative aspects of the total school environment. The attendance and school climate committee has set forth the following protocol to be used in identifying, reporting, investigating and prosecuting cases of alleged violations of O.C.G.A. 20–2–690.1, relating to mandatory school attendance and appropriately addressing the issues with parents and guardians.

Truant
For the purpose of this protocol a student may be considered truant upon the accumulation of ten or more unexcused absences during the school calendar year.

Excused Absences
A student may be excused for the following reasons:
• Personal illness
• Serious illness or death of an immediate family member (Immediate family includes parents or legal guardians, grandparents, siblings, and stepfamily)
• Special and recognized religious holidays recognized by their faith
• Mandated order of government agencies
• Registration to vote (limited to one day)
• Emergencies which reasonably necessitate absences from school
• Special events which reasonably necessitate absences from school (approval by principal required prior to event)
• Days missed from school to visit with his or her parent or legal guardian prior to deployment to or during leave from an overseas assignment to a combat zone or combat support posting, up to a maximum of 5 school days per school year.

In accordance with O.C.G.A. 20–2–692.2, students in foster care shall be counted present when they attend court proceedings relating to their foster care.

In the case that a student’s personal illness or attendance in school endangers the student’s health or the health of others, the Columbia County Board of Education requires the student to present required documentation upon return to school for the purpose of validating the absence as excused. The school will allow up to five absences with medical excuses per semester on the authority of written parent notes. Following five absences per semester excused by notes written by the parent or guardian, additional absences will be excused only with an original medical excuse signed by a healthcare professional. Parents must retain copies of all documentation of excuses for the duration of the school year and must present them to the applicable agency or Court upon request. Parents or students who claim that the absence is properly excused bear the burden of providing copies of the medical excuses and/or other documentation of excuses, which may be demanded to be reviewed at any time.

Failure to provide an excuse as defined in the “Excused Absences” section of this policy may jeopardize the student’s final exam exemptions, parking privilege, and extra-curricular participation. With proper verification, a student may be eligible for hospital/homebound instruction (S.B.O.E. Rule 160–4–2–31). Additionally, certain acute health conditions of the student may warrant a Health Care Plan coordinated by the school nurse, in concert with the student’s parent and attending physician, whereby provisions can be made relative to medically based absences for the student beyond those set forth in this protocol.

In the event of a serious illness in a student’s immediate family, local boards will require students to present appropriate medical documentation relating to the family member upon return to school for the purpose of validating that the absence is an excused absence.

School days missed as a result of an out-of-school suspension shall not count as unexcused days for the purpose of determining student truancy.

Extra-Curricular Activities
The school shall not allow a student to participate in any extra-curricular activities, co-curricular activities, or cooperative work experience if the student was not counted present for the school day. Students who have been deemed truant by the auspices of this policy shall lose eligibility for participation in extra-curricular activities for the remainder of the semester.
Parental Notification
Upon the student’s fifth unexcused absence, the school will notify the parent or guardian when a student is in jeopardy of becoming truant as defined by this policy and any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate the Truancy Code, O.C.G.A. 20–2–690.1, shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than $25 and not greater than $100, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction.

Upon the student’s 8th unexcused absence, the school administration will convene a meeting with the parent or guardian and a school social worker to determine whether to begin the process of compiling an official truancy complaint to the Department of Juvenile Justice.

Upon the student’s tenth unexcused absence, the student and the parent shall be referred by the school to the Department of Juvenile Justice. The parent or student may face penalties including a fine, loss of custody of the student, or incarceration for each day missed.

Tardiness
Students are expected to arrive to school and to their classes on time. Middle and high school students who arrive late to class may be subject to school detention, in-school suspension, or out-of-school suspension. The parents of elementary students who have excessive unexcused late check-ins and/or early check-outs shall be referred by the school to the appropriate agency or legal authority having jurisdiction. School principals should exercise their discretion in implementing progressive discipline.

Notification by Certified Mail
After two reasonable attempts to notify the parent, guardian or other person who has charge of the student, the Columbia County School District will send written notice via certified mail with return receipt requested.

The Columbia County School District requires that all its public schools provide the parent, guardian, or other person having control or charge of each student enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance.

Statement of Receipt
By September 1 of each school year or within 30 school days of a student’s enrollment in the Columbia County School District, the parent, guardian, or other person having control or charge of such student must sign a statement indicating receipt of such written statement of possible consequences and penalties.

In addition, students age ten or older by September 1 must sign a statement of possible consequences and penalties for truancy established in state board rule (160–5–1–10).

Referral to the Legal Authority
In accordance with the Official Code of Georgia Annotated § 20–2–766.1, referrals to the appropriate legal authority may be made by school personnel at any time, if warranted, for children in need of services (CHINS). If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by a principal, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student’s behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed $500.00, on a parent or guardian who willfully disobeys an order of the court entered under this Code section.

SCHOOL NUTRITION

PROGRAM INFORMATION
(SNP)
As a partner in education, the school district’s School Nutrition Program contributes to a successful academic experience and encourages a lifetime of healthy eating by providing each student with the affordable opportunity to consume meals that are nutritious, appealing, and served by caring professionals in a pleasant environment. Middle and high school students pay $1.50 for breakfast and $2.85 for lunch. Free and reduced-price meals also are available. Qualifications and/or application procedures for free and reduced meals are available at the local school or on the school district’s website. You may pay for meals at the school, or you may place money in your child’s account using check or credit card by going to EZSchoolPay.com. (or on the district’s website)

SCHOOL BUS INFORMATION

Bus Changes:
Daily changes including bus numbers, substitute drivers, delays, etc. are posted after 6 a.m. and before 2 p.m. each day on the Columbia County School District Transportation Department’s website at www.ccboe.net.

Information is also available by calling the school or calling the Transportation Department at (706) 541–2729 and pressing zero for the operator from 6:30 a.m.– 5:00 p.m., Monday through Friday.

Bus Rules and Regulations
School transportation is provided by the Columbia County Board of Education to all eligible students. The following rules are published for the safety, health and welfare of all children who ride school buses.

Rules and pupils’ responsibilities

• Students will follow the directions of the driver.
• Students should be at the bus stop 5 minutes before the bus
Students must be at the stop in inclement weather as well as fair weather.

- Students will wait in an orderly line and avoid playing.
- Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
- Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up the object.
- Students will go directly to their assigned seat when entering the bus. Keep the aisles and exits clear.
- Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat and keep hands to themselves.
- Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
- Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons on the bus. Students may carry only objects that can be held on their laps (no large items such as plants, trees, balloons, flowers, and posters may be carried on the bus.)
- Students will refrain from using loud voices, profanity, vulgarity, and/or obscene gestures, and respect the rights and safety of others.
- Insolence, disobedience, fighting, and pushing will not be tolerated on the bus.
- Students will not extend head, arms, or objects out of the bus windows.
- Band instruments must be held in the student’s lap or placed under the seat. No instruments may be placed in front of the exit door nor in a seat needed for students. Buses cannot transport instruments larger than a trombone.
- Students will be totally silent at railroad crossings.
- Students will stay seated until time to get off of the bus. The open door is the signal to get up from the bus seat.
- Students shall be prohibited from using any electronic devices during the operation of a school bus, not expressly permitted by school administration.
- Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver’s operation of the school bus.
- Students shall be prohibited from acts of physical violence, bullying as physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus and other unruly behavior.
- Students must provide a written note, signed by a parent or guardian and school official giving permission to ride a different bus or get on or off the bus at a different bus stop location.
- Students will keep their bus clean and in good, safe condition. Students will be charged for any damage to the bus.

The Columbia County Board of Education may require, upon finding that a student has engaged in unruly behavior on a school bus/school bus stop, the parent or guardian of the student and the appropriate school officials to meet to form a school bus behavior contract for the student. Such contract shall provide for assigned seating on a bus, ongoing parent involvement, and progressive age appropriate discipline for student misconduct on the bus, including possible suspension from riding the bus. These provisions are not to be construed to limit the instances when a school code of conduct or local board of education may require use of a student bus behavior contract.

**STATEMENT ON AUTHORITY OF PRINCIPAL**

The Principal is the designated leader of the school and, with the staff, is charged by the Superintendent with the safe and orderly operation of the school. In case of disciplinary violations not covered by this brochure, the Principal may impose corrective measures which he or she believes to be in the best interest of the student involved and the school.

**Student Support Processes**

The Columbia County Board of Education, to the extent feasible, provides a variety of resources which are available at every school to help address student behavioral problems. The school discipline program may include appropriate consideration of support processes to help students resolve such problems. These resources include, but are not limited to, Multi-Tiered System of Supports, school counselors, school social workers, school nurses, community mentors, drug awareness and interventions classes, peer mediation, peer tutoring, conflict resolution programs, anger management courses, and chronic disciplinary problem student behavior plans.

**Violations that May Result in Expulsion**

For serious offenses that result in expulsion by the Columbia County School District Hearing Officer, students will not be afforded the option to attend the Columbia County Board of Education Alternative School for the duration of the expulsion and must appeal to the Columbia County School District Hearing Officer for re-entry into the school district. If afforded re-entry, such students will transition through the alternative school.

**Policies For Removal of Students From Classroom For Disruptive Behavior**

Students who engage in repeated disruptive behavior may be immediately removed from the classroom and subject to the disciplinary provisions in the Official Code of Georgia Annotated §20-2-738.

**Student Offenses and Discipline Procedures**

Progressive discipline processes are designed to create the expectation that the degree of discipline imposed by each school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law. By reviewing the CCSD Code of Conduct on a regular basis through the School Council process, parents, guardians, teachers, community representatives and school administrators all work together to improve and enhance student behavior and academic performance. The following listing of offenses and dispositions is in accordance with established disciplinary procedures and policies of the Columbia County School District. School personnel, parents or
guardians, and students should be aware of the following:

- The school principal will, in every case, take initial disciplinary action.
- The hearing officer may assist in cases if requested by a principal.
- The principal, at his or her discretion, may take action that ranges from a simple reprimand to a ten-day suspension from school. Offenses that warrant suspension beyond ten days will be referred to the hearing officer. The case will then be processed in accordance with the regulations governing the hearing process as established by the Official Code of Georgia Annotated §20-2-754, and Columbia County Board of Education policy.

**GENERAL POLICIES**

1. Prior to assignment of suspensions from school, the school administration must inform a student of the specific acts of misconduct the student is accused of committing and afford a reasonable opportunity for the student to defend against these allegations. The parent or guardian of the student will be notified of the suspension verbally and/or in writing.
2. Upon being notified of student misbehavior, parents should discuss with their children the consequences of inappropriate behavior and, when necessary, work with school personnel to correct student misbehavior. Parents are encouraged to discuss the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.
3. A student guilty of repeated violations of school policy is demonstrating insubordination, disregarding school authority, and is interrupting the instructional process. The student may be recommended for long-term suspension or expulsion.
4. Suspension, when deemed necessary, will begin no later than the day following an act subject to suspension, provided that due process rights can be afforded within this time.
5. Students suspended from other school districts will not be eligible for enrollment during the time of suspension.
6. Offenses which are punishable by short-term suspension of less than ten days will be disposed of preferably through in-school suspension.
7. Students that are assigned in-school suspension, out-of-school suspension, long-term suspension or expulsion from school may not attend or participate in any school functions, exempt exams, and be on the home school campus without the principal’s permission.
8. Parents, guardians, law enforcement officials and the Superintendent’s Office will be notified when any criminal conduct occurs on school property.
9. In accordance with the Official Code of Georgia Annotated §20-2-766.1 Proceeding against parents for failure to cooperate in educational programs, the principal may, by petition to the juvenile court, proceed against a parent or guardian as provided in this Code section. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by a principal, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student’s behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed $500.00, on a parent or guardian who willfully disobeys an order of the court entered under this Code section.
10. When student behavior results in damages, the restitution amount will be determined by the following authority:
   A. School Property – Chief Facilities Maintenance Officer
   B. School Buses – Director of Transportation
   C. Salaries – Chief Financial Officer
   D. All Other – Principal

**Jurisdiction**

The Columbia County Board of Education shall have jurisdiction over all offenses occurring on campus, on school property, on school buses, at school bus stops, in other school vehicles, at school sponsored events, or off school property provided that the actions cause a substantial disruption of the educational environment. The school bus and school bus stops are considered an extension of the classroom. Student behavior on the school bus and at school bus stops is subject to the provisions of this code. Student behavior at athletic and extracurricular events is subject to the provisions of this Code of Conduct. Student athletes, coaches, spectators, and all others associated with the activity should adhere to the fundamental values of respect, fairness, honesty, and responsibility, while promoting good sportsmanship. Profanity, degrading remarks, and intimidating actions directed at officials or competitors will not be tolerated and are grounds for removal from the event site and possible disciplinary action.

Student behavior on a school-sponsored trip is subject to the provisions of this code of conduct. A school-sponsored trip is defined as any off-campus experience whereby one or more students, under the supervision of school personnel, represent the school in some capacity. The trip begins upon arrival at school and concludes upon return to school and dismissal from campus.

Any student that has been arrested, charged, or convicted of a misdemeanor or felony offense or a delinquent act occurring off school property and whose presence at school is reasonably certain to endanger other students or staff or causes substantial disruption to the educational climate, may be disciplined and/or suspended from school.

**Contraband**

Contraband is defined as any item not allowed on school property. Contraband, including pornographic or obscene materials, will be confiscated and illegal items will be turned over to the proper legal authorities for prosecution. Disciplinary action not specified in the pages that follow will be at the discretion of the principal. The school district is not liable for confiscated items.

When there is reasonable suspicion, a student’s person, possessions, or automobile parked on school property may be searched by school officials. The proper law enforcement agencies will be called, at the request of the administration, to use metal detectors and drug sniffing dogs to provide for the safety of all students.

Lockers and desks are school property and may be opened and searched at any time. If weapons, hazardous objects, or drugs are found while on school property by a student, the contraband should not be placed in pockets or concealed in any manner, but should be immediately given to school officials who will turn them over to the proper law enforcement agency. While on school property or at a school related function, should a student find that he or she is in possession of a hazardous object such as a knife, he or she should turn in that item to the school administration imme-
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If the findings of the administrator’s subsequent investigation support that this possession is as reported by the student and no other evidence contrary to the student’s report is determined, disciplinary action other than long-term suspension or expulsion may be imposed.

Specific violations and dispositions for these offenses are as indicated in the Student Code of Conduct Offenses. As any off-campus experience whereby one or more students, under the supervision of school personnel, represent the school in some capacity. The trip begins upon arrival at school and concludes upon return to school and dismissal from campus.

Any student that has been arrested, charged, or convicted of a misdemeanor or felony offense or a delinquent act occurring off school property and whose presence at school is reasonably certain to endanger other students or staff or causes substantial disruption to the educational climate, may be disciplined and/or suspended from school.

**STUDENT CODE OF CONDUCT OFFENSES**

**Academic Dishonesty (Code #32)** - A student shall not commit the offense of academic dishonesty which includes cheating, lying, plagiarism, altering records, or other fraudulent acts on school assignments, exams, records, or statewide assessments; using the computer network for any illegal activity such as copying or downloading copyrighted software or violation of copyright laws which includes using BYOT devices to copy or share copyrighted items or intellectual property.

Plagiarism is a form of cheating and includes a student’s use of the writings or work of another person in a manner which represents the writings or work as the student’s own instead of the true author; or the unacknowledged use of materials prepared by another agency or person providing academic materials; or the use, by paraphrase or direct quotation, of material without complete acknowledgment of the source.

Lying includes any false or deceiving representation made to a faculty member, administrative official, school safety officer, staff member, hearing officer, or any other adult designated by the school as having a position of authority. Lying will also include concealing or distorting the facts, nature, origin, persons involved, or details, which are the subject of inquiries by a faculty member, administrative official, school safety officer, staff member, or any other adult designated by the school as having a position of authority.

Disposition – Violators will be subject to the following disciplinary actions: Classroom cheating on assessments (projects, tests, quizzes, etc.) will result in in-school suspension and a retest to the educational climate, may be disciplined and/or suspended from school.

**Assault (Code #3)** - A student commits the offense of assault when he or she either attempts to commit a violent injury to the person of another or commits an act which places another in reasonable apprehension of immediately receiving a violent injury. This violation may be reported to the proper law enforcement agency.

Disposition – Principal’s discretion up to ten day suspension; this offense carries the possible recommendation for long-term suspension or expulsion.

**Misconduct Against a School Employee or Official (Code #3)** - A student that commits an act of violence against a teacher or other school district employee involving intentional physical contact of an insulting or provoking nature shall be disciplined by expulsion, long-term suspension, or short-term suspension. A tribunal of certified employees to include the hearing officer will be appointed to investigate and provide for penalties against a student found to have committed any act of physical violence against a school official or employee. The Tribunal may at its discretion permit the student to attend the Columbia County Alternative School for the period of long-term suspension or expulsion. This violation shall be reported to the proper law enforcement agency.

Disposition – Violators will be subject to the following disciplinary actions: This offense carries the recommendation for long-term suspension or expulsion.

**Alcohol (Code #1)** - No student shall possess, use, or be under the influence of alcohol while on school property, at school activities, or in route to or from school or school activities. This violation shall be reported to the proper law enforcement agency.

Disposition – Violators will be subject to the following disciplinary actions: Recommendation for long-term suspension or expulsion.

**Arson (Code #2)** - No student shall commit the offense of arson, which is defined as the unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device. Examples include firecrackers, fireworks, of which no student shall be in possession of or cause the detonation of such devices, and trash can fires if they are contributing factors to a damaging fire. This violation may be reported to the proper law enforcement agency.

Disposition – Violators will be subject to the following disciplinary actions: Principal’s discretion up to ten day suspension; this offense carries the possible recommendation for long-term suspension or expulsion. Restitution must be made prior to re-entry.

**Battery (Code #3)** - No student shall commit the offense of battery, which is defined as actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. Battery includes when an individual physically attacks or ‘beats up on’ another individual. This includes an attack with a weapon, an attack that causes serious bodily harm to the victim, or the actual placement or mailing of a bomb, regardless of whether the bomb explodes. This offense occurs only when the attack is very serious, serious enough to warrant calling the police or bringing in security and where the intent is to do bodily harm to someone. This violation shall be reported to the proper law enforcement agency.

Disposition – Principal’s discretion up to ten day suspension; this offense carries the possible recommendation for long-term suspension or expulsion.

**Arrest (Code #3)** - No student shall commit the offense of assault. A student commits the offense of assault when he or she either attempts to commit a violent injury to the person of another or commits an act which places another in reasonable apprehension of immediately receiving a violent injury. This violation may be reported to the proper law enforcement agency. Violators who commit this offense against a school employee or official may be subject to long-term suspension or expulsion.

Disposition – Violators will be subject to the following disciplinary actions: Principal’s discretion up to ten day suspension; this offense carries the possible recommendation for long-term suspension or expulsion.

**Breaking and Entering/Burglary (Code #4)** - No student shall commit the offense of burglary, which is defined as unlawful entry into a building or other structure with the intent to commit a crime. This applies to school buildings or activities related to a school function. This violation shall be reported to the proper law enforcement agency.
enforcement agency.

Disposition – Violators shall be subject to the following disciplinary actions: Principal’s discretion up to ten day suspension; this offense carries the possible recommendation for long- term suspension or expulsion.

**Bullying (Code #29)** - No student shall commit the offense of bullying. The term “bullying” means an act that is:
- Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- Any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - 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;
  - Has the effect of substantially interfering with a student’s education.
  - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur 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 district. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students’ or school personnel’s person or property or has a high likelihood of succeeding in that purpose. For purposes of this Code Section, electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Disposition – Violators shall be subject to the following disciplinary actions:
- First Offense – Principal’s discretion up to three day suspension
- Second Offense – Principal’s discretion up to five day suspension
- Third Offense – Recommendation for long-term suspension or expulsion

*Based on the severity of the bullying, a principal may refer any such incident to the Hearing Officer with the recommendation of long-term suspension or expulsion.

**Computer Trespass or Misuse (Code #5)** – No student shall commit the offense of computer trespass, which is defined as the unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s), or data. No student shall disclose a number, code, password, or other means of access to school computers or the school district computer network without proper authorization. This violation may be reported to the proper law enforcement agency. Restitution for damages must be made prior to re-entry. Use of a school computer for anything other than instructional purposes is not permitted. In order to fully utilize the CCSD computer network, all students and parents/guardians are to sign the Network Responsibility Agreement for Students of the Columbia County School District, Policy/Procedure IFBGA. Please see Policy/Procedure IFBGA printed elsewhere in this code of conduct.

Disposition – Violators shall be subject to the following disciplinary actions: Principal’s discretion up to ten day suspension; this offense carries the possible recommendation for long-term suspension or expulsion.

**Destruction of Property (Code #20)** – No student shall commit the offense of destruction of property. A student commits the offense of destruction of property when he or she intentionally damages any property of or maliciously interferes with the possession or use of the property of another person without consent of that person. This violation may be reported to the proper law enforcement agency. Restitution must be made prior to re-entry.

Disposition – Violators shall be subject to the following disciplinary actions: Principal’s discretion up to ten day suspension; this offense carries the possible recommendation for long-term suspension or expulsion.

**Disorderly Conduct (Code #8)** – No student shall commit the offense of disorderly conduct, which is defined as creating or contributing to a moderate or severe disturbance that substantially disrupts the normal operation of the school environment and/or poses a threat to the health, safety, and welfare of students, staff, or others. A student commits the offense of disorderly conduct when he or she commits any of the following:
- Acts in a violent or tumultuous manner toward another person whereby such person is placed in reasonable fear of the safety or such person’s life, limb, or health;
- Acts in a violent or tumultuous manner toward another person whereby the property of such person is placed in danger of being damaged or destroyed;
- Without provocation, uses disrespectful or abusive words, which by their very utterance, tend to incite or cause an immediate breach of the peace; or
- Uses obscene and vulgar or profane language in the presence of another person while at school or while attending a school sponsored event whereby causing a substantial disruption in the orderly conduct of the learning environment or school function. A violation resulting in a recommendation for long-term suspension or expulsion shall be reported to the proper law enforcement agency.

Disposition – Violators shall be subject to the following disciplinary actions: Principal’s discretion up to ten day suspension; this offense carries the possible recommendation for long-term suspension or expulsion.

**Dress Code for Students (Code #31)** – Columbia County School District students are expected to dress and be groomed in a way that is conducive to learning, does not distract the attention of other students in the classroom, cause disruption or interference with the operation of the school, or violate health and safety standards of the school. No clothing should be worn which is excessive or extreme in appearance, displays messages that are profane,
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Students shall abide by the following guidelines at all times unless otherwise approved by the principal:

Clothes and shoes that show good taste, avoiding extreme designs and styles which may pose a safety problem, are expected. Headaddresses, hats, sweatbands and scarves, which are meant to be worn outside, are not to be worn inside the school building. Undergarments are not to be exposed.

**Shirts and Blouses** – Unacceptable attire includes clothing that exposes the torso such as see-through garments, halters, spaghetti straps, backless dresses, tube tops, tank tops or muscle shirts, bare midriff outfits, or shirts or blouses that are tied at or may rise above the waist.

**Skirts, Shorts and Dresses** – Skirts, shorts, and dresses should be appropriate in length. As a general rule, appropriate length would be at fingertips, provided this measurement is mid-thigh or below. This includes dress and skirt slits or openings. Skirts, Shorts, and Pants – Skirts, shorts, and pants must be fitted at the waist and not be torn, tattered, ripped, or with holes above the appropriate length as defined above. Unacceptable shorts include, but are not limited to, spandex-style ‘bicycle’ shorts, cut-off jeans, cut-off sweat pants, short-shorts, running shorts, and see-through boxer-type shorts. Leggings, “jeggings”, or any other tight fitting pants may only be worn with a top or dress of appropriate length.

**Belts and Straps** – Belts, if worn, must be secured at the waist and buckled. All straps should be fastened, and sashes must be tied.

**Hats, Hoodies, and Head Covers** – No hats, hoodies, or head covers may be worn in the school building, unless worn for religious reasons.

**Bandannas** – No bandannas of any type will be allowed. Fraternity and sorority insignias on clothing are forbidden.

Sunshades and/or dark glasses will not be worn inside the school building unless prescribed by a physician or another person who is professionally qualified to make such recommendations. Students shall not wear clothing, (shirts, caps, etc.), that will in any way promote or advertise the use of narcotics, alcoholic beverages, tobacco or stimulant drugs which are illegal for any such student to use. Suggestive, vulgar, or obscene pictures and/or language on clothing or body are forbidden.

**Cheerleading uniforms** – During school hours, cheerleading uniforms can be worn only during pep rallies. Cheerleaders must comply with the dress code all other periods of the school day. Extreme and/or out-of-season dress may be questioned by school administration.

**Drugs (except Alcohol and Tobacco) [Code #7]** – The term “drug” includes all controlled substances, over-the-counter medications, prescription medications, marijuana and marijuana-like herbs or substances, inhalants, ingestible items, pills, tablets, and items designed to look like drugs. Except when permission is granted by school officials, no student shall possess, have under his or her control, or be under the influence of any drug or controlled substance while on school property or at any school function. All medication to be administered by a school employee will be given only if the parent/guardian has completed and turned in to the school office an Authorization to Give Medications at School Form.

- **First Offense** – Warning (which may include a possible change of clothing, and an opportunity for the student to remove body piercings as directed by the school administration)
- **Second Offense** – Detention
- **Third Offense** – Detention
- **Fourth Offense** – Principal’s Discretion up to ten day suspension

**Disposition** – Violators will be subject to the following disciplinary actions:

- **A.** Any medication prescribed to a student or purchased over-the-counter and brought to school by the student must be in its original container and checked into the office immediately upon arrival. Violators will be subject to the following disciplinary actions:
  - First Offense — Suspension for five days
  - Second Offense — Recommendation for long-term suspension

- **B.** While on school property or at any school function, no student should participate in the unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug, prescription drug, over-the-counter drug, narcotic substance, marijuana, THC oil, or any substance represented as a drug, or equipment or devices used for preparing or using drugs or narcotics. Students under the influence of, or involved with drugs, though not in actual physical possession, shall also be in violation.

Disposition: This violation shall be reported to the proper law enforcement agency. Violators will be subject to the following disciplinary actions: Violators will be subject to recommendation for long-term suspension or expulsion. Individuals selling or distributing drugs or substances held out to be drugs on school campus or at school functions shall be subject to expulsion and may not be afforded the option of attending the Columbia County Alternative School.

**Electronic Devices (Code #34)** – No student shall possess or use electronic devices not expressly outlined in the Bring Your Own Technology (BYOT) Student/Parent/Guardian Agreement found elsewhere in this Code of Conduct.

**Fighting (Code #8)** – No student shall commit the offense of fighting in school. This does not include verbal confrontations, tussles, or other minor confrontations. This violation may be reported to the proper law enforcement agency. Violators who commit this offense against a school employee or official may be subject to recommendation for long-term suspension or expulsion.

Disposition – Violators will be subject to the following disciplinary actions:

- **First Offense** – Principal’s discretion up to ten day suspension; this offense carries the possible recommendation for long-term suspension or expulsion.
- **Second Offense** – Recommendation for long-term suspension or expulsion.

**Gang Activity (Code #35)** – No student shall engage in or attempt to engage in gang activity. No student shall wear or display gang affiliated clothing or signs while on school property or at any school activity, whether or not such a person is a member of the gang. Heavy chains, spikes, etc. are not acceptable. This violation may be reported to the proper law enforcement agency.

Disposition – Violators will be subject to the following disciplinary actions:
plinary actions: Principal’s discretion up to ten day suspension; this offense carries the possible recommendation for long–term suspension or expulsion.

**Homicide (Code #9)** – No student shall commit the offense of homicide which is defined as murder and non–negligent manslaughter, killing of one human being by another, or killing a person through negligence. This violation shall be reported to the proper law enforcement agency.

Disposition – Violators will be subject to the following disciplinary actions: subject to recommendation for expulsion.

**Kidnapping (Code #10)** – No student shall commit the offense of kidnapping which is defined as the unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her parents or legal guardian. This violation shall be reported to the proper law enforcement agency.

Disposition – Violators will be subject to the following disciplinary actions: Violators will be subject to recommendation for expulsion.

**Larceny/Theft (Code #11)** – No student shall commit the offense of larceny/theft which is defined as the unlawful taking, carrying, leading, or riding away of property of another person without threat, violence, or bodily harm. Included are pocket–picking, purse or backpack–snatching if left unattended, theft from a building, theft from a motor vehicle, theft from a coin–operated machine, and all other types of larcenies. The charge of Larceny/Theft should occur only when theft is serious enough to warrant calling the police or bringing in security and may require restitution for violator’s re–entry to school. Students taking pencils or paper from each other are not examples of Larceny/Theft.

Disposition – Violators will be subject to the following disciplinary actions: Principal’s discretion up to ten day suspension; this offense carries the possible recommendation for long–term suspension or expulsion.

- **Property Loss/Damage (Code #11)** – No student shall be in possession of property of another without his/her permission and with intent not to restore said property to the rightful owner. This violation may be reported to the proper law enforcement agency and may require restitution for violator’s re–entry.

Disposition – Violators will be subject to the following disciplinary actions: Principal’s discretion up to ten day suspension; this offense carries the possible recommendation for long–term suspension or expulsion.

- **Receiving Stolen Property (Code #11)** – No student shall commit the offense of receiving stolen property. A student commits the offense of receiving stolen property when he or she receives, disposes of, or retains stolen property which he or she knows or should know is stolen unless the property is received, disposed of, or retained with intent to restore it to the owner. This violation may be reported to the proper law enforcement agency.

Disposition – Violators will be subject to the following disciplinary actions: Principal’s discretion up to ten day suspension; this offense carries the possible recommendation for long–term suspension or expulsion.

**Motor Vehicle Theft (Code #12)** – No student shall commit the offense of motor vehicle theft which is defined as theft or attempted theft of a motor vehicle, to include car, truck, motorcycle, dune buggy, RV, or anything that is self–propelled. This violation shall be reported to the proper law enforcement agency.

Disposition – Violators will be subject to the following disciplinary actions: Violators will be subject to recommendation for long–term suspension or expulsion.

**Other (Code #24)** – Discipline incident for which a student receives administrative action, detention, suspended from riding the bus, or removed from class at the teacher’s request. To include:

- **Bus Misconduct (Code #24)** – No student shall commit the offense of bus misconduct which is defined as unruly behavior on a school bus and/or at a school bus stop. If the student is found in violation of this offense, a conference may be convened with the parent/guardian of the student and appropriate school officials to outline possible solutions such as assigned seating on the school bus, ongoing parent involvement, and progressive age appropriate discipline for student misconduct, including possible suspension from riding the school bus. Bus misconduct violations may be applicable under other codes found elsewhere in this Code of Conduct.

Disposition – Violators shall be subject to the following disciplinary actions: Principal’s discretion up to ten day suspension.

- **Gambling (Code #24)** – No student shall commit the offense of gambling. A student commits the offense of gambling when he or she makes a bet upon the partial or final result of any game or contest or upon the performance of any participant in such game or contest; or plays and bets for money or other things of value at any game played with cards, dice, or balls.

Disposition – Violators will be subject to the following disciplinary actions:

- First Offense – Principal’s discretion up to two day suspension
- Second Offense – Principal’s discretion up to four days suspension
- Third Offense – Principal’s discretion up to six days suspension
- Fourth Offense – Principal’s discretion up to recommendation for long–term suspension

- **Public Display of Affection (PDA) [Code #24]** – No student shall commit the offense of Public Display of Affection. PDA is not acceptable behavior at school or school related activities. PDA is defined as kissing, hugging, or physical touching of another person. Physically touching of another person will be handled at the discretion of the school administration. This violation may be reported to the proper law enforcement agency. Disposition – Violators will be subject to the following disciplinary actions:

- First Offense – Principal’s discretion up to one day suspension
- Second Offense – Principal’s discretion up to three days suspension
- Third Offense – Principal’s discretion up to possible long–term suspension

- **Sororities and Fraternities (Code#24)** – Fraternities, sororities, and other secret organizations are strictly forbidden. Activities, invitations or fund–raising of these organizations is prohibited.

Disposition – Violators shall be subject to the following disciplinary actions: Principal’s discretion up to ten day sus-
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Violations of Georgia Law (Code #24) – Any student who violates any provision of Georgia’s criminal law or a Columbia County municipal ordinance while the student is on campus, on school property, on school buses or other school vehicles, at school sponsored events, or off of school property provided that the actions cause a substantial disruption of the educational environment, may be subject to disciplinary action. Please be advised that the Columbia County School District and local law enforcement agencies operate cooperatively under a Memorandum of Understanding. Violations of the law reported to the Columbia County Sheriff’s Office, Grovetown Police Department and/or the Harlem Police Department, which occurred or are occurring within the jurisdiction of any Columbia County school campus shall be handled by the appropriate law enforcement agency. The decision to bring criminal charges will rest solely with the appropriate law enforcement agency and any illegal contraband or any illegal substance taken into possession will remain in the custody of the appropriate law enforcement agency. The Columbia County Board of Education Department of School Safety officers will not house or retain evidence gathered in the course of any investigation. This violation shall be reported to the proper law enforcement agency.

Disposition – This violation carries the possible recommendation for long-term suspension or expulsion.

Party to Violations of the Code of Conduct (Refer to Actual Offense Code)

Every student concerned in the commission of a code of conduct violation is a party to the violation and may be subject to the same discipline as any other party involved in the code of conduct violation. A student is considered in the commission of a code of conduct violation if he or she:

• Directly commits a code of conduct violation;
• Causes some other person to commit a code of conduct violation;
• Helps in the commission of a code of conduct violation;
• Advises, encourages, hires, counsels, or procures or acts in concert with another to commit a code of conduct violation.

Repeated Offenses (Code #36)

A student who has a series of conduct violations occurring within a single academic year may be subject to discipline for accumulated repeated offenses. Students who are charged with an accumulation of repeated offenses may be subject to recommendation for long-term suspension or expulsion upon a showing from school officials that they have utilized multiple, proactive, less severe options for previous offenses, such as Student Achievement Pyramid of Interventions tiers, student and parent conferences, on-going counseling, behavior management plans, last chance letters, in-school suspension, out-of-school suspension, etc.

Disposition – Violators will be subject to the following disciplinary actions: Principal’s discretion up to ten day suspension; this offense carries the possible recommendation for long-term suspension or expulsion.

Robbery (Code #13) – No student shall commit the offense of robbery which is defined as the taking, or attempting to take, anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. An essential difference between robbery and larceny is that a threat or battery is involved in a robbery. Examples include extortion of lunch money. Violations shall be reported to the proper law enforcement agency.

Disposition – Violators will be subject to the following disciplinary actions: Principal’s discretion up to ten day suspension; this violation carries the possible recommendation for long-term suspension or expulsion.

Sexual Battery (Code #14) – No student shall commit the offense of sexual battery. This includes rape, fondling which includes touching of private body parts of another person either through human contact or using an object, indecent liberties, child molestations, sodomy. This offense shall be reported to the proper law enforcement agency.

Disposition – Violators will be subject to the following disciplinary actions: Violators will be subject to recommendation for long-term suspension or expulsion.

Sexual Harassment (Code #15) – No student shall commit the offense of sexual harassment, which is defined as deliberate, repeated, and unsolicited physical actions, gestures, or verbal or written comments of a sexual nature, when such conduct has the purpose or effect of interfering with a student’s academic performance or creating an intimidating, hostile, or offensive learning environment. The more severe the conduct, the less the need to show a repetitive series of incidents; this is particularly true if the harassment is physical. Examples include behaviors such as leering, pinching, grabbing, suggestive comments, suggestive jokes, or pressure to engage in sexual activity. Students who feel they have been the victim of sexual harassment should report it immediately to school authorities. This violation may be reported to the proper law enforcement agency.

Disposition – Violators will be subject to the following disciplinary actions: Principal’s discretion up to ten day suspension; this offense carries the possible recommendation for long-term suspension or expulsion.

Sexual Offenses Code (Code #16) – No student shall commit a sexual offense while at school or a school related function. A sexual offense is defined as sexual intercourse, sexual contact, or other unlawful behavior or contact intended to result in sexual gratification with or without force or threat of force and where the victim is capable of giving consent. This includes indecent exposure and obscenity. Examples may include entering or downloading pornographic content onto school computers, excessive public displays of affection (PDA), public groping, inappropriate bodily contact, sexting, possession of pornographic materials, and simulated sex acts. This violation shall be reported to the proper law enforcement agency.

Disposition – Violators will be subject to the following disciplinary actions: Principal’s discretion up to ten day suspension; this offense carries the possible recommendation for long-term suspension or expulsion.

Public Indecency (Code #16) – No student shall commit the offense of public indecency. A student commits the offense of public indecency when he or she performs any of the following acts in a public place: a lewd act of a sexual nature, a lewd appearance in a state of partial or complete nudity, or a lewd caress or indecent touching of the body of another person. This violation shall be reported to the proper law enforcement agency.

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Discretion – Violators will be subject to the following disciplinary actions: Principal’s discretion up to ten day suspension; this offense carries the possible recommendation for long-term suspension or expulsion.

**Student Incivility (Code #33)** - Discipline incident in which the student receives administrative action, detention, suspended from riding the bus, or removed from class at the teacher’s request.

Examples include:

- **Defiance/Willful Refusal (Code #33)** – No student shall commit the offense of defiance/Willful refusal. A student commits this offense when he or she willfully refuses to immediately follow school staff directives. Based upon the severity of the defiance/Willful refusal, a principal may refer a defiant/Willful refusal incident to the hearing officer with a recommendation for long-term suspension or expulsion.

  **Disposition** - Violators shall be subject to the following disciplinary actions:
  - First offense – Principal’s discretion up to two days suspension
  - Second offense – Principal’s discretion up to four days suspension
  - Third offense – Principal’s discretion up to six days suspension
  - Fourth offense – Principal’s discretion up to recommendation for long-term suspension or expulsion

- **Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student (Code #33)** – No student shall commit such an offense.

  **Disposition** – Violators will be subject to the following disciplinary actions: Principal’s discretion up to ten day suspension; this offense carries the possible recommendation for long-term suspension or expulsion.

- **School Disruptions (Code #33)** – No student shall engage in any activity that disrupts any school activities. Violators shall be disciplined at the discretion of the principal.

- **School Pranks (Code #33)** – No student shall commit the offense of school pranks. A student commits the offense of pranks when he or she disrupts the school or defaces school property. If damages occur, the offense will be treated as an act of vandalism. Restitution must be made prior to re-entry. This violation may be reported to the proper law enforcement agency. Violators will be subject to the following disciplinary actions: Principal’s discretion up to ten day suspension; this offense carries the possible recommendation for long-term suspension or expulsion.

**Threat/Intimidation (Code #17)** - No student shall commit the offense of threat/intimidation, which is defined as unlawfully placing another person in fear of bodily harm through verbal or physical threats, without displaying a weapon or subjecting the person to actual physical attack. This violation may be reported to the proper law enforcement agency. Violators will be subject to the following disciplinary actions:

  - First offense – Principal’s discretion up to two days suspension
  - Second offense – Principal’s discretion up to five days suspension
  - Third offense – Recommendation for long-term suspension or expulsion

- **Terroristic Threats (Code #17)** - No student shall make or cause to be made a terroristic threat. A person commits the offense of a terroristic threat when he or she threatens to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, place of assembly, or facility of public transportation or otherwise causing serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience. This offense may be reported to the proper law enforcement agency.

  **Violation** – Violators will be subject to the following disciplinary actions:
  - First offense – Principal’s discretion up to four days suspension
  - Second offense – Principal’s discretion up to six days suspension
  - Third offense – Recommendation for long-term suspension or expulsion.

**FAKE THREATS, REAL CONSEQUENCES**

Threats to our schools and students are not harmless, and they are not funny. Dozens of investigations of threats have led to charges being brought against students, and dozens more threats were investigated this past year.

Threats cause anxiety for students, staff and parents, increase absentee rates and disrupt the important work of teaching and learning. For our law enforcement and first responders, resources are tied up investigating these often fake threats, rather than credible crimes.

The Columbia County School District, in partnership with all local law enforcement, is committed to investigating every reported threat. We will follow the evidence to whoever posts it or writes it. Making a threat is a felony that can send students to prison, impact their ability to go to the college of their choice, earn scholarships and gain future employment.

Parents, we urge you to discuss this matter with your children. In light of the senseless loss of lives in recent school shootings nationally, it is inappropriate and unacceptable to make any kind of threat. We continue to encourage students, parents and staff to immediately report any information that could impact the safety of others. With your help, we can continue to provide the best education possible in a positive, safe, clean environment.

**Tobacco/Electronic Cigarettes/Vaping Devices (Code #18)** - No student shall possess, use, sell, distribute tobacco products on school grounds, at school sponsored events, or on transportation to or from school. This includes electronic cigarettes and any vaping device. Should a student discover tobacco, electronic cigarette, or vaping device related products or paraphernalia, on his/her person upon arrival at school, he/she should take the items directly to the principal’s office. Depending upon the circumstances, charges may not be filed. Violator will be subject to the following disciplinary actions:

  - First offense – Principal’s discretion up to two days suspension
  - Second offense – Principal’s discretion up to four days suspension
  - Third offense – Principal’s discretion up to ten days suspension
What is Vaping?

- Vaping and all vaping paraphernalia, like tobacco products, are strictly forbidden on any Columbia County School District campus or facility.
- Vaping is the act of inhaling and exhaling aerosol, or vapor, produced by an e-cigarette. Vaping has grown in popularity since being introduced in 2007.
- According to the U.S. Food and Drug Administration, among middle and high school students in the U.S., 3.62 million were current users of e-cigarettes in 2018.
- E-cigarette use, from 2017 to 2018, increased 78% among high school students (11.7% to 20.8%) and 48% among middle school students (3.3% to 4.9%) from 2017 to 2018.
- According to a 2013–2014 survey, 81% of current youth e-cigarette users cited the availability of appealing flavors as the primary reason for use.

Why is Vaping Harmful?

- In addition to the numerous health risks associated with vaping, other physical hazards exist with vape pens. Vape pens are at high risk of overheating and exploding, due to the batteries within them. In cases in which vape pens are susceptible to catching fire, users can suffer from third-degree burns or worse. And the ingredients within vape pens can not always be accounted for. In cases such as a teen using a vape pen, users may be unaware of the potential harms or materials in which they are inhaling.

Trespassing (Code #19)

No student shall commit the offense of trespassing, which is defined as entering or remaining on a public school campus or school district facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion, and unauthorized persons who enter or remain on a campus after being directed to leave by the chief administrator or designee. This violation may be reported to the proper law enforcement agency. Violators will be subject to the following disciplinary actions:

- First Offense - Principal’s discretion up to three days suspension
- Second Offense - Principal’s discretion up to five days suspension
- Third Offense - Recommendation for long-term suspension or expulsion

Truancy (Code #30)

No student shall commit the offense of truancy. A student commits the offense of truancy when he or she accumulates ten or more unexcused absences during the school calendar year. Students will follow the Student Attendance Protocol of Policy JBD – Absences and Excuses, provided elsewhere in this code of conduct.

- Closed Campus “Skipping” (Code #30) – Columbia County high schools are closed campuses. Only students who have finished their classes for the day, participate in internships, are enrolled in off-site classes, or have signed out for an excused absence may leave school early. No fast food or florist deliveries will be accepted for students. Students are considered “skipping” when he or she misses school/class, leaves campus, or leaves school-sponsored activities where attendance is monitored by administrative officials without an excused absence. Violators will be subject to the following disciplinary actions: Principal’s discretion up to ten day suspension; this offense carries the possible recommendation for long-term suspension.

Vandalism (Code #20)

- No student shall commit the offense of vandalism, which is defined as the willful and/or malicious destruction, damage, or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it. Restitution must be made prior to re-entry. This offense may be reported to the proper law enforcement agency.

Weapons Possession (Refer Below)

- No student shall carry or possess or have under his or her control while at a school building, school function, on school property or on a bus or other transportation furnished by the school any weapon or explosive compound. This violation shall be reported to the proper law enforcement agency. Excluded are any instruments used for classroom work authorized by the teacher or school administrator.

- **Weapons Possession** – Handgun (Code #25) – possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. **NOTE:** This definition does not apply to items such as toy guns, cap guns, bb guns, and pellet guns.

- **Weapons Possession** – Rifle/Shotgun (Code #26) – The term “rifle” means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term “shotgun” means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger.

- Other Firearms (Code #28) – Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destruct-
tive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks).

Weapons / Hazardous Objects Possession (Refer Below)

No student shall carry or possess or have under his or her control while at a school building, school function, on school property or on a bus or other transportation furnished by the school any hazardous object or explosive compound. This violation shall be reported to the proper law enforcement agency. Excluded are any instruments used for classroom work authorized by the teacher or school administrator.

- **Hazardous Objects – Knife (Code #22)** – possession, use, or intention to use any type of knife, including a pocket or penknife, to inflict harm on another person, or to intimidate any person.

- **Hazardous Objects – Other (Code #23)** – possession, use, or intention to use any instrument or object to inflict harm on another person, or to intimidate any person. Included in this are chains, pipes, razor blades, ice picks, dirks, nunchakus, brass knuckles, Chinese stars, billy clubs, tear gas guns, pepper spray, toy guns, cap guns, bb guns, pellet guns, electrical weapons or devices, explosives, or propellants. Firecrackers and other fireworks are also included if fire is not involved. Disposition – Violators will be subject to the following disciplinary actions: Violator is to be suspended immediately and removed from school. This offense carries the recommendation for long-term suspension, expulsion, or removal from school for one calendar year.

**DEFINITIONS OF DISCIPLINARY ACTIONS**

Prior to assignment of suspensions from school, the school administration must inform a student of the specific acts of misconduct the student is accused of committing and afford a reasonable opportunity to defend against these charges. The parent or guardian of the student will be notified of the suspension in writing, stating the offense and reasons for the suspension. Suspension, when deemed necessary, will begin no later than the day following an act subject to suspension, providing due process rights can be afforded within this time. Students suspended from other school districts will not be eligible for enrollment during the time of suspension.

Offenses, which are punishable by short-term suspension of less than ten days, will be disposed of preferably through In-School Suspension whenever possible. Absences due to short-term suspension or pending a disciplinary hearing or tribunal are excused and make up of class work shall not be afforded; however, an opportunity to make up major exams and special projects shall be afforded, provided the suspension is imposed by the school and is not the choice of the student.

Students that are assigned in-school suspension, out-of-school suspension, long-term suspension or expulsion from school may not attend or participate in any school functions and may not be on the home school campus without the principal’s permission. Students assigned to the alternative school, in-school suspension, out-of-school suspension, or expulsion for disciplinary reasons, lose their eligibility to participate in extra-curricular activities. An assigned disciplinary suspension is considered to have ended when the student returns to the regular class setting the following school day.

- **Short-Term Suspension** – The suspension of a student from a public school for not more than ten school days.

- **Long-Term Suspension** – The suspension of a student from a public school for more than ten school days but not beyond the current school semester. Students who are long-term suspended with the option to attend the Columbia County Alternative School may be required to attend the alternative school beyond the current semester as indicated by the Hearing Officer.

- **Expulsion** – The expulsion of a student from a public school beyond the current school semester or year. A student who has been expelled without the option of attending the Columbia County Alternative School may be required to appear before the Hearing Officer for reentry into the school district.

**Alternatives to Out-of-School Suspension**

- **In-school suspension**: As an alternative to out-of-school suspension, in-school suspension may be assigned. In-School Suspension removes the student from the regular classroom. The student will work on assignments from his regular class. The maximum number of days a student may be assigned to In-School Suspension is ten days per semester unless otherwise allowed by the Assistant Superintendent of Student Support.

- **Columbia County Board of Education Alternative School**: An alternative school enrollment that may be available to students who have been suspended for more than ten days or students returning from the criminal justice system. Students may not attend or participate in any school function and may not be on the home school campus, except to ride the school bus, without the principal’s permission.

Suspension, when deemed necessary, will begin no later than the day following an act subject to suspension, providing due process rights can be afforded within this time.

Students suspended from other school districts will not be eligible for enrollment during the time of suspension.

Offenses, which are punishable by short-term suspension of less than ten days, will be disposed of preferably through In-School Suspension whenever possible. Absences due to short-term suspension or pending a disciplinary hearing or tribunal are excused and make up of class work shall not be afforded; however, an opportunity to make up major exams and special projects shall be afforded, provided the suspension is imposed by the school and is not the choice of the student.

Students that are assigned in-school suspension, out-of-school suspension, long-term suspension or expulsion from school may not attend or participate in any school functions and may not be on the home school campus without the principal’s permission. Students assigned to the alternative school, in-school suspension, out-of-school suspension, or expulsion for disciplinary reasons, lose their eligibility to participate in extra-curricular.
activities. An assigned disciplinary suspension is considered to have ended when the student returns to the regular class setting the following school day.

**DISCIPLINARY HEARING PROCESS**

The hearing officer is appointed by the Columbia County Board of Education. The hearing officer serves as the direct representative of the Columbia County Board of Education in determining student discipline cases involving recommendations for out-of-school suspensions of more than ten days. Decisions of the hearing officer carry the full weight of the authority of the Columbia County Board of Education. The hearing officer has been established in accordance with the Official Code of Georgia Annotated §20-2-750 and by policies and regulations of the Columbia County Board of Education.

**Appeals**

The principal has the authority to suspend a student out of school for a period not to exceed ten cumulative days. Any out-of-school suspension, in-school suspension, or detention is not subject to appeal beyond the school level.

This code of conduct is based on the expectation that parents, guardians, teachers, students, and school administrators work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. The development of this student code of conduct is age appropriate, clearly defines the standards of expected behavior, provides for a process of progressive discipline, has in place a student support process, and provides a process for parental input when developing/updating the code of conduct.

**COLUMBIA COUNTY SCHOOLS ARE ANTI-BULLYING ZONES!**

The Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying of a student by another student, as defined in Georgia law, is strictly prohibited. See policy JCDAG and the Student Conduct Behavior Code.

Such prohibition shall be included in the Student Code of Conduct for all schools within the school district.

Bullying means an act that is:

- Any willful attempt or threat to inflict injury on another person, accompanied by an apparent present ability to do so
- Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- Any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

  1. 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;
  2. Has the effect of substantially interfering with a student’s education;
  3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  4. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur 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 district. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students’ or school personnel’s person or property or has a high likelihood of succeeding in that purpose. For purposes of this Code Section, electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

**Reporting** - Students, parents, and teachers guardians, or other persons who have control or charge of a student, either anonymously or in person, are encouraged to report or otherwise provide information on bullying activity to the school principal or designee.

Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying should immediately report it to the school principal.

Any report of bullying will be appropriately investigated by the administration in a timely manner based on the nature of the complaint to determine whether bullying has occurred; whether there are other procedures related to illegal harassment or discrimination that should be implemented; and what other steps should be taken.

**Discipline** - Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. Such consequences shall include, at a minimum and without limitation, disciplinary action or counseling, as appropriate under the circumstances. However, upon a finding by the disciplinary hearing officer or tribunal that a student in grades 6–12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school. Nothing herein shall prohibit the disciplinary hearing officer or tribunal from assigning the student to the Columbia County Alternative School before a third offense of bullying should the circumstances warrant. The administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

**Notification of Bullying Offense** - Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.
General Notification of Bullying Prohibition – Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting such information at school and by way of the inclusion of such information in the Student Code of Conduct.

Retaliation Prohibited – Under O.C.G.A. § 20-2-751.4, retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry is prohibited. Any report of retaliation for reporting bullying will be investigated and addressed as called for in this policy and in accordance with school district procedures.

False Reporting – Any student who knowingly files a false report of bullying, harassment, or intimidation shall be punished under existing disciplinary provisions.

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

In determining when and how to implement this policy and any procedures related to it, educators exercise their professional judgment and discretion. Therefore, the policy is not to be construed as imposing ministerial duties on individual employees. Further, it is not intended to interfere with the duties of law enforcement.

PARENT INFORMATION REGARDING SAFE SCHOOLS

The school district is committed to providing a safe environment for students, staff, and visitors. It works closely with national, state, and local safety personnel — police, fire, emergency medical services, emergency management agencies, and public health — to ensure our schools are well prepared for an emergency. School Safety Officers, or SSOs, are police officers employed by the school district. One officer is assigned to each of our 32 Columbia County schools. In addition to monitoring school campuses, these officers focus on educating students and staff on safety issues and working with school administrators on school safety plans. In addition, CCSD updates its district and school emergency operations plans annually. These plans, which are approved by Columbia County Emergency Management Agency (EMA), are the guides to help staff and our public–safety partners respond swiftly should a crisis occur in our schools. Every school conducts a variety of emergency drills throughout the school year so that students and staff are aware of the most effective and safe emergency responses.

Everyone has a Role

Ensuring school safety is everyone’s responsibility — staff, students, parents, and the entire community. Please report any safety concerns you may have to your school principal. In addition, ask your local school about its safety plan. One important role you can play in keeping schools safe is to tell someone about illegal behavior or concerns you may have. The Columbia County School District operates an anonymous Tip HotLine. Call (706) 541-3600 to make a report. You do not have to give your name when providing information via this confidential tip line.

SCHOOL IDENTIFICATION BADGES

Middle and high school students are expected to wear their ID badges each day, no exceptions. All Columbia County School District staff, certified and non–certified, grades Prek – 12, are also required to wear their ID badges each day. Student and staff identification badges help us to enhance school security through proper identification.

Badges help foster personal connections within school communities and allow students and staff to learn and call each other by name even if they may not have class together. Additionally, ID badges improve community involvement. Some local businesses provide discounts or incentives for presenting ID badges. And it helps the public identify our students when volunteering or working in the community or abroad.

One ID Badge per student is issued at the beginning of the school year. To replace a student ID Badge is allowed at a cost of $5 each.

TECHNOLOGY

INTERNET RESPONSIBLE USE:

BOARD POLICY IFBGA

The Board of Education is committed to

a. Preventing users from accessing or transmitting over its computer network inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications;

b. Preventing unauthorized or unlawful online activity;

c. Preventing unauthorized online disclosure, use, or dissemination of personal identification information of minors; and

d. Complying with the Children’s Internet Protection Act.

In making this provision and to the extent practical, it is the responsibility of the Columbia County Board of Education to provide and enforce a policy of Internet safety that includes measures to block or filter for both minors and adults Internet access to certain visual depictions. These include visual depictions that are:

Obscene as defined in O.C.G.A. 16–12–80(b);

Child pornography as defined in 18 U.S.C. SEC. 2256; and

Harmful to minors as defined in O.C.G.A. 16–12–80(b).

Under Federal law, the term “minor” is defined as “an individual who has not attained the age of 17 years” (pursuant to 47 U.S.C. § 254(h)) and “any person under the age of eighteen years” (pursuant to 18 U.S.C. § 2256). For the purposes of this policy and its procedure, however, the term “minor” shall apply to any student properly attending a school within the Columbia County School District. The School District has adopted and implemented Internet safety and responsible use procedures addressing the following:

• Access by minors to inappropriate matter on the Internet and World Wide Web.

• The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

• Age-appropriate instruction for students regarding safe and appropriate online behavior, including acceptable behaviors when interacting with others on social networking sites and in chat rooms; behaviors which may constitute cyber bullying; and proper responses to cyber bullying.

• Unauthorized access, including so-called “hacking,” and other unlawful activities by minors online.

• Unauthorized disclosure, use, and dissemination of personal information regarding minors.

• Measures designed to restrict minors’ access to materials.
Electronic Communication/Social Media

The Columbia County School District recognizes the role that communication and collaboration between employees and students play in the educational process and experience. The district further recognizes that the advancement of electronic communication and social media technology creates greater opportunity for interactions between employees and students. Fundamental guidelines for the protection of both students and employees may be found in Board Procedure IFBGA(3).

Electronic Communications Devices

The purpose of this procedure is to ensure that all uses of the Columbia County School District Technology Network are consistent with the goals and educational philosophy of the Columbia County School District. The use of the Columbia County School District technology network includes computer hardware, software, local and wide area networks, media equipment, and access to the Internet. Due to the complexity of this system and the magnitude of information available through user access, the Columbia County Board of Education believes guidelines regarding appropriate use are warranted.

Appropriate Use of the Columbia County School District Technology Network

User access to the Internet from any school district computer shall comply with the district’s Policy IFBGA—Use of Electronic Communication System. The superintendent reserves the right to designate administrative staff members to monitor all user Internet activity, including e-mail.

The use of the Internet is a privilege. Inappropriate use may result in cancellation of this privilege by the system administrator. Users violating the conditions in the CCBOE’s Policy or Procedure IFBGA shall be subject to revocation of these privileges and potential disciplinary actions including possible legal action. Teachers and staff, while supervising students, are expected to monitor all students’ Internet activities.

Terms and Conditions

User access to the Columbia County School District technology network is provided for educational and communication purposes consistent with the needs and goals of the Columbia County Board of Education. All school district employees are required to sign the Network Responsibility Agreement Form 1B at the time of their new–hire payroll meeting. Signed agreement forms will be stored in the employees’ personnel file maintained at the Department of Human Resources. This form may also be used for student teachers, interns, lab students, etc.

Parents of students must sign and return the Network Responsibility Agreement Form 1A to their child’s school to give or deny permission for limited information about their child to be included on district or school websites and before the student will be given access to the Internet provided by the Columbia County School District.

Inappropriate Use of the Columbia County School District Technology Network includes but is not limited to the following:

- Accessing, sending, creating or posting materials or communications that could be inconsistent with the district’s educational needs and goals;
- Sending verbally abusive, obscene, profane, lewd, vulgar, rude, inflammatory, disrespectful or threatening electronic messages and images;
- Placing unauthorized or unlawful information on the system that could cause damage, danger, or disruption, or engage in personal attacks, including prejudicial, discriminatory, or harassing attacks or knowingly or recklessly posts false or defamatory information about a person or organization. Please be advised that students’ home and personal Internet use can have an impact on the school and on other students. If a student’s personal internet message creates a likelihood of material disruption of the school’s operations, the student may face school discipline and criminal penalties. Our school district takes bullying and harassment by computer very seriously. Students shall not use any Internet or other communication device to intimidate, bully, harass, or embarrass other students or staff. Students who engage in such activity off campus and create a material disruption of school operations shall be subject to penalties for bullying and harassment contained in the Columbia County School District Code of Conduct as well as criminal penalties;
- Vandalizing the system including uploading or creating computer viruses or worms (“hacking”);
- Using the system for financial gain, product advertising, commercial activities, or fundraising that has not been approved by the Board of Education;
- Providing personal information such as phone numbers, addresses, social security numbers, etc. without proper authorization;
- Violating state or federal laws including copyrights, confidentiality, computer fraud or abuse;
- Engaging in non–educational games and monopolizing resource time and materials;
- Using the identity or password other than the user’s own.

Any user becoming aware of inappropriate use of CCS&D’s technology network should report the inappropriate use to his or her immediate supervisor. In the event of a claim that a student has violated this policy or procedure, the school district will provide the student with notice and an opportunity to be heard in the manner set forth in the Columbia County School District Code of Conduct.

District-wide Digital Citizenship Initiative

It has often been stated “there is no substitute for good parenting.” This statement is truer today than ever. Our children live connected lives, at school, at home, and everywhere. The challenge parents face is knowing what their children are doing while they are connected, how late they stay online, who they talk to, and who they chat with. Parents today need to be aware of the risks associated with children being online and take measures to educate and safeguard their children.
The National Center for Missing and Exploited Children (NC-MEC) has developed an interactive, online resource for parents and children to learn how to be safe online. This program, called “Netsmartsforkids.org” offers age-appropriate games and activities that confront children with real life scenarios such as cyberbullying, scams, inappropriate content, and a plethora of other challenges.

In addition to computers, smart phones have the ability to install very secure texting apps.

According to www.teenshield.com, teens conduct most of their online activities through apps that have been downloaded to their phones. Some of these include “Whatsapp/KIK/Line”, “Tinder or OKCupid”, “SnapChat”, and “Omegle”. Be proactive and aware of what apps are being installed on your child’s phone.

The Columbia County School District considers safety a No. 1 priority for both students and staff. To encourage appropriate and responsible digital citizenship, students will have access to a new year-round digital citizenship curriculum designed by our hard-working media specialists, in each school, beginning Fall 2020. It will focus on teaching students about internet safety, cyber security, password security and digital citizenship literacy, to include information on what encryption means, hackers vs. ethical hackers, etc. Each school has a list of resources to guide our students safely through their studies and work in our Future Ready digital classrooms.

While technology has its place in our lives, nothing works better than a conversation surrounding the safety of our students, staff and community.

Learn more about our district’s Digital Citizenship Literacy and find helpful resources for parents and students at ccboe.tech.

Some tips and resources for parents to keep children safe online:

- If a phone or other device does not connect to the internet, the apps won’t work.
- Verizon Wireless and many other cellphone service providers have services that give parents control over their children’s phone. None of these blocks prevent your child from initiating a 911 call.
- Set up your home wifi network to disable wireless to phones at a certain time of evening.
- Scan the QR code for direct links to these resources and more or visit www.ccboe.net/parentpages/.

**Responsible Use of Electronic Media for Students**

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. Therefore, we have decided to implement Bring Your Own Technology (BYOT) at our schools. In this initiative, students are encouraged to bring their own technology devices to school to assist their learning experiences. This document is a contract which we will adhere to as we establish this new program within our school. Please note that students who cannot bring in outside technology will be able to access and utilize the school’s equipment. No student will be left out of our instruction.

**Definition of “Technology”**

For purposes of BYOT, “Technology” means wireless electronic equipment that includes, but is not limited to, existing mobile communication systems and smart technologies, portable internet devices, handheld entertainment systems, or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording, and information transmitting/receiving/storing, etc.

**Internet**

Once made available, only the Internet gateway provided by the school may be accessed by students while on campus, and personal Internet connective devices such as, but not limited to, cell phones / cell network adapters will not be permitted to be used to access outside Internet sources. However, because access to the school district network is not yet available, personal digital plans may be used by students at the express permission of their parents, but only under the supervision and permission of school officials.

**Security and Damages**

The responsibility of keeping devices secure rests with each individual owner. The school district is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, the school administration will handle the situation in the same manner as with other personal items impacted in similar situations. It is recommended that skins (decals) and other personal touches are used to physically identify and differentiate student devices from others. Additionally, protective cases for technology are encouraged.

**BRING YOUR OWN TECHNOLOGY (BYOT)**

The use of technology to enhance learning is not a necessity but a privilege. Accordingly, students do not have the right to use personally owned laptops, cell phones, or other electronic communication devices while at school. When abused, privileges may be taken away. When respected, they may benefit the learning environment as a whole.

Students participating in BYOT with the express consent of their parents or guardians must adhere to the Student Code of Conduct, as well as all Board policies. Furthermore, each student must agree to the following conditions:

The student

- Takes full responsibility for his or her technology device. The school is not responsible for the security of student-owned technology.
- Must silence technology while on school campuses and while riding school buses.
- Shall not use technology to cheat on assignments or tests or for non-instructional purposes not expressly permitted by school officials.
- Will only access files on the computer or internet sites which are relevant to classroom course curriculum.
- Must comply with teachers’ requests to shut down or close the screen on computers or devices.
- Acknowledges that, once available, the school’s network filters will be applied to one’s connection to the internet and will not attempt to bypass them.
- Understands that knowingly infecting the school district network with a virus, trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is unacceptable use of technology and will result in disciplinary action.
- Realizes that processing or accessing information on school property related to “hacking”, altering, or
bypassing network security policies will result in disciplinary action.

- Acknowledges that the school district has the right to collect and examine any device that is suspected of being the source of an attack or virus infection.
- Acknowledges that the school district has the right to collect and examine any device that is suspected of being used to disrupt or interfere with any lawful mission, process, or function of the school.
- Realizes that printing from personal technology devices is not possible at school.
- Must follow the Board of Education Acceptable Use Policy IFBGA.

**DISTRICT ASSESSMENT PHILOSOPHY**

The Columbia County School District commits to all stakeholders to provide equitable, accurate, specific, and timely information regarding student progress towards agreed upon common course expectations. Grades help students understand their current level of performance relative to state standards and guide the progression toward the next level of performance. The goal is to develop assessment-capable students.

**Principles of Our Assessment Philosophy:**

- **Equitable** - The same work, completed in two different classrooms, should receive the same grade. Assessments should be valid and reliable. Resources should be provided as needed so students have equal opportunity to demonstrate mastery of standards.
- **Accurate** - Grades are based on achievement of standards, which means other factors like behavior and attendance are not used to calculate a grade. The assessment is a valid instrument for the skill/standard being measured.
- **Specific** - Grading practices should be clear so that students can self-assess their progress toward meeting the standards’ success criteria.
- **Timely** - Feedback to students is timely so that students can use the feedback to improve their performance on assessments and assignments. Feedback is given when needed and developmentally appropriate.

**GRADING**

For students in grades 6-12, student performance is graded using the following scale:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 and above</td>
<td>A</td>
</tr>
<tr>
<td>80 - 89</td>
<td>B</td>
</tr>
<tr>
<td>73% - 79</td>
<td>C</td>
</tr>
<tr>
<td>70% - 72</td>
<td>D</td>
</tr>
<tr>
<td>Below 70</td>
<td>F</td>
</tr>
</tbody>
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**NEW HIGH SCHOOL LEARNING OPTIONS**

Starting this school year, high school students have additional options for earning credits toward graduation. The new learning options provide students more flexibility to learn beyond the traditional classroom setting. The options were first presented to students during registration this past spring for this school year; however, students still have time to sign up for these options.

Students should contact their school counselor to see if one of the learning options is a good fit for them.

All of these options are available based on student demand. With any of these options, students are required to take a continuous schedule, so students are not allowed to take courses, leave campus and then return to campus for more classes. If parents or students have any questions regarding these learning options, please contact the high school counselors at your high school.

**Learn From Home (LFH)**

- Cohorts of students by grade level attend classes four days a week and learn from home one day per week.
- Students in each grade level cohort must have the same schedule with the same classes and teachers. Cohort electives may vary.
- Each grade will be assigned a day of the week when they will learn from home by working on class assignments, online assignments or projects at home.
- Students needing additional support can meet with the teacher on the Learn from Home day.

**Hybrid Courses**

- Courses led by a CCBOE teacher with a mix of online learning and face to face learning with the teacher.
- Teachers use online periods to interact and provide feedback to students online.
- Students needing additional support meet with teachers during the online periods at school.

**Online Courses**

- All instruction occurs in an online environment except for assessments and course orientation.
- Courses are led by CCBOE teachers.

**Zero, 8th-10th Period**

- Additional periods for students to take courses (maximum of 7 courses).
- Participating teachers and students come in later and stay later.
- Dual enrollment courses may be offered during 8th-10th period on campus.
- Students would not be able to participate in afterschool activities if taking periods 8-10.
- Students are required to take a continuous schedule, so students are not allowed to take courses, leave campus and then return to campus for more classes.
- Bus transportation may be provided based on participation.

**Summer School Enrichment Courses**

- CCBOE teachers will provide a variety of online courses for students over the summer.
- Courses start TBD.
- Courses are $150 per half-credit to be paid on RevTrak.
- All assessments will be proctored by the teacher or other personnel at the school.
- Students will need access to a computer and Internet at home.

**Additional Information**

- Students participating in options must have access to own transportation to and from school.
- Students are not allowed to stay on campus on days that courses are online or LFH.
- If a student needs additional support in a course, teachers can require students to meet at school during an LFH, online or
hybrid day.

- A completed parent permission form is required for all students participating in LFH, online courses, hybrid courses, zero, 8th–10th period and summer enrichment courses.
- All online courses must be pre-approved by a school counselor.
- Students that continue to be unsuccessful in a course after additional support has been provided can be moved back to a traditional schedule if space permits.

**ONLINE LEARNING**

As required by Georgia Law (SB289), our school district offers students the following online learning options for the 2019–2020 school year:

- Full-time online learning opportunities for students in grades 3–12 include:
  1. Georgia Virtual School (Grades 9–12 only)
  2. Georgia Connections Academy*
  3. Georgia Cyber Academy*
  4. *With the exception of the Georgia Virtual School, parents should note that students enrolling in one of these schools must be withdrawn from the Columbia County School District (CCSD) and enrolled in the online school. Students enrolled in the online school are no longer students of the CCSD.

- Part-time online learning opportunities for students in grades 3–12 include:
  1. Students in grades 6–8 may take core courses only through the Georgia Virtual School. Core courses offered for students in grades 6–7 include English Language Arts, Mathematics, and Science. Courses offered for students in grade 8 include English Language Arts, Mathematics, Science and Social Studies.
  2. Students in grades 9–12 may take core and elective courses through the Georgia Virtual School (excluding senior English) and through the online courses offered within your child’s school by CCSD teachers.
  3. Currently there are no state on-line programs for students in grades 3–5 due to the lack of funding. Should courses become available, the school district will inform parents of such options.
  4. Students desiring to take advantage of part-time online learning opportunities as part of the regular seven-period day will be scheduled accordingly and such courses will be free of cost. Course taken in addition to the seven–period day must be paid for by students or their parents. If you wish to take advantage of the online learning opportunities available to students or if you have questions, please contact your child’s school counselor.

**ANTI-DISCRIMINATION STATEMENT**

The Columbia County Board of Education does not discriminate on the basis of sex, sexual orientation, gender identity, age, race, handicap, religion or national origin in the educational programs and activities or admissions to facilities operated by the Columbia County School District, or in the employment practices of the Columbia County Board of Education.

State law prohibits discrimination based on gender in athletic programs of local school districts (Equity in Sports, O.C.G.A. 20–2–315). Students are hereby notified that the Columbia County School District does not discriminate on the basis of gender in its athletic programs. The Title IX coordinator for this school district is Penny Jackson, Assistant Superintendent, 4781 Hereford Farm Road, Evans, Georgia, 30809. Inquiries or complaints concerning sports equity in this school district may be submitted to the Title IX coordinator by calling 706–541–0650.

**NOTICE TO PARENTS/GUARDIANS OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Under the Family Education Rights and Privacy Act (20 USC S. 1232g), parents/guardians have a right to:

1. Inspect and review the student’s education records of a student who is your child, or in the case of a student who is eighteen years of age (18) or older, your own education records.
2. Request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student’s education records, except “Directory of Information”, which may be released unless a parent/guardian objects in writing. The Columbia County Board of Education has designated as “Directory of Information” the following:
   - Student’s name, address, and telephone number;
   - Student’s date and place of birth;
   - Student’s participation in official school clubs and sports;
   - Weight and height of student if member of an athletic team;
   - Dates of attendance at Columbia County Schools;
   - Awards received during the time enrolled in Columbia County Schools.
4. File a complaint with the United States Department of Education under 20 C.F.R. 99.64 concerning the alleged failures by the Columbia County Board of Education to comply with the requirements of FERPA.
5. Obtain a copy of the Board of Education Policy JR–Student Records, which the Columbia County Board of Education has adopted regarding access to student records.

Copies of this policy may be obtained by contacting the Board of Education at 4781, Hereford Farm Road, Evans, Georgia, 30809, or by the Internet at www.ccboe.net, click on BOE Policies.

**NOTICE OF RIGHTS OF STUDENTS AND PARENTS UNDER SECTION 504**

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

For more information regarding Section 504, or if you have questions or need additional assistance, please contact the district’s Section 504 Coordinator, Mr. Steven Cummings, at: 4781 Hereford Farm Road, Evans, GA 30809; (706) 541–0650 Ext. 5301 The implementing regulations for Section 504 as set out in 34
CFR Part 104 provide parents and/or students with the following rights:

Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.

Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.

Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. CFR 104.34.

Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.

1. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. CFR 104.35.

2. You have a right not to consent to the school district's request to evaluate your child. 34 CFR 104.35.

3. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.

4. You have the right to ensure that the school district will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.

5. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.

6. If your child is eligible under Section 504, your child has a right to periodic re-evaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.

7. You have the right to notice prior to any actions by the school district regarding the identification, evaluation, or placement of your child. 34 CR 104.36.

8. You have the right to examine your child's educational records. 34 CFR 104.36.

9. You have the right to an impartial hearing with respect to the school district's actions regarding your child's identification evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.

10. You have the right to receive a copy of this notice and a copy of the school district's impartial hearing procedure upon request. 34 CFR 104.36.

11. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school district's impartial hearing procedure 34 CFR 104.36.

12. You have the right, at any time, to file a complaint with the United States Department of Education's Office of Civil Rights.

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RIGHT TO KNOW PROFESSIONAL QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS

In compliance with the requirements of the Every Student Succeeds Act, the Columbia County School District would like to inform parents that they may request information about the professional qualifications of their student’s teacher(s) and/or paraprofessional(s). The following information may be requested:

1. Whether the student’s teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the child is teaching under a non-renewable certificate and State qualification or licensing criteria have been waived; and
3. Whether the child is teaching in the field of discipline of the certification of the teacher.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Any parents who wish to request such information, please contact the principal at the child’s school, and this information will be provided in a timely manner. For convenience, school phone numbers and email address are located in this code of conduct.

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School Clubs & Organizations

The following list represents clubs and organizations that are offered in most Columbia County high schools. A brief description of the purpose or a mission statement of each has been provided. More information regarding these and other extracurricular opportunities, including the school sponsors and planned or past activities, can be obtained from each high school. Parents or legal guardians who do not object to their child’s participation in school clubs or organizations are not required to take any action. Parents or legal guardians who object to student participation in one or more of these or any other school club or organization must indicate which group and sign and return this form to the school principal. For all student initiated clubs or for any clubs or organizations added during the school year, parent permission will be obtained by the faculty supervisor. Any addition of a club or organization must be approved by the Columbia County Board of Education.

Club or Organization with stated Purpose/Mission Statement:

Art: To promote an interest and provide activities related to art
Astronomy: To promote an interest and provide activities related to astronomy
Book: Provide readers an opportunity to come together and talk about books and the reading experience.
Buddy: Social club for students that allows students with special needs to enjoy high school activities and social events with their non-disabled peers
Chess: To promote an interest and provide activities related to chess
Computer Science: To promote an interest in computer programming through competitions and club activities
Cooperative Business Education: To promote business education and leadership development through cooperative business education
Dance Team: To participate in activities related to dance
Debate Team: To teach logic and critical thinking in extemporaneous speaking situations
Disc Golf Club: An activity club centered around Frisbee sports.
Distributive Education Clubs of America (DECA): Prepares students for careers in marketing, finances, hospitality, management, and entrepreneurship
Diamond Girls: To promote and support baseball programs. Activities include making signs, cheering, goody bags, etc.
Doctor Who: Group that follows Dr. Who movies, etc.
Drama: To promote collegiality among students interested in dramatic arts
Family, Career, and Community Leaders of America (FCCLA): To promote personal growth and leadership development through family and consumer sciences education
Fellowship of Christian Athletes (FCA): Christian Bible study groups that include music, devotionals, skits, etc.
Fishing: To promote an interest and provide activities related to the sport of fishing
French: To promote the use of the French language and to learn about French speaking people through their music, food, and celebrations
Future Business Leaders of America (FBLA): To bring business and education together in a positive working relationship through innovative leadership and career development programs
Future Farmers of America (FFA): To develop potential for leadership, personal growth and career success through agricultural education
Future Georgia Educators: To assist students in examining the nature of education, the role of the teacher, and career opportunities in education
Future Problem Solvers: To promote an engagement in problem solving activities
Gamers: To compete and play retro style and current game systems and fellowship
Gay Straight Alliance: To provide an opportunity for all students to meet, support, and talk about current issues facing teenage students today.
Georgia Math League: To participate in math contests locally and across the state during the year
Health Occupations Students of America (HOSA): To promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people
History Bee/Bowl: To compete in regional competitions to advance to Nationals in Washington D.C. in April
Interact: To involve students in community service activities that include Augusta Urban Ministries, Hope House, MCG Children’s Ward, and the Golden Harvest Food Bank
International Thespian Society: To promote the quality of high school theater
Japanese Animation: To promote an interest in drawing and/or producing a book
Latin: To provide a means for Latin students to meet and socialize with other students of Latin, to encourage students to continue their studies, and to see the value that their studies will give them in life
Literary Magazine: To create, design, edit the school’s literary magazine, featuring creative writing and visual art by students
Math Team: To represent the school in mathematics competitions at various high schools and colleges
Mentoring Program: Provide instruction, encouragement, and direction to students in the areas of life, service, vocational, and academic skills
Newspaper Staff: To promote journalism skills by producing the school newspaper
Odyssey of the Mind: A creative problem-solving program in which students compete using their wits and teamwork to develop creative solutions to broadly defined problems
Oratory League: To provide opportunities for students to practice their speaking skills
Ping Pong: To promote an interest and provide activities related to the sport of ping pong
Relay for Life: To help support and raise money for the American Cancer Society
Science Bowl: To compete at the regional and state level Science Olympiad Competitions and to compete in a competition sponsored by the Department of Energy
Skills USA: To promote an interest in industry for CTAE students. It is a partnership with the community work force
Students Against Destructive Decisions (SADD): To provide students with prevention and intervention tools to avoid issues of underage drinking, drug use, impaired driving and other destructive decisions
Spanish: To promote the use of the Spanish language and to learn about the various Hispanic cultures and countries through their music, food and celebrations

GET INVOLVED!

An Equal Employment Opportunity District
S.T.E.M Society: To promote and participate in S.T.E.M activities
Student Council: To practice the functions of a democratic government to promote student satisfaction with their educational experience by incorporating student ideas into school workings
Support Coalition: To support extra-curricular activities
Technology Student Association (TSA): To prepare membership to be successful leaders and responsible citizens in a technological society
Trading Card Game: To compete and play trading card games
Tri-M Music Society: To inspire music participation, create enthusiasm for scholarship, stimulate a desire to render service, and promote leadership in students of music
Young Democrats: In election years, Young Democrats volunteer during elections and some students attend Columbia County Republican Party meetings
Young Republicans: In election years, Young Republicans volunteer during elections and some students attend Columbia County Republican Party meetings

*I do not give permission for my child, to participate in the school sponsored clubs or organizations listed below:

Parent/Legal Guardian Name (please print:)

Signature of Parent/Legal Guardian:

Date

COLUMBIA COUNTY SCHOOL DISTRICT
CHARACTER EDUCATION

In keeping with State of Georgia legislative action, the Columbia County School District provides a Character Education Program for grades K–12 which focuses on the students’ development of character traits. Parents/guardians and community representatives are engaged in partnerships to support the principles of character and conduct that help our students make responsible decisions. In turn, our school communities become safer, better disciplined, and more welcoming places to learn and work. Following are the 27 Character Education terms approved by the State and Local Boards of Education.

Cheerfulness
Citizenship
Cleanliness
Compassion
Cooperation
Courage
Courtesy
Creativity
Diligence
Fairness
Generosity
Honesty
Patience
Patriotism
Perseverance
Punctuality
Respect for Others
Respect for Self
Respect for the Creator
Respect for the Natural Environment
School Pride
Self-control
Sportsmanship
Tolerance
Kindness
Loyalty
Virtue

A total of eight School Social Workers (SSW) serve our schools. In addition, each school has a designated Professional School Counselor or other staff member who serves as the school-based homeless liaison. The SSW and the school-based Homeless Liaisons assist any and all Columbia County School District families and students who are displaced through the Families in Transition Program (F.I.T.). Contact your school for more information on our F.I.T. program.

SCHOOL SOCIAL WORKER ASSIGNMENTS

Brian Adams - SSW
badams@ccboe.net
(706) 447-2102
*Grovetown High
Columbia Middle
Baker Place Elementary

Rochelle Brown - SSW
jean.brown@ccboe.net
(706) 855-2514
*Grovetown Middle
Cedar Ridge Elementary
Grovetown Elementary

Tawana Bruce - SSW
tawana.bruce@ccboe.net
(706) 863-0027
*Lakeside High
Lakeside Middle
Blue Ridge Elementary
South Columbia Elementary

Mohra Hill-Smith - SSW/
Homeless Liaison/ Foster Care Coordinator
mohra.hill-smith@ccboe.net
(706) 868-5715
*Alternative School, Stallings Island Middle, Stevens Creek Elementary, Greenbrier Middle, Greenbrier, Elementary

Demetria Johnson - SSW
demetria.johnson@ccboe.net
(706) 650-6040
*Greenbrier High, Parkway Elementary,
River Ridge Elementary, Brookwood Elementary

Belinda Lee-Scott - SSW
belinda.lee-scott@ccboe.net
(706) 556-5980
*Harlem High, Harlem Middle, North Columbia Elementary, North Harlem Elementary

Jan Scarbary - SSW
janice.scarbary@ccboe.net
(706) 863-1198
*Evans High, Evans Middle, Evans Elementary, and Westmont Elementary
## High School Principal Contact Information

**Evans High**
- Michael Johnson
- michael.johnson@ccboe.net
- (706) 863-1198

**Greenbrier High**
- Carla Shelton
- carla.shelton@ccboe.net
- (706) 650-6040

**Grovetown High**
- Craig Baker
- cbaker@ccboe.net
- (706) 447-2104

**Harlem High**
- Casey Dees
- casey.dees@ccboe.net
- (706) 556-5980

**Lakeside High**
- Dorcas Powell
- dorcas.powell@ccboe.net
- (706) 863-0027

**Alternative School**
- Joe Lott
- joe.lott@ccboe.net
- (706) 868-5715

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Get Connected with the Columbia County School District

4781 Hereford Farm Road • Evans, Georgia 30809 • (706) 541-2723 • [www.ccboe.net](http://www.ccboe.net) • contactus@ccboe.net

- On Facebook: [@CCBOE](https://www.facebook.com/CCBOE)
- On Instagram: [@colacoschools](https://www.instagram.com/colacoschools)
- On Twitter: [@columbiageorgia](https://twitter.com/columbiageorgia)

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An Equal Employment Opportunity District
**Acknowledgement Form**

By signing below, you and your child acknowledge that you have reviewed the Columbia County School District Code of Conduct (including information on discipline, responsible use of technology, and all Annual Notices to parents, including FERPA, Professional Qualifications of Teachers and Paraprofessionals, bus regulations and the district’s use of Sangha to contact parents). You are required to return this signed verification form to your child’s school and the form will be kept on file through the end of the 2019–2020 school year. have been reviewed with me by school officials. I understand my rights and responsibilities as a student enrolled in the Columbia County School District and consent to the terms of the Student/Parent Code of Conduct Handbook.

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**Attendance Protocol Form**

*By September 1 of each school year or within 30 days of a student’s enrollment in the school, the parent, guardian, or other person having control or charge of each student shall sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age 10 or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences for non-compliance to the school system’s policy. After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance if it sends a copy of the statement via Certified Mail–return receipt requested or First-Class Mail to the parent, guardian, or other person who has charge or control of a child or children.*

I understand the Compulsory Education Law (O.C.G.A. 20–2–690.1) states that every parent, guardian, or other person who has control of any child between the ages of 6 and 16 must enroll and send their child to school. Failure to do so is punishable by a fine, community service, or a combination of the penalties. I also understand that the Columbia County School District has an attendance protocol in place and that schools will inform parents and students of attendance expectations and the consequences for excessive unexcused absences, including notice to parents of their student’s excessive absences. Under state law, a student with more than ten (10) unexcused absences is considered truant.

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**Network Responsibility and Bring Your Own Technology (BYOT) Agreement**

For Students in the Columbia County School District

(If user is under the age of 18, a parent or guardian must also read and sign this agreement.)

I have read and understand and will abide by the terms and conditions for use of the Columbia County School District Technology Network. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, I understand that my access privileges may be revoked, disciplinary action may be taken, and/or legal action pursued.

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As the parent or guardian of this student, I have read the terms and conditions for the use of the Columbia County School District Technology Network. I understand that these privileges are designed for educational purposes. I will not hold Columbia County Schools responsible for material acquired or problems related to the use of any material acquired on the network.

I hereby (grant) ____ (do not grant) ____ permission for my child to utilize the Columbia County School District Technology Network and certify that the information contained on this form is correct. Further, I accept full responsibility for supervision if and when my child’s use is not in a school setting.

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