



**COASTAL PLAINS**  

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**EDUCATION**  
**CHARTER HIGH SCHOOL**

## Student Handbook

*“Providing students an opportunity to earn a high school diploma”*

Mr. Richard Rentz, Superintendent  
Central Office: 912-685-5713  
[www.coastalplainscharter.org](http://www.coastalplainscharter.org)

Approved by the Georgia Department of Education, February 2017  
Approved by the State Charter Schools Commission of Georgia, February 2017  
Accredited by the Georgia Accrediting Commission, April 2018

Coastal Plains Charter High School is an equal opportunity employer.

(Revised June 2018)

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Dear Students/Parents/Guardians/Caregivers,

Welcome to Coastal Plains Education Charter High School. We would like to welcome all those students who are returning and those who will be enrolling to meet their requirements for graduation. We are eager to help you prepare for a life of personal success and service to your community.

It is essential for you to understand the contents of this handbook. It contains important information regarding school policies, procedures, regulations, opportunities, and services that students are expected to know and observe. Our ultimate goal is to help students graduate from high school.

The administration and staff of Coastal Plains Education Charter High School are committed to helping every student grow, learn the skills, and obtain the knowledge necessary to be successful in the 21<sup>st</sup> century. Please feel free to call us anytime. Parents, guardians, and caregivers are encouraged to visit the school and remain involved.

Best wishes for a successful school year. It is never too late for an education and an opportunity to better yourself in order to experience a more rewarding and productive life.

Sincerely,

Mr. Richard Rentz  
Superintendent

## **About Coastal Plains Education Charter High School**

Coastal Plains Education Charter High School (Coastal Plains) is a collaborative effort of Camden, Candler, Glynn, Jeff Davis, Liberty, Long, Lowndes, Screven, Vidalia, and Wayne school systems. We are an academic, self-paced, individualized, evening high school that serves students who are seeking a non-traditional school environment and who desire a Georgia high school diploma. Coastal Plains also serves students who need to make-up missed credit from their regular high school (**when room is available**), enabling them to stay on track academically and graduate with their peers.

Coastal Plains is a year-round school that offers all Georgia required curriculum courses as well as a variety of vocational courses. The teachers at Coastal Plains are certified. We maintain a low student to teacher ratio and are accredited by the Georgia Accrediting Commission (Spring 2018) and plan to go through Southern Association of Colleges and Schools accreditation during our 3<sup>rd</sup> year of service.

This collaborative offers students the choice to attend school at one of ten sites located in Camden, Candler, Glynn, Jeff Davis, Liberty, Long, Lowndes, Screven, Vidalia, and Wayne counties. The educational program serves two categories of students:

1. the credit recovery student (CR), when space is available, who needs to make up or earn coursework in order to remain in their high school and graduate with their peers, and
2. the full time student (FT) who is no longer enrolled in another school and is seeking a Georgia accredited high school diploma through Coastal Plains.

**Coastal Plains Education Charter High School operates Monday through Thursday. School hours are from 4:00 p.m. - 9:00 p.m. Summer hours are typically 4:00 p.m. - 8:00 p.m.**

# Coastal Plains Education Charter High School Personnel

Central Office: 210 S. College Street \* Metter, GA 30439

Richard Rentz	Superintendent
Jack Parish	Regional Director of Operations
Kimberly Corley	Regional Director for Student Services
Elizabeth Williams	Regional Director for Instruction
Mary Wildes	Regional Director of Special Education
Amy Bradley	Regional Instructional Technology Coordinator
Sandra Floyd	Regional Student Services Coordinator
Carmen Roberts	Regional Federal Programs Coordinator
Lisa Smith	Regional Testing Coordinator
Sabrina Woodruff	Regional Special Education Coordinator
Keith Ross	Regional Technician
Terri Underwood	Regional Administrative Assistant and Registrar
Jane't Lloyd	Regional Office Manager

## Camden Coastal Plains

6300 Laurel Island Parkway \* Kingsland, GA 31548  
(p) 912-510-2100

### Site Directors

James Gibbs

Mark Stewart

**Registrar** – Joseph Attebery

## Candler Coastal Plains

210 S. College Street \* Metter, GA 30439  
(p) 912-685-5713 ext. 0587

### Site Directors

Rosanne Ferrell

Chantel Webb

**Registrar** – Regina Kersten

## Glynn Coastal Plains

2900 Albany St. \* Brunswick, GA 31520  
(p) 912-280-6777

### Site Directors

Robert Pope

Mark Warren

**Registrar** – Faye Miller

## Jeff Davis Coastal Plains

96 West Jefferson St. \* Hazlehurst, GA 31539  
(p) 912-538-3254

### Assistant Site Directors

Christy Burch-Stapleton

Carolyn Morris

## Liberty Coastal Plains

212 School House Road \* Hinesville, GA 31313  
(p) 912-877-6766

### Site Directors

Kenyatta Gilmore

Elihu King

**Registrar** – Tina Long

## Long Coastal Plains

75 West Academy St. \* Ludowici, GA 31316  
(p) 912-545-7854

### Assistant Site Directors

Lisa Futch

Donald Pelton

**Lowndes Coastal Plains**

1500 Lankford Drive \* Valdosta, GA 31601  
(p) 229-316-8590

**Site Directors**

Kip McLeod  
Steven Shealey

**Registrar** – Laura Howard

**Vidalia Coastal Plains**

413 Pete Phillips Dr. \* Vidalia, GA 30474  
(p) 912-538-3254

**Site Directors**

Kim Alexander  
Denis Watkins

**Registrar** – Leigh Spivey

**Screven Coastal Plains**

611 Pine Street \* Sylvania, GA 30467  
(p) 912-451-2470

**Assistant Site Directors**

Nicole Peebles  
Don Ussery

**Wayne Coastal Plains**

1365 Orange Street \* Jesup, GA 31545  
(p) 912-810-1854

**Site Directors**

Larry Day  
Sandra Jones

**Registrar** – Charity McGee

## **Vision**

*Coastal Plains Education Charter High School strives to be an accessible high quality high school option that is flexible and responsive to the needs of the people of Georgia and its communities.*

## **Mission**

*Coastal Plains Education Charter High School is a community and state resource for students who want to earn a high school diploma in order to be successful in post-secondary and career options.*

## **Guiding Principles**

Guiding Principles:

- 1. Students learn in different ways and at different rates, Coastal Plains will accommodate these differences when possible.*
- 2. Students learn more when they are responsible for their own learning and behavior.*
- 3. Students are most successful when provided a safe and secure environment in which to learn and excel.*
- 4. Students are most successful when teachers and staff have high expectations and are highly qualified and coexist in a collegial environment.*
- 5. Coastal Plains Education Charter High School will be more successful with ongoing communication and outreach to partner school districts and other community partners.*
- 6. Coastal Plains Education Charter High School will be most effective with consistent review of policies and procedures in order to ensure the highest-quality work possible.*

## **Student Registration and Enrollment**

Students eligible to enroll at Coastal Plains must be either 14 years old or older and have attempted the 9th grade.

To register, credit recovery students need:

- A recommendation form completed by the student's regular high school and a counselor's signature
- Social security number

To register, full time students need to:

- Come in and request enrollment forms
- Fill-out all required paperwork including permission to request records from previous school,
- Understand that enrollment is provisional for 30 calendar days while awaiting evidence of age, residence, or other local requirements.

In addition, the registrar will request the following information:

- Current immunization record
- Eye, ear and dental examination record

- Date entered 9<sup>th</sup> grade
- Social security number

Registration can occur anytime during the year.

### **Cost**

There is no charge for full time (FT) students. Students who are jointly enrolled with a regular day school program will pay the following tuition costs:

- one-half Carnegie unit                      \$75
- one Carnegie unit (block)                      \$150

Students are encouraged to pay the required tuition at time of registration. Tuition may be paid with a money order, certified check, cash, or a personal check. If needed, a payment plan can be arranged.

If tuition is paid by personal check, course completion transcripts will not be forwarded to the daytime high school until the bank has notified Coastal Plains that the check has cleared (usually 21-30 days).



## Student Attendance

We recognize the relationships between daily school attendance, student performance, graduation, and success in the workplace. We also know that the amount of time actually spent in class is a good measure of student access to an education and ultimate success. Each tardy, early check-out or absence means a student has lost an opportunity to learn. Coastal Plains Education Charter High School strives to improve our students' academic success through improved school attendance.

Students ages 16 and above are encouraged to attend classes as frequently as possible to complete their high school diploma requirements.

Students under 16 years of age are required to attend each class night between the start of August and the end of May. Students under 16 years of age must be in attendance at least two hours at night to be counted present. Georgia State Code and policies of the Georgia Board of Education encourage student attendance. Coastal Plains Charter High School Board of Governance policy and procedure reflects the state laws and Georgia Board of Education policy. Excused absences are those designated by state law, State Board of Education policy, and Coastal Plains Education Charter High School Board policy. Students may be excused for the following reasons:

- When the student is personally ill and/or when attendance in school would endanger his/her health or the health of others (medical documentation will be required).
- A serious illness or death in a student's immediate family necessitating absence from school (medical documentation may be required).
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- Observing religious holidays, necessitating absence from school; conditions rendering attendance impossible or hazardous to student health or safety.
- A student whose parent or legal guardian is in the military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.
- Students serving as a page of the Georgia General Assembly are considered present.

**For students under 16, parents may write notes to the school excusing up to five absences per school year without medical documentation. Phone calls will not be accepted. A parent /guardian who violates the Georgia Compulsory Education Law shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to penalties specified in state code as adjudicated at the discretion of the court having jurisdiction. Each day's unexcused absence beyond five unexcused absences constitutes one violation.**

**Compulsory Attendance Laws: § 20-2-690.1 Mandatory education for all children between the ages of 6 and 16.**

## **Teenage and Adult Driver Responsibility Act (TAADRA)**

Effective July 1, 2015, schools will simply have to certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit. A *Certificate of Enrollment* form is available for schools to use in certifying that a student is eligible for a driver's license or learner's permit. The *Certificate of Enrollment* form replaces the *Certificate of Attendance* and the *Certificate of Eligibility for Restoration of Driving Privileges* forms that schools previously used.

### **Student Transportation**

Transportation to and from school is the responsibility of the student and parents/guardians/caregivers. All transportation arrangements will be made prior to coming to school. All authorized persons providing transportation to students under the age of 16 are required to report to the office or classroom to pick up students. Students are not allowed to wait in the hallway or outside the building for rides. Students are not permitted to be in or near the automobiles before, during or after school. Loitering in the parking lots and hallways will not be permitted.

### **Curriculum**

To better meet the different learning styles of students, Coastal Plains offers a variety of course formats. All methods are correlated to the Georgia State Standards and provide self-paced, individualized, mastery learning.

Coastal Plains school materials, textbooks, and student folders are not to be removed from the school.

### **Academic Grades**

Coastal Plains has adopted the following grading scale:

A = 90-100

B = 80-89

C = 70-79

F = below 70 = Failure

### **Nutrition**

Coastal Plains does not offer meals. Students are encouraged to seek nourishment prior to attending each day, and are provided a half-hour meal break each evening for bagged meals, which may be brought to campus.

## Graduation Requirements

In order to receive a high school diploma in Georgia, a student must complete the required number of units and pass the mandated Georgia State Board of Education tests. Students who attend Coastal Plains Education Charter High School arrive at different levels in their education; therefore, different sets of requirements apply. Students who have withdrawn from a public school must meet the graduation requirements for the graduating class in which they re-enroll. **Students electing to receive a Coastal Plains diploma shall meet the graduation requirements outlined below.** The Georgia Board of Education and Coastal Plains require that students earn the number of units specified in the applicable State Board rule.

### Students who Entered the 9th Grade Prior to 2008-09 School Year

AREAS OF STUDY	CARNEGIE UNITS			
	CP	CP+	TC	TC+
English/Language Arts*	4	4	4	4
Mathematics*	4	4	3**	3**
Social Studies*	3	3	3	3
Science*	3	3	3	3
PE/Health	1	1	1	1
Computer Tech and/or Fine Arts and/or Career-Prep. and/or Foreign Language	1	1	1	1
Foreign Language*	2	2	0	0**
Tech/Career-Prep.***	0	0	4	4
Locally Req./Elective	4	4	3**	4**
State Electives	0	2	0	1
<b>TOTAL UNITS (MINIMUM)</b>	<b>22</b>	<b>24</b>	<b>22</b>	<b>24</b>

\*Core Courses

\*\*Technology/Career-preparatory students may want to utilize an elective unit as Foreign Language or as a fourth unit of mathematics depending upon the student's program of study and the student's intentions to enter a University System of Georgia institution or other post-secondary institution. Determination of the appropriate number of mathematics units for each Technology/Career-preparatory program of study shall be determined by the local board of education.

Students Who Entered the 9<sup>th</sup> Grade During 2008-09 School Year and Thereafter

AREAS OF STUDY	UNITS REQUIRED
English/Language Arts*	4
Mathematics*	4**
Science*	4
<i>The 4<sup>th</sup> Science unit may be used to meet both the science and elective requirement.</i>	
Social Studies*	3
CTAE and/or Modern Language/Latin and/or Fine Arts	3
Health and Physical Education*	1
Electives	4
<b>TOTAL UNITS (MINIMUM)</b>	<b>23</b>

\*Required Courses and/or Core Courses

\*\* Students entering ninth grade in 2008-2009, 2009-2010, and 2010-2011 only, who earn credit in Mathematics I and Mathematics II or GPS Algebra and GPS Geometry, along with 2 additional core mathematics courses, will have satisfied the **minimum** mathematics requirements for high school graduation.

Full Time students who choose to receive a Coastal Plains diploma are allowed to graduate throughout the year after completing graduation requirements. In the spring of each year and at most sites in the fall, Coastal Plains conducts graduation ceremonies for all students who have completed requirements during that school year. These are very meaningful ceremonies for students and their families, and all students are encouraged to participate.

### **Valedictorian and Salutatorian**

Coastal Plains Education Charter High School is allowed to select only one Valedictorian and one Salutatorian to collectively represent all the sites.

To be eligible for Valedictorian or Salutatorian a student must meet the following requirements:

1. Complete three or more units of credit at Coastal Plains
2. Be in attendance as a FT student for two consecutive Coastal Plains FTE counts.

The student with the highest cumulative GPA (all courses passed and failed) will be designated Valedictorian and the student with the 2nd highest cumulative GPA will be designated Salutatorian. This determination will be made on April 30<sup>th</sup> each year. Credits received after this date will not be used in the calculation. The Valedictorian and Salutatorian will be Zell Miller scholars with additional college benefits. The Coastal Plains' Valedictorian and Salutatorian will be announced at the spring graduation ceremonies.

## STATE-REQUIRED TESTS

### Georgia Milestones

The Georgia Milestones Assessment System is designed to provide information about how well students are mastering the state-adopted content standards in the core content areas of language arts, mathematics, science, and social studies. Importantly, Georgia Milestones is designed to provide students with critical information about their own achievement and their readiness for their next level of learning – be it the next grade, the next course, or endeavor (college or career). Informing parents, educators, and the public about how well students are learning important content is an essential aspect of any educational assessment and accountability system.

Students will take an end-of-course (EOC) assessment in the following eight courses:

#### Language Arts

- \* Ninth Grade Literature and Composition
- \* American Literature and Composition

#### Mathematics

- \* Coordinate Algebra
- \* Analytic Geometry

#### Science

- \* Physical Science
- \* Biology

#### Social Studies

- \* United States History
- \* Economics/Business/Free Enterprise

Per State Board of Education Rule 160-4-2-.13 STATEWIDE PASSING SCORE, the numeric score on the Georgia Milestones EOC shall count for 20% of the student's final numeric grade in the course assessed by the Georgia Milestones EOC.

## Standardized Tests

<b>TEST</b>	<b>DATE</b>
PSAT	See career counselor for dates
SAT	See registration books in Career Center for registration deadlines and preparation information.
ACT	See registration books in Career Center for registration deadlines and preparation information.
ASVAB	See career counselor for dates
ASSET	Dates, times, places posted in career center for current year.
WORK READY	See counselor for dates

## **Guidance and Counseling**

Coastal Plains makes every effort to meet the needs of the students in career planning as well as social and family interactions. Counselors are available to assist students in planning for college, technical training, the military, or entrance into the workforce. The career centers at each site offer registration and information on required college entrance tests as well as the military placement test. College exploration and applications are available to the students. In addition, students are encouraged to participate in interest inventories and personality and learning style surveys. As part of the Bridge Legislation students are required to complete Georgia Career Information System activities to help plan for their future.

Coastal Plains shall ensure that each student develops an individual graduation plan. The individual graduation plan shall be developed in consultation with the student's parents, guardians, or individuals appointed by the student's parents or guardians to serve as their designee. Parents and/or guardians must approve this plan annually.

Coastal Plains shall provide guidance, advisement, and counseling to each high school student that will enable the student to successfully complete his or her individual graduation plan and prepare him or her for a seamless transition to postsecondary study, further training, or employment. Sometimes this guidance will include support groups. Please notify the school if you prefer your child not participate in groups.

Each student's individual graduation plan shall:

1. Include rigorous academic core subjects and focused course work in mathematics and science or in humanities, fine arts, and foreign language or sequenced career pathway coursework;
2. Incorporate provisions of a student's Individualized Education Program (IEP), where applicable;
3. Align educational and broad career goals and the student's course of study;
4. Be based on the student's selected academic and career focus area as approved by the student's parent or guardian;
5. Include experience-based career oriented learning experiences, which may include but not be limited to, internships, apprenticeships, mentoring, cooperative education, and service learning;
6. Include opportunities for postsecondary studies through articulation, dual enrollment, and joint enrollment.
7. Allow flexibility to change the course of study but remain sufficiently structured to meet graduation requirements and qualify the student for admission to postsecondary education;
8. Be approved by the student and the student's parent or guardian with guidance from the student's school counselor or teacher advisor; and
9. Be reviewed and revised, if appropriate, upon approval by the student and the student's parent or guardian with guidance from the student's school counselor or teacher advisor.

An individual graduation plan may be changed at any time throughout a student's high school career upon approval by the student and the student's parent or guardian with guidance from the student's school or teacher advisor.

Dual enrollment is available to students who meet specific qualifications. These students have the opportunity to finish high school while attending a college or technical school. Dual enrollment is a way for students to accelerate and gain college credit while still in high school. Students may obtain information concerning these options by contacting a Coastal Plains counselor.

### **Dual Enrollment (College Credit Now)**

**Defined as** programs that provide opportunities for Georgia high school students to take college-level courses and earn concurrent credit toward a *high school diploma and a college degree* while still in high school. Each site has a Career Specialist to assist you with Dual Enrollment.

- **ACCEL** is a non-need based grant program offered for students who wish to take college-level (academic-only, degree-level) coursework for credit toward both high school and graduation requirements. The Georgia Student Finance Commission will coordinate payment to the eligible post secondary institution using State approved funding.
- **HOPE GRANT** is a non-need based grant program for students seeking technical certificates or diplomas from TCSG postsecondary institutions. Tuition is partially covered by the HOPE Grant (does not count against the HOPE paid hours).
- **Move On When Ready (MOWR)** enables an *eligible* 11<sup>th</sup> or 12<sup>th</sup> grade student to take **ALL** of his or her courses through an eligible institution and/or a virtual program. Students receive secondary and college credit for completing graduation and high school diploma requirements. (does not count against the HOPE paid hours).
- **Early College** is a partnership between a designated local school system and University System of Georgia institution. There are twelve Early Colleges in Georgia. Students can earn a high school diploma as well as coursework toward an Associate's or Bachelor's degree.
- **Gateway To College** is located exclusively on a college campus and is site specific through local agreements between local school systems and colleges. Currently the program is located at Georgia Perimeter College & Savannah Technical College.
- **Residential Programs** are offered for gifted, talented, and motivated students through the University System of Georgia at two institutions:
  - The Advanced Academy of Georgia on the campus of the University of West Georgia.
  - The Georgia Academy of Mathematics, Engineering and Science at Middle Georgia College.
- **Articulated Credit** is a partnership/agreement between the local high school and the local postsecondary institution whereby students are awarded postsecondary credit for high school courses that have been determined equivalent to the college-level course.

**HOPE SCHOLARSHIP:** HOPE Scholarship (students seeking a degree) basic eligibility requirement for HOPE Scholarship have NOT changed: be a citizen, be a Georgia resident, register with the Selective Service (if applicable), be in compliance with Georgia Drug-Free Postsecondary Education Act of 1990, attend a Georgia eligible school, graduate with a 3.0 GPA in core courses, maintain a 3.0 while in college.

- The HOPE Scholarship will pay:
  - At an eligible public postsecondary institution, for FY2012, a **percentage amount** of the standard tuition charges from the previous year. Every year these amounts will change



based upon lottery revenues, HOPE enrollment numbers, and the previous year's award rate;

- At an eligible private postsecondary institution, a percentage amount of the HOPE award for private colleges (for FY 2012 the maximum amount is \$3,600/year for 15 hours);
- A separate Tuition Equalization Grant (TEG) in the amount of \$700 for FY 2012 is also available for students attending eligible private colleges in Georgia;
- No book or fee allowances;
- The HOPE Scholarship will NOT pay for remedial or developmental courses;
- If a student falls below a 3.0 GPA while in college, he/she may regain the HOPE Scholarship only **one** time;
- Beginning with the Class of 2015 (students entering high school in 2011-2012), a new rigor requirement has been added. Students graduating in 2015 must pass at least 2 courses from a list of academically rigorous courses to meet requirements to be a HOPE Scholar upon high school graduation (i.e., courses in advanced math, advanced science, advanced foreign language, AP or IB courses in core subjects, and/or dual enrollment courses taken at a unit of the University System of Georgia in core subjects, not remedial or developmental). GSFC will provide a list of classes to further define each category.

#### **ZELL MILLER SCHOLAR PROGRAM-(New program for students seeking a degree):**

- Students must meet all requirements for the HOPE Scholarship, **PLUS**. . .
- Graduate from an eligible high school with a 3.7 or greater GPA in core subjects as calculated by GSFC AND receive a score of at least 1200 combined critical reading and math score on a single administration of the SAT, or an ACT composite score of 26, **OR**,
- Graduate from an eligible high school as the valedictorian or salutatorian;
- Maintain at least a 3.3 GPA in college to remain eligible for the Zell Miller Scholar program;
- The Zell Miller Scholar payment guidelines are the following:
  - For Georgia public universities/colleges or Georgia Technical colleges, Zell Miller Scholars will have their tuition fully paid during the then current year, without regard for specific program of study;
  - For Georgia private colleges, Zell Miller Scholars will receive \$4,000/yr. for 15 hours for FY 2012;
  - On-line chart for Zell Miller Scholar award amounts for Georgia public institutions is the second page of the following link: <https://gsfc.georgia.gov/hope>
  - **HOPE Grant (for students seeking a certificate or diploma):**
- Only available to students seeking a certificate or diploma at a branch of the Technical College System of Georgia (TCSG) or a unit of the University System of Georgia;
- While there is no GPA requirement for the HOPE Grant upon entering a program at a TCSG school in Fall 2011, all HOPE Grant recipients must have a 2.0 GPA on all HOPE Grant coursework, excluding dual enrollment and learning support courses when GPAs are checked at the completion of 30 and 60 hours;
- Students losing eligibility at the 30 hour checkpoint may regain eligibility at the 60 hour checkpoint if the student achieves a 3.0 GPA at that point;
- HOPE Grant will pay:
  - A percentage amount of the standard tuition charges from the previous year;

- Students can use the chart posted on GAcollge411 to determine exact amounts for 2012.

## **Special Education**

Coastal Plains is committed to meeting the needs of students with disabilities by providing a full continuum of services. Services and supports are delivered by certified special education teachers and licensed paraprofessionals.

### **Section 504 Procedural Safeguards and Notice of Rights of Students and Parents**

Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child’s identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system’s central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

### **Student Support Team (SST)**

The student support team is a group of professionals who identify, plan and recommend alternative instructional strategies for students who are experiencing academic or adjustment difficulty. Such students shall be served through SST plans, Section 504 plans, or a combination thereof. For more information, contact the Site Director.

## **CODE OF CONDUCT**

### Student Behavior

#### **Development of the Student Behavior Code**

This code was developed in conjunction with Georgia school laws pertaining to student discipline in secondary public education outlined in the Official Code of Georgia Annotated (O.C.G.A.), commonly called the Georgia Code (specifically, O.C.G.A. § 20-2-730 – O.C.G.A. § 20-2-769). Such a code is mandated in O.C.G.A. § 20-2-735. The behavior code is reviewed on an annual basis. The revisions of the behavior code will go into effect on the first day of school each year.

#### **When the Student Behavior Code Applies**

The rules contained in the *Student Behavior Code* apply to students, both during and outside normal school hours, who are:

- On school system property
- Off school system property while attending a school activity, function, or event
- En route to or from school or school-related activities
- Off school system property but engaged in conduct that, if committed at school or during a school-related activity, would endanger the health, safety, and well-being of other students, teachers, and school personnel or would disrupt the educational process
- School bus stops

#### **Explanation of Consequences**

##### ***Detention***

A requirement that the student report to a specific school location and make up work missed or to receive specific instruction in behavior modification. Detention may require the student's attendance before or after school.

##### ***Short-Term Alternative Placement (In-School Suspension or ISS)***

Removal of a student from the classroom to work in an isolated area staffed with school system personnel. While in this setting, the classroom teacher provides work for the student to complete. This is used sometimes in lieu of out-of-school suspension. The student is excluded from all school-sponsored and extracurricular activities while assigned to this setting.

##### ***Therapeutic Removal of a Student***

A student may be sent home from school for therapeutic purposes. The site director or designee and the parent/guardian may agree that, in some instances, it may be better for a student to leave school temporarily. This time away from class should not be considered as suspension.

### ***Suspension***

Removal of the student from the school campus and exclusion from all school-sponsored activities, extracurricular activities, and course work required. Suspension by the site director or designee shall not exceed 10 consecutive days. The disciplinary hearing officer or the Governance Team may only impose suspensions beyond 10 days after a due process hearing to determine guilt or innocence.

### ***Expulsion***

The removal of a student from the school system for an extended period of time; or permanent removal by the Governance Team or through a disciplinary hearing.

### **Explanation of the Term “Possession”**

A student is in “possession” of an illegal or prohibited item when it is found, or determined to be, in or on the person of the student, in his or her personal effects (including book bag, pocketbook, or athletic bag), located in the student’s locker, in a student's vehicle (or a vehicle in which the student was transported), while the student is on school property or at any school event or function.

### **Discipline Incident Type Codes**

#### ***CODE 01: ALCOHOL***

*Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol during the school year.*

A student shall not possess, sell, use, transmit, consume, or be under the influence of any alcoholic beverage, stimulant, or intoxicant of any kind.

Disposition: Ranges from a Written Warning to Expulsion

**Law enforcement will be called.**

#### ***CODE 02: ARSON***

*Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device. Examples include firecrackers, fireworks, and trash can fires (if they are contributing factors to a damaging fire.) Without a fire, firecrackers and fireworks are included in the Discipline Incident Type Code 23 (Weapons – Other.) This code does not include the simple act of lighting a match or lighter.*

A student shall not cause or attempt to cause damage to any real or personal property by fire or any incendiary device.

Disposition: Ranges from Written Warning to Expulsion

**Law enforcement will be called.**

**CODE 03: BATTERY**

*Intentional and substantial physical harm or visible bodily harm to another. As used in the Georgia Code section for this offense, the term "visible bodily harm" means bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips, or other facial or body part, or substantial bruises to body parts.*

**This code is only used when the attack is very serious – enough to warrant calling the police.**

Battery may include an attack with a weapon that causes serious bodily harm to the victim. A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause injury to another person. A student shall not engage in verbal confrontation or other verbal misbehavior including insult, use of profanity, ethnic, racial, sexual, religious slurs, bullying, or harassment that might lead to this offense. Any student who commits an act of physical violence against a teacher, administrator, school bus driver, or any other school employee shall be suspended pending a disciplinary hearing before a tribunal or disciplinary hearing officer.

The Governance Team shall appoint the disciplinary hearing officer or members of the tribunal (which will consist of three certified educators) to determine all issues of fact and intent relative to the alleged incident of physical violence. The hearing officer or tribunal shall submit its findings of fact and intent, along with its recommendations of punishment, to the Governance Team as required by O.C.G.A. § 20-2-751.6. The Governance Team shall review the findings and recommendations of the hearing officer or tribunal and may follow the recommendation or impose penalties not recommended by the hearing officer or tribunal.

If the student is found guilty of this offense, the discipline shall be expulsion, long-term suspension, or short-term suspension. In cases where the act of physical violence results in physical harm, the student shall be expelled for the remainder of his/her eligibility to attend public school.

Disposition: Ranges from Short-Term Suspension to Expulsion  
**Law enforcement will be called.**

**CODE 04: BURGLARY** (Not defined nor reported for student discipline.)

**CODE 05: COMPUTER TRESPASS**

*The unauthorized use of a computer or computer network with the intent of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s), or data.*

Students may not cause or attempt to cause damage to any computer hardware or software.

**051 Violations of Computer Ethics**

*Stealing or copying software that is the property of Coastal Plains Charter Schools is strictly prohibited. Students are expected to fully comply with all components of the school system’s technology usage agreement. Students who choose to abuse computer privileges are subject to disciplinary consequences. Any violation of the network usage agreement is considered a violation of this code.*

*Laptop computers and personal desk accessories are discouraged but may be allowed with administrative and teacher approval. Violation of any school rule with such a device will result in loss of privilege and may result in disciplinary consequences.*

Disposition: Ranges from a Written Reprimand to Expulsion

**CODE 06: DISORDERLY CONDUCT**

*Any act that substantially disrupts the orderly conduct of a school function; substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others.*

**063 Disruptive Behavior**

**064 Repeated Violations/Misbehavior**

**065 Throwing Objects**

No student shall threaten to or intentionally

- Occupy any school building, gymnasium, school grounds/properties or part thereof, with intent to deprive others of its use or where the effect thereof is to deprive others of its use; block the entrance or exit of any building or property (including any corridor or room thereof) so as to deprive others of access thereto; or block normal pedestrian or vehicular traffic on a school campus except under the direct instruction of the site director
- Prevent the convening of or force the disruption of any lawful mission, process, or function of the school by the use of any manner of violence, force, noise, coercion, treat, intimidation, fear, passive resistance, or any other conduct
- Burn or otherwise damage any school building or property
- Possess, discharge, display, or otherwise threateningly use any firearm, explosives, knives, or other weapons (or any object that can reasonably be construed as a weapon) on school premises
- Make noise or act in any manner so as to interfere seriously with the teacher's ability to conduct his/her class
- Refuse to identify oneself upon request of any teacher, site director, superintendent, school bus driver, or other authorized school personnel
- Make, or encourage others to make, prank phone calls; activate a fire alarm without justification; or falsely report a fire, bomb, terroristic act, or any other threat the student does not believe to exist
- Commit any act or crime of violence

Disposition: Ranges from a Verbal Reprimand to Expulsion

**CODE 07: DRUGS** *(except alcohol or tobacco)*

*The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance or equipment or devices used for preparing or using drugs or narcotics. Includes being under the influence of drugs or substances represented as drugs. Code includes over-the-counter medications if abused by the student.*

A student shall not possess, sell, or transmit (or attempt to sell or transmit) any substance under the pretense that it is, in fact, a prohibited substance as described in this rule.

A student shall not possess, sell, or transmit (or attempt to sell or transmit) any illegal drug or drug paraphernalia.

Possession, sale, transfer, or use of prescription or non-prescription drugs can be a violation of this rule.

Misuse of prescription or non-prescription drugs shall be considered a violation of this rule.

Each school is assigned a receptionist to assist with student medications. All prescription and non-prescription drugs must be checked in and administered through the site director or receptionist. Use of a drug authorized by a medical prescription from a registered physician and taken in accordance with system guidelines shall not be considered a violation of this rule.

*Any student who has asthma will be permitted to carry asthma medication prescribed by a physician on his/her person and self-administer it during school or at school-related activities as long as the site director has been notified and the appropriate paperwork has been filed as specified in policy.*

Disposition: Ranges from a Written Reprimand to Expulsion

**CODE 08: FIGHTING**

*Mutual participation involving physical violence where there is no main offender and no major injury.*

A student shall not cause or attempt to cause bodily injury or behave in such a way as could reasonably cause bodily injury to any person.

A student shall not make threatening, harassing, or intimidating remarks, gestures, or posturing toward any person that threatens the safety or well-being of that person or has the likelihood of provoking a fight. This includes but is not limited to fighting, use of profanity, or derogatory comments of ethnic, racial, sexual, or religious nature.

Disposition: Ranges from Short-Term Suspension to Expulsion

**081 Verbal and/or Physical Contact**

*Any mutual act of arguing or pushing among students that could lead to an actual fight.*

Disposition: Ranges from a Verbal Reprimand to Out-of-School Suspension (May be referred to a counselor or social worker.)

**CODE 09: HOMICIDE** (Not defined nor reported for student discipline.)

**CODE 10: KIDNAPPING** (Not defined nor reported for student discipline.)

**CODE 11: LARCENY/THEFT**

*The illegal taking of another person's property without that person's freely-given consent by taking, by deception, by conversion, by taking lost or mislaid property, or by receiving stolen property without threat, violence, or bodily harm. Included are pocket-picking, taking a purse or backpack, theft from a building, motor vehicle, coin-operated machine, or all other types of larcenies.*

**111 Petty Thefts**

*Theft of an item or items with a total monetary value under the amount of \$500. Anything greater is grand theft.*

A student shall not steal the property of another (or attempt to do so) and shall not possess, sell, use, or transmit (or attempt to possess, sell, use, or transmit) stolen property.

The school will file any incident involving theft of property valued at \$100 or more with local law enforcement. Incidents involving theft of property valued at less than \$100 may be reported. The reporting of such incidents is at the discretion of the school.

For purposes of reporting - burglary, breaking and entering, robbery, or the attempt to do any of these acts - will be reported as a violation of this rule.

Disposition: Ranges from a Verbal Reprimand to Expulsion (Restitution may impact disposition.)

**CODE 12: MOTOR VEHICLE THEFT** (Not defined nor reported for student discipline.)

**CODE 13: ROBBERY** (Not defined nor reported for student discipline.)

**CODE 14: SEXUAL BATTERY** (Not defined nor reported for student discipline.)

**CODE 15: SEXUAL HARASSMENT**

*The deliberate, repeated, and unsolicited physical actions, gestures, or verbal/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. Examples include behaviors such as leering, pinching, grabbing, suggestive comments or jokes, or pressure to engage in sexual activity.*

Harassment of any nature is not tolerated by Coastal Plains Education Charter School and is a violation of this code and policy. Any student or staff member who feels they are the victim of harassment should follow the systematic steps for reporting a case of harassment as outlined in policy. All reports will be fully investigated and dealt with according to policy.

Disposition: Ranges from a Written Warning to Suspension (Requires a behavior contract; alternative school assignment is mandatory upon the third offense.)



**CODE 16: SEX OFFENSES**

*Sexual intercourse, sexual contact, or other unlawful behavior/contact intended to result in sexual gratification without force or threat of force and where the victim is capable of giving consent. This includes indecent exposure and obscenity. Examples include entering or downloading pornographic content onto school computers.*

**161 Improper Touching/Public Display of Affection (PDA)**

A student shall not perform any act of lewd or indecent exposure; lewd caressing or indecent touching/fondling of one’s own body or that of another; shall not engage in any act of sexual contact; shall not engage in *streaking* or other display of nudity, or attempt to commit any act of indecent or lewd behavior. Public display of affection (PDA) is included under this rule.

Disposition: Ranges from a Written Reprimand to Expulsion

**CODE 17: THREAT/INTIMIDATION**

*Fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to an actual physical attack.*

A student shall not threaten or intimidate another student, or any other person, located on school property or at a school-sponsored event.

Disposition: Ranges from Short-Term Suspension to Expulsion

**CODE 18: TOBACCO**

*Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to or from school or a school-sponsored event.*

A student shall not possess, transmit, or use tobacco products of any type, including without limitation smoking tobacco, chewing tobacco, snuff, e-cigarettes, liquid vapor smoking devices or similar devices, or smoking paraphernalia. A student shall not wear attire that advertises or refers to possession or use of tobacco. Such items found in a car, locker, purse, or book bag will be considered as *being in the possession* of the student.

Disposition: Ranges from Detention to Suspension

**CODE 19: TRESPASSING**

*Entering or remaining on a public school campus or school facility without authorization or invitation and with no lawful purpose for entry. Includes students under suspension or expulsion and unauthorized persons who enter or remain on campus after being directed to leave by the chief administrator/designee.*

Students shall not enter or remain on a public school campus or school facility without authorization or invitation.

Disposition: Ranges from a Verbal Reprimand to Expulsion

### **CODE 20: VANDALISM**

*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. Examples include graffiti, carving initials or words in desktops, or spray-painting walls of buildings.*

A student shall not cause or attempt to cause damage to property. The school will file any incident involving damage of property valued at \$100 or more with local law enforcement. Incidents involving damage of property valued at less than \$100 may be reported. The reporting of such incidents is at the discretion of the school.

Disposition: Ranges from a Verbal Reprimand to Expulsion  
(Restitution may impact disposition.)

### **CODE 21: WEAPONS – FIREARMS** (See Code 25 and Code 26)

#### **CODE 22: WEAPONS – KNIFE**

*The possession, use, or intention to use, any type of knife (including a pocket or pen knife) to inflict harm on another person or to intimidate any person.*

A student shall not possess, handle, supply to another, use, or threaten to use a weapon. The term *weapon* in this case includes (without limitation): a knife of any type with a blade of two inches (2”) or longer, razor, box cutter, any martial arts device, sword, machete, or other tool or device used to inflict harm, or any other object that reasonably can be considered a weapon.

When it is the first offense of this code type and the student has in his/her possession a weapon that, in the opinion of the site director, is not inherently an offensive weapon (example: fingernail file, clippers or scissors) and where there is not a threat or actual confrontation, the site director may handle such violation internally once he/she consults with the superintendent and receives permission to handle the matter internally.

Disposition: Ranges from a Written Reprimand to Expulsion  
**Law enforcement will be called.**

#### **CODE 23: WEAPONS – OTHER**

*The possession, use, or intention to use any instrument or object to inflict harm on another person or to intimidate any person. Included in this code are chains, pipes, razor blades, ice picks, dirks, nunchakus, brass knuckles, Chinese stars, billy clubs, tear gas guns, cap guns, bb guns, pellet guns: “any weapon designed or intended to propel a missile or projectile of any kind.” Electrical weapons or devices, explosives, or propellants. Firecrackers and other fireworks are also included if fire is not involved.*

A student shall not possess, handle, supply to another, use, or threaten to use a weapon. The term *weapon* in this case includes (without limitation): any gas repellent, mace, stun gun, chemical spray, pellet or BB gun: “any weapon designed or intended to propel a missile or projectile of any kind.” Any martial arts devices, sword, machete, or other tool or device used to inflict harm or other object that reasonably can be

considered as a weapon. (*It is a violation of this section to possess or threaten to use a toy gun, antique, replica, or other object which looks like or is represented to be a gun or weapon.*)

A student shall not falsely claim to have a weapon or explosive device in their possession; falsely claim that another person has a weapon or explosive device in their possession; or falsely claim that another person is bringing a weapon or explosive device onto school system property or to a school-related function.

Disposition: Ranges from Written Reprimand to Expulsion  
**Law enforcement will be called.**

#### **CODE 24: OTHER DISCIPLINE INCIDENT**

*Any other discipline incident for which a student is administered out-of-school suspension, expelled, referred to court/juvenile system authorities, or removed from class at the teacher's request.*

##### **245 Other Conduct Subversive to Good Order**

A student shall not perform any other act that is subversive to good order and discipline in the schools. This includes but is not limited to violation of local school rules, violation of state and federal law, providing false information to school personnel, actions that are ethnically and racially inflammatory, loitering or trespassing, community misconduct that would be so serious as to pose a threat to the school community, or student being criminally charged with a felony (which makes the student's continued presence at school a potential danger to persons or property of the school or disrupts the educational process).

Disposition: Ranges from a Written Reprimand to Expulsion

##### **2410 Chronically Disruptive Student**

A student who continually disrupts or repeatedly violates other school rules may be charged with repeated violations of school rules or behavior. This code applies after remediation attempts (including consideration of the Pyramid of Intervention) have been utilized.

Disposition: Ranges from Detention to Expulsion

#### **CODE 25: WEAPONS - HANDGUN**

*Possession of a firearm which 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.*

A student may not possess, transmit, sell, or attempt to sell any firearm while on school grounds or while attending any school function. This rule deals specifically with handguns and any paraphernalia associated with them or their use.

Disposition: Ranges from Long-Term Suspension to Expulsion  
**Law enforcement will be called.**

## **CODE 26: WEAPONS – RIFLE/SHOTGUN**

**Rifle** - a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder; or designed or redesigned, 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.

**Shotgun** - a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder; or 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.

A student may not possess, transmit, sell, or attempt to sell, any firearm while on school grounds or while attending any school function. This rule deals specifically with *rifles* or *shotguns* and any paraphernalia associated with them or their use.

Disposition: Ranges from Long-Term Suspension to Expulsion  
**Law enforcement will be called.**

## **CODE 27: SERIOUS BODILY INJURY**

*Bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.*

A student shall not cause (or attempt to cause) serious bodily injury or behave in such a way as could reasonably cause serious bodily injury to any person. A student shall not cause (or attempt to cause) an injury that involves substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

Disposition: Ranges from Long-Term Suspension to Expulsion  
**Law enforcement will be called.**

## **CODE 28: OTHER FIREARMS**

*Firearms other than handguns, rifles, or shotguns as defined in 18USC921. This 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 such weapon; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, or rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ 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 ½ inch in diameter; any combination of 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.*

A student may not possess, transmit, sell, or attempt to sell any firearm while on school grounds or while attending any school function. This rule deals specifically with all firearms other than handguns, rifles, or shotguns as defined in 18USC921 and any paraphernalia associated with them or their use.

Disposition: Ranges from Long-Term Suspension to Expulsion  
**Law enforcement will be called.**

**CODE 29: BULLYING**

In accordance with O.C.G.A. § 20-2-751.4, bullying means an act that occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

- 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:
  1. Causes another person substantial physical harm or visible bodily harm as defined in the meaning of O.C.G.A. § 16-5-23.1;
  2. Has 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.

A student shall not transmit any electronic communication that has the effect of bullying another student, including but not limited to sending e-mail or text messages, or making website postings (e.g., postings on Face book, Twitter, or YouTube). This prohibition applies to cyber bullying that occurs on campus and, if the following conditions are met, to cyber bullying that occurs off-campus: (1) the electronic communication causes, or is reasonably likely to cause, a material and substantial disruption to the orderly operation of the school; or (2) while on school property or at a school-sponsored event, the student engages in conduct that is intended to promote or increase circulation of the electronic communication among students.

Georgia Law requires the following once an allegation of bullying has been made:

- Immediate investigation by school administration;
- Notification of the parents of all parties involved, bully and victim;
- Discipline with age appropriate consequences; and
- Follow-up with both the bully and victim to ensure issues are being resolved.

Any student who knowingly files a false report of bullying is guilty of such and will be punished under the existing disciplinary provisions. Retaliation toward a person who makes a report is prohibited.

**Law enforcement personnel will be contacted when a student allegedly commits a physical assault or battery on another student or school employee.**

Disposition: Ranges from a Written Warning to Suspension

**291: *Racial Harassment***

A student shall not make deliberate, repeated, and unsolicited physical actions, gestures, or verbal/written comments of a racial nature, when such conduct has the purpose of affecting or interfering with a student’s academic performance or creating an intimidating, hostile, or offensive learning environment. A student shall not encourage, urge, or counsel other students to violate this rule.

Harassment of any nature is not tolerated by Coastal Plains Charter Schools and is a violation of this code and policy. Any student or staff member who believes they are the victim of harassment should follow the systematic steps for reporting a case of harassment as outlined in policy. All reports will be fully investigated and dealt with according to policy.

Disposition: Ranges from Detention to Expulsion

**292 *Religious Harassment***

A student shall not make deliberate, repeated, and unsolicited physical actions, gestures, or verbal/written comments about a student’s religious beliefs/preferences when such conduct has the purpose of affecting or interfering with a student’s academic performance or creating an intimidating, hostile, or offensive learning environment. A student shall not encourage, urge, or counsel other students to violate this rule.

Harassment of any nature is not tolerated by Coastal Plains Education Charter High School and is a violation of this code and policy. Any student or staff member who believes they are the victim of harassment should follow the systematic steps for reporting a case of harassment as outlined in policy. All reports will be fully investigated and dealt with according to policy.

Disposition: Ranges from Detention to Expulsion

**293 *Disability Harassment***

A student shall not make deliberate, repeated, and unsolicited physical actions, gestures, or verbal/written comments about a student who has a disability when such conduct has the purpose of affecting or interfering with a student’s academic performance or creating an intimidating, hostile, or offensive learning environment. A student shall not encourage, urge, or counsel other students to violate this rule.

Harassment of any nature is not tolerated by Coastal Plains Education Charter High School and is a violation of this code and policy. Any student or staff member who believes they are the victim of harassment should follow the systematic steps for reporting a case of harassment as outlined in policy. All reports will be fully investigated and dealt with according to policy.

Disposition: Ranges from Detention to Expulsion

**CODE 31: OTHER – DRESS CODE VIOLATION**

Violation of school dress code that includes standards for appropriate school attire.

**311 Dress Code Violations**

The school administration is authorized to determine appropriate dress for the school setting. Each site determines the appropriate dress for their site and conveys this information to its students. The school administration is responsible for enforcement of the school dress code and has at their discretion the right to assign the appropriate disposition for those students who violate the school dress code.

Disposition: Ranges from a Written Reprimand to Suspension

**CODE 32: ACADEMIC DISHONESTY**

Receiving or providing unauthorized assistance on classroom projects, assignments or exams

**321 Academic Dishonesty**

Any student who cheats (which includes both accepting from, and giving information to, others), utilizes any form of illegal academic aid during testing or on specified assignments, or changes answers/grades is in violation of academic ethics and is subject to disciplinary consequences. Plagiarism is considered a violation of this rule. Consequences for violation are at the discretion of school administration and/or teacher. Student may be referred to the Pyramid of Intervention.

Disposition: Ranges from a Written Reprimand to Expulsion

**CODE 33: OTHER – STUDENT INCIVILITY**

Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth

**331 Refusal to Follow Instructions/Direction**

**332 Disrespectful Behavior**

**333 Profanity or Obscene Language/Gestures**

A student shall not make threatening, harassing, or intimidating remarks, gestures, or posturing toward any person, which threatens the safety or well-being of that person or has the likelihood of provoking a fight. This includes but is not limited to fighting, use of profanity, or derogatory comments of an ethnic, racial, sexual, or religious nature.

Disposition: Ranges from Short-Term Suspension to Expulsion

**334 Providing False Information/Forgery**

A student shall not forge another person's signature, present a document with a forged signature, or give false identification/information to any school official or representative for any purpose including falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Consequences for violation are at the discretion of school administration.

Disposition: Ranges from a Written Reprimand to Expulsion

**335 Failure to Comply with Assigned Discipline**

A student shall comply with directions, commands, or assigned discipline of teachers, student teachers, substitute teachers, paraprofessionals, site directors, mentors, counselors, graduation coaches and other authorized school personnel.

Disposition: Ranges from a Written Reprimand to Expulsion

**CODE 34: OTHER – POSSESSION OF UNAPPROVED ITEMS**

The use or possession of any unauthorized item disruptive to the school environment. (*Note: The use of fireworks or incendiary devices must be coded as Arson.*)

**341 Possession/Transmission of Prohibited Items**

A student shall not possess any form of laser pointer, pocket pager, or any two-way radio during the school day. Cell phones and other electronic devices may be used at the discretion of the site director and teacher for instructional activities or health reasons only.

Disposition: Ranges from Confiscation of the Device to Expulsion

**CODE 35: GANG - RELATED**

Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in criminal gang activity (O.C.G.A. § 16-15-3)

Disposition: Ranges from a Written Reprimand to Expulsion

**CODE 36: REPEATED OFFENSES**

Collection of offenses not previously assigned a state reportable action that occurs on a single or across multiple school days that leads to a state reportable disciplinary action.

Disposition: Ranges from a Written Reprimand to Expulsion

**CODE 40: OTHER- NON-DISCIPLINARY INCIDENT**

This code is used exclusively for the reporting of Physical Restraint. When the INCIDENT TYPE = '40', then the ACTION CODE must = '95' for Physical Restraint. Do not report a Teacher ID when Incident Code is "Other Non-Disciplinary Incident."

Disposition: Ranges from a Written Reprimand to Expulsion

Questions regarding the *Coastal Plains Education Charter High School Student Behavior Code* should be directed to the Office of Student Services. This revision is effective 8/1/2017.

All major offenses including but not limited to drugs and weapon offenses can lead to schools being named an unsafe school according to SBOE Rule 160-4-8-16.



## **DISCLAIMER**

Any policy or procedural changes that take place after the publishing of the student handbook will be sent home with the student or published on the website. Such changes will supersede what may be listed in the student handbook.

### **Disciplinary Action/Hearing**

Students will not interfere with the right of other students to learn. Violation of any of these rules will result in appropriate discipline as determined by the Site Director or Superintendent/designee, which may include suspension or expulsion from Coastal Plains. A student may be taken before a Coastal Plains appointed Hearing Officer to determine appropriate discipline in cases where the offense is serious or behavior has become a constant issue. After the decision rendered by the Hearing Officer, parents/student has the right to appeal to the Governance Board. This appeal must be made within 20 days after the decision of the Hearing Officer.

### **Student Searches**

A Site Director or designee may search a student if there is reasonable grounds that the search may turn up evidence that the student has violated or is violating either the law or rules of the school as set forth in the student handbook. Law enforcement and specially trained dogs to detect drugs will be used at the discretion of the Site Director to search lockers, book bags, cars and the school premises with or without the student's permission.

### **Sexual Harassment Harassment & Discrimination Policy**

It is the policy of Coastal Plains that racial, sexual, or other forms of harassment or discrimination are strictly forbidden. Any student who believes he or she has been subjected to harassment or discrimination by other students of Coastal Plains based upon his or her race, color, religion, national origin, age, disability or sex should promptly report the same to the Site Director and/or designee.

Any form of sexual harassment is prohibited. Sexual harassment is defined as behavior that is unsolicited, non-reciprocal and unwelcome. This behavior includes, but is not limited to, profane language, sexist terms, comments about body parts, touching, hugging, kissing, etc.

### **Restraint**

As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or others may be physically restrained by school staff in accordance with Governance Board procedures. These could occur along with other emergency actions such as calling the police. Significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any such incident, the parents or guardian will be informed.

## Computer and Internet Use

Coastal Plains recognizes that electronic media, including the Internet and electronic mail, enhance the quality and delivery of education in our schools by providing access to unique resources and opportunities for collaborative work. Any electronic communication that uses Coastal Plains computer resources, hardware or software, may be subject to review and there should not be any expectation of privacy other than that which is required by law. Use of electronic systems shall be in support of, and consistent with the vision, mission, and goals established by Coastal Plains and for the purpose of instructional and administrative support.

Students must obtain permission from the teacher before using the Internet. All Internet use must be under the direct supervision of a staff person. The use of electronic technology is a privilege, not a right, which may be discontinued at any time. Coastal Plains reserves the right to examine electronic mail messages, files on all types of Coastal Plains computers, logs of websites visited, and other information stored on or passing through Coastal Plains networks or stand-alone systems.

Unauthorized usage includes, but is not limited to visiting "chat" rooms, access, transmission, storage, or display of offensive materials or messages including those that contain sexually explicit information; ethnic slurs or racial epithets; defamatory, abusive, obscene, profane, and/or threatening language; encouragement of the use of controlled substances; or illegal material. If a student accidentally accesses an inappropriate website, the student must leave the site immediately and report the inadvertent "access" to his/her immediate supervisor or teacher.

Students are not allowed to use personally owned electronic storage devices (i.e. memory drive, flash drive, portable hard disk drive or iPod). Student use of these devices can result in loss of computer privileges and/or disciplinary action.

## Medications (Prescription and Non-Prescription)

Whenever possible, medications should be given at home, before or after school; rather than during the school day. School personnel cannot administer medication without prior written authorization from the parent/guardian. All medications are to be kept in their original containers and maintained by the Site Director or the front office, depending on each school's staffing. All medications need to be in their original container. It is highly recommended that any medication to be administered during school be delivered to the front office by a parent/guardian. A "Medication Form" (available in the administrative office) will need to be completed at this time. If it is necessary for a student to transport the medication to school, he/she must take the medication to the front office immediately upon arrival at school.

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine (epi-pens) for allergic reactions and glucagon for diabetes all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan.

**It is a violation of the Code of Conduct for a student to share any medication with another student.** **Prescription medications** must be in the original container with the name of the patient, the prescribing physician, dosage and the pharmacy indicated.

**Non-prescription medications** must be in the original container and accompanied with a parental note giving permission to administer. Examples of non-prescription drugs are aspirin, Tylenol, cough syrup, etc. The note must state what the medication is, how much should be given, and when it should be given. The site administrator or designee may administer this type of medication and “log” each time the medicine is dispensed.

### **ACCURATE TELEPHONE NUMBER**

If your child should become ill, Coastal Plains will notify you by telephone. Please make certain we have an **ACCURATE TELEPHONE NUMBER** so you can be reached. A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine (epi-pens) for allergic reactions and glucagon for diabetes. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, the parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

### **Title I Parent Involvement**

The Governance Board affirms and assures the right of parents and legal guardians of students being served in activities funded by Title I the opportunities to participate in the planning, design and implementation of the Title I program and its activities.

The Governance Board shall involve parents in the joint development of a written parent involvement policy. Coastal Plains shall involve parents in the process of school review and improvement under the Every Student Succeeds Act through input received from appropriate parent committees and other parent meetings or written surveys. Coastal Plains shall also establish expectations for parent involvement through written information distributed to parents.

The Governance Board shall build the schools’ and parents’ capacity for strong parental involvement through a variety of activities that include but are not limited to:

- Providing information to parents in written form or through meetings on topics such as the State’s academic content standards, State and local student academic achievement standards/assessments, and the requirements of parent involvement under the law;

- Training educational staff on how to build ties between parents and the school;
- Sending information to parents in a format and, to the extent feasible, in a language that parents can understand; and
- Providing reasonable support for parental involvement activities as parents may request or as Coastal Plains deems appropriate or necessary.

## **Parent - Student Rights**

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

These rights transfer to/from the parents to a student who is 18 years old or an emancipated minor under State law.

Coastal Plains will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Coastal Plains will also directly notify, such as through letters sent home by students, U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

Collection, disclosure, or use of personal information for marketing, sales or other distribution.

Administration of any protected information survey not funded in whole or in part by US Department of Education.

Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901

## **FERPA**

**Coastal Plains complies with the provisions of the Family Educational Rights and Privacy Act (FERPA). FERPA affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:**

1. The right to inspect and review the student's education records within 45 days after the day Coastal Plains receives a request for access.

Parents or eligible students should submit to the Site Director or appropriate school official a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Coastal Plains to amend a record should write the Site Director or appropriate school official, clearly identify the part of the record they want

changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Coastal Plains Education Charter High School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Coastal Plains Education Charter High School is also required to apprise parents of the types of information that may be given out by the school system as “directory information.” Directory information includes: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height if a member of an athletic team, dates of attendance, grade level, awards received, the most recent previous educational institution attended, and other similar information.

Public notice is hereby given by Coastal Plains, pursuant to the Family Rights and Privacy Act, 20 U.S.C. Section 1232g (a) (5) (b), that the above information pertaining to students enrolled at Coastal Plains may be given upon request to law enforcement agencies, PTSO and school related groups, U.S. Armed Forces recruitment agencies, schools and colleges accredited by the Southern Association of Colleges and Schools or the Commission on International and Trans-Regional Accreditation, outside organizations such as school photographer, yearbook publisher, class ring manufacturer, and graduation supply provider. Student names may be obtained for athletic programs as well as a tentative list of graduating seniors for media publication.

Parents of students under eighteen (18) years of age or a student eighteen (18) years of age or older objecting to the release of this information should notify:

Mr. Richard Rentz, Superintendent, 210 S, College Street, Metter, GA 30439

Under the Family Rights and Privacy Act, Coastal Plains will disclose without consent to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person with who the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an

attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, Coastal Plains will disclose educational records without consent to officials of another school district in which a student seeks or intends to enroll.

### **Parental Notice of Right to Know Teacher Qualifications**

By law, LEAs are required to notify parents that they may request information regarding the teacher's or the paraprofessional's professional qualifications, including the following:

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

Please contact the Site Director if you wish to request such information.

### **Equal Opportunity**

Coastal Plains does not discriminate on the basis of, age, sex, race, color, religion, national origin, or disability in its educational programs or activities.

### **Complaints**

All members of the community shall have the right to file a written complaint. It is the policy of Coastal Plains Education Charter High School that complaints are recognized and addressed in an orderly and timely manner. Often, a complaint can be resolved when the person making the complaint meets with the staff members who are directly involved.

In filing a written complaint, the grievant should provide the following information:

- Name of person submitting complaint
- Address
- Phone number
- Email address
- Name of student; grade level; school site
- A brief statement of the specific allegation(s) (include dates, staff members, witnesses)
- The relief sought (what outcome requesting)
- Sign and date the written document

Steps to address the complaint:

- Discussion at the school site level with staff members involved and the Site Director
- Superintendent or designee review, if not resolved at the school site level
- Governance Board review, if not resolved by the Superintendent or designee
- The decision of the Governance Board will be final.



