



CCHS STUDENT HANDBOOK

2023-2024



CROSS CREEK HIGH SCHOOL
RICHMOND COUNTY SCHOOL SYSTEM



CROSS CREEK HIGH SCHOOL



Motto: "Creating Tomorrow's Successes Today"

Vision

Cross Creek High School (CCHS) shall be a place where staff, students, and parents work together for student success. CCHS shall be a collaborative team of individuals working to prepare students for college, career, service, and life. CCHS shall be a school where success, diversity, and unity are a priority and a place where students excel academically, socially, and personally. CCHS shall be an engaging learning environment that guides students to become responsible learners and prepares students for any of life's challenges and obstacles. CCHS shall be a school committed to graduating every student in four years and a school that develops future leaders with a sense of service to the community and individuals who contribute to society.

Mission Statement

Our mission is to provide a positive, challenging, and safe environment that promotes the development of motivated, respectful, and lifelong learners who are prepared to succeed in a rapidly changing society.

Belief Statements

The following Belief Statements were compiled and voted upon by parents, students, faculty, and community members as being the key objectives of our school:

1. Student learning is the main priority and should be the primary focus of all decisions impacting our school.
2. Each student is a valued individual who learns in different ways and should be provided with a variety of instructional approaches and assessments to support his/her learning.
3. Students should be actively involved in solving problems and producing quality work with meaningful contexts.
4. Students learn best when they are actively engaged in the learning process, are given challenging expectations, and have appropriate opportunities for success.
5. Students learn to make appropriate decisions given a supportive, challenging, and safe learning environment.
6. A student's self-esteem is enhanced by positive relationships, as well as mutual respect among and between students, parents, and staff.
7. Cultural diversity can increase students' understanding of different peoples and cultures.
8. Special services and resources are required to challenge exceptional students (e.g., special education, limited English proficiency, gifted and talented, etc.).
9. Teachers, administrators, parents, and students share the responsibility for advancing the school's mission by working together as a community of learners.
10. The commitment to continuous improvement is imperative to enable students to become confident, self-directed, lifelong learners in our rapidly changing world.
11. The result of a quality education is a blend of academic knowledge, technological/career skills, social awareness, and commitment.



Cross Creek High School



3855 Old Waynesboro Road, Augusta, Georgia 30906
(706)772-8140 ♦ Fax: (706)772-8153

Sherri Darden, Principal

Anthony Holden, Assistant Principal
David Yates, Assistant Principal

Latasha Goodman, Assistant Principal
Chanique Hill, Assistant Principal

Dear Parent/Guardians:

Welcome to Cross Creek High School for the 2023-2023 school year where Cross Creek will focus on academic achievement, respect, and responsibility as we embark on a new year. In a short time, Cross Creek has established a proud tradition of high academic standards, tremendous students, and a professional and dedicated staff. The faculty and staff are delighted to have your child with us and look forward to a productive school year.

It is our hope that this school year will be successful and productive for your child. Good behavior and hard work will ensure success and achievement. At Cross Creek, we not only strive to provide an environment that challenges our students academically but also stress the importance of respect and responsibility. We are very proud of our students' accomplishments and look forward with excitement and anticipation to the levels of success they all will achieve in the future.

A major component of academic success for your child is involvement in many of the activities and programs offered at Cross Creek. We also believe parents, schools, families, and communities working together can create meaningful partnerships that ultimately lead to significant gains across the board in student achievement. We cordially invite all parents to join, be active, and to serve as a volunteer.

Many items will be sent home throughout the year to keep you well informed. We also encourage you to view both the Richmond County School System and Cross Creek websites regularly for important information. We have high discipline and behavior standards, as well as high academic standards, so it is imperative that you and your child know the policies of the school and the board of education.

Teamwork and collaboration are essential, and we look forward to working with you to ensure your child's success. If you have any questions or concerns about any aspect of your child's education, please feel free to contact the school anytime.

Again, welcome to Cross Creek High School for the 2023-2023 school year. We look forward to working with you for a great and successful school year!

Sincerely,
Sherri L. Darden
Principal

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ADMINISTRATIVE STAFF

| | |
|----------------------|--|
| Principal | Sherri Darden |
| Assistant Principals | Latasha Goodman, 10 th Grade Chanique Hill, 12 th Grade Anthony Holden, 9 th Grade David Yates, 11 th Grade |
| Guidance Counselors | Leandra Goolsby Palmira Johnson Chashawna Wesby |

TELEPHONE DIRECTORY

| | |
|---------------|---|
| School Office | 706-772-8140 |
| Office Fax | 706-772-8149 |
| Guidance | 706-772-8140 ext. 2555 |
| Guidance Fax | 706-772-8153 |
| Nurse | 706-772-8140 ext. 2556 |
| Public Safety | 706-772-8140 ext. 2576 |
| Website | http://www.rcboe.org/cross |

Notice of Nondiscrimination for students

The Richmond County Board of Education does not discriminate on the basis of race, color, national origin, religion, sex, disability or age in its programs and activities for students.

FACULTY AND STAFF

Cross Creek is designed with a wing for each academic discipline. Each wing has a department chairperson who exercises control of that department. The following is a listing of the key personnel and their position at Cross Creek:

Administration

| Name | Role/Department (*Denote Department Head) |
|-----------------|--|
| Sherri Darden | Principal |
| Latasha Goodman | Assistant Principal |
| Chanique Hill | Assistant Principal |
| Anthony Holden | Assistant Principal |
| David Yates | Assistant Principal |

Guidance

| | |
|-----------------|-----------|
| Leandra Goolsby | Counselor |
| Palmira Johnson | Counselor |
| Chashawna Wesby | Counselor |

Title I

| | |
|------------------------|---------------------|
| Kimberly Holloway-Mays | Family Facilitator |
| Altricia Larke | Instructional Coach |

Administrative Assistants

| | |
|-----------------|------------------------|
| Kirsten Wright | Bookkeeper |
| Angela Smith | Principal's Secretary |
| Tiffany Stand | Data Specialist |
| Toni Brown | Guidance Secretary |
| Tamika McNeal | Front Office Secretary |
| Tammie Thompson | Discipline Secretary |

Media Center

| | |
|---------------|------------------|
| Zachary Burch | Media Specialist |
|---------------|------------------|

* Department Head

Career, Technical, Engineering, and Agricultural (CTAE)

| | |
|----------------------|-------------------------|
| Shamika Zinnerman* | Marketing |
| Tiffany Brooks | Family Consumer Science |
| Stacey Henderson | Agriculture |
| Deborah Major | Engineering |
| Dr. Linda Washington | Technology |
| Vacant | Aviation |

English Language Arts

| | |
|-----------------|-----------------------|
| Robert Jackson* | English Language Arts |
| Emilee Dyches | English Language Arts |
| Phillip Dyches | English Language Arts |
| Alicia Garnett | English Language Arts |
| Rian Hayes | English Language Arts |

| | |
|-----------------|-----------------------|
| Jaquetta Ransom | English Language Arts |
| Shanika Simmons | English Language Arts |
| Phillip Dyches | Drama/Theatrical Arts |

Fine Arts

| | |
|------------------|-------------|
| Amy Crawford | Visual Arts |
| Erskin Fleming | Band |
| Jerome Peterson* | Chorus |
| Rochelle Garman | Orchestra |

Foreign Language

| | |
|-----------------|---------|
| Vasco N’Kutula* | French |
| Claudia Carajal | Spanish |
| Carlos Rios | Spanish |
| Dialmarys Velez | Spanish |

Mathematics

| | |
|------------------|-------------|
| Elvina Bezue* | Mathematics |
| Tiesha Donigan | Mathematics |
| Felecia Goode | Mathematics |
| Ma’ivi Kea | Mathematics |
| Jenelyn Pacamara | Mathematics |
| Nelson Patton | Mathematics |
| Keisha Stewart | Mathematics |
| Andrea Triplett | Mathematics |
| Demichael Walker | Mathematics |

Navy Junior Reserve Officer’s Training Corps (NJROTC)

| | |
|------------------|-------------------|
| CWO Wayne Scott* | NJROTC Instructor |
| Vacant | NJROTC Commander |

Physical Education

| | |
|-----------------|---|
| Lawrence Kelly* | Health/Physical Education (Athletic Director/Business Manaer) |
| Colandra Davis | Health/Physical Education |
| Ezzard Horn | Health/Physical Education |
| David Scouten | Health/Physical Education |

Science

| | |
|----------------------------|---------|
| William Saunders-Cummings* | Science |
| Charmaine Bridges | Science |
| Angelica Briers | Science |
| Stormy Davis | Science |
| Christopher Fitzgerald | Science |
| Cornelius Grate | Science |
| Dennis Roberts Jr. | Science |

Social Studies

| | |
|------------------|----------------|
| John Baker* | Social Studies |
| Darnell Grainger | Social Studies |
| Patricia Morales | Social Studies |
| Thomas Osburn | Social Studies |
| Peyton Serrano | Social Studies |
| Portia Welch | Social Studies |
| Rebecca Williams | Social Studies |

Special Education

| | |
|------------------------|-------------------|
| Brittany Johnson-Neal* | SPED Teacher |
| Renee Blackwell | SPED Teacher |
| Rebecca Cole | SPED Teacher |
| Rasheda Coleman | SPED Teacher |
| Imogene Crowder | SPED Teacher |
| Robert Hawes | SPED Teacher |
| Robenjanlinita Lewis | SPED Teacher |
| Tiffany Rogers | SPED Teacher |
| Gloria Williams | SPED Teacher |
| Rebecca Winslow | SPED MOID Teacher |
| Bryan Wright | SPED MOID Teacher |

SPED Paraprofessionals

| | |
|--------------------|--------------------------|
| Constance Hammonds | SPED Teacher's Assistant |
| Patricia Robinson | SPED Teacher's Assistant |
| Matron Boston | SPED Teacher's Assistant |
| Vacant | SPED Teacher's Assistant |

Cafeteria

| | |
|-----------------|-----------------------------|
| Sandy Holden* | Cafeteria Manager |
| Cheryl Burke | Cafeteria |
| Charlene Farmer | Cafeteria |
| Latonya Jones | Cafeteria |
| Primrose Jones | Cafeteria |
| Cathy Thompkins | Cafeteria |
| Vacant | Cafeteria Assistant Manager |

Custodians

| | |
|----------------|----------------|
| Annette Hicks* | Head Custodian |
| Sharon Baxter | Custodian |
| Frank Bush | Custodian |
| James Calloway | Custodian |

| | |
|-----------------|--------------------------|
| Janice Dunbar | Custodian |
| Ronald Chapman | Custodian |
| Douglas Dortch | Custodian |
| Cassandra Green | Custodian |
| Andrew Jordan | Custodian |
| Ronald Kilgore | Assistant Head Custodian |
| Shanta Walton | Custodian |

Bus Regulations

Students are expected to conduct themselves appropriately on the bus and abide by the rules of the RCBE and Georgia highway laws. The bus drivers are responsible for the lives of everyone on the bus. Students are required to follow directions and commands of the bus driver. Anyone violating bus rules is subject to disciplinary action and repeated violations of bus rules will result in suspension or revocation of bus privileges. In order for a student to ride a different bus home, a note signed by a parent must be presented to the front office secretaries who will call to verify the change. Bus changes are only for emergencies. Refer to Rule 19 in the Richmond County Board of Education Code of Student Conduct and Discipline for clarifications.

Personal Transportation and Parking

Student parking depends upon the student's schedule. If you have "Move On When Ready (MOWR)" classes before 5th period, you will be issued a special parking permit from the Main Office. You must purchase a Student Parking Permit and bring proof of purchase of the Parking Permit and a copy of your course schedule. MOWR students must park in parking spaces located at the front of the school. All other students are REQUIRED to park behind the school in the designated student parking lot to the left of the ROTC building and in front of the stadium fences.

Illegally parked vehicles are subject to being towed at the owner's expense.

The fee for a Parking Permit is \$25.00 each year (non-refundable) for any student parking at Cross Creek High School. Students and parents will complete the required parking permit application form, provide vehicle information, proof of insurance, and driver's license information. All vehicles are subject to being searched while at Cross Creek High School and Richmond County Board of Education property. Parking permits will be sold to seniors first, and then to juniors. If there are spaces left, the sophomores and freshmen respectively, will have the opportunity to purchase a parking permit. Money collected for parking permits must be collected by a Cross Creek High School employee(s) appointed by the principal. Students will receive a cash receipt and parking permit.

***** Once entering campus, students may only return to their cars during the day with a pass from administration. Move On When Ready (MOWR) students are required to park in the parking lot nearest the Auditorium*****

Students must meet and maintain all aspects of eligibility criteria in order to obtain and retain a parking permit. Students must pass five out of seven classes per semester and have no chronic disciplinary infractions in order to maintain their parking and driving privileges. Parking permits may be revoked at any time, if a student fails to meet these criteria without a refund of the initial fee. Cross Creek High School and the Richmond County Board of Education are not responsible for any loss, damage, or theft. Students park and drive on campus at their own risk. Upon arrival at school, students are to exit their cars and enter the building immediately. **All vehicles on campus are subject to search by school officials and RCBOE public safety.**

Attendance

Students who are absent from school are required to bring a written excuse for the absence their first day back at school. An absence is either excused or unexcused and will be governed in accordance with the laws of the State of Georgia, rules and regulations of the State Department of Education and local policy.

Lawful excuses include personal illness of a student, family death and funeral, medical or dental appointments that cannot be scheduled outside school hours, attendance of non-school activities or functions authorized by the superintendent or his designee, special and recognized religious holidays observed by the student's faith, mandate or order of government agency, extreme circumstances that cannot be resolved outside school hours: parent or guardian must request and receive approval from the principal or his designated representative, or to visit with the child's parent or legal guardian prior to deployment or during leave from an overseas assignment to a combat zone or combat support position up to a maximum of 5 school days per year. Any absence not covered in the previous, shall be declared unexcused.

It is the policy of the Richmond County Board of Education that unexcused absences are not allowed. If parent(s) or lawful guardian keeps their child out for other reasons, such absence shall be deemed unlawful and therefore unexcused. Class work missed due to an unlawful absence cannot be made up. Any student who is absent due to suspension will have the opportunity to make up work within one week after returning to school. **It is the student's responsibility to ask for missed assignments on all occasions.**

For any absence beyond five (5) days, the parent shall be required to provide a physician's note or other excuse from an acceptable or official third party justifying the absence.

Truant

For purposes of reporting truancy, truant is defined as any child who has more than five days of unexcused absences during the academic year.

Extra-Curricular Activities

The school shall not allow a student to participate in any extracurricular, co-curricular activities or cooperative work experience, if the student was marked absent for more than half of the day. For absences subsequent to the fifth (5th) unexcused absence, the student shall not be allowed extracurricular participation without a physician's note.

Perfect Attendance

For a student to be marked present for a full school day, a student must be in attendance for one half or more of the school day; however, a student will not be recognized for perfect attendance after ten (10) tardies.

Other consequences for unexcused absences:

(1) Referral to visiting teacher. Any student who has accumulated two unexcused absences or three consecutive absences shall be referred to the school social worker/ visiting teacher. The social worker/visiting teacher, as a matter of courtesy, shall notify the Juvenile Court Judge, or designee, of each of these referrals.

(2) Compliance with State Compulsory Law. By Georgia Law, it is mandatory for children between ages 6 and 16 to attend school. Therefore, in addition to all other provisions of this policy, failure of a parent, guardian or other person residing within the state having control or charge of any child or children between their 6th and 16th birthdays, to enroll and send such child or children to school as defined in O.C.G.A. § 20-2-690.1, shall be a violation of the Student Code of Conduct & Discipline.

(3) Notification of Parents. Schools will notify parents by certified mail when a student has his or her fifth unexcused absence that each unexcused absence thereafter is a separate offense, is a misdemeanor, and, upon conviction, provides for a fine of not less than \$25.00 and not more than \$100.00; imprisonment not to exceed thirty (30) days, community service or any combination of such penalties. In addition, parents will also be notified that the Juvenile Court has the authority to incarcerate truant juveniles for up to sixty (60) days.

(4) Notification of Juvenile Court. When a student has accumulated five (5) unexcused absences, which have been verified by the Lead Social Worker or designee, a letter will be sent to the Juvenile Program Manager in such manner and on such forms as agreed to by the Juvenile Court Judge and the school district. Upon receipt of this form

and proper verification, the court will issue a summons requiring the parent and student, as appropriate, to appear before the court on a date certain. The Juvenile Court and the school district will cooperate to develop forms, checklists and timelines to ensure to the maximum extent possible prompt referrals and hearings.

(5) Notification of Students. **Parents and students over 10 years of age on September 1 of the school year will receive a copy of Georgia's compulsory school attendance law. They will also sign a receipt of written notice of consequences and penalties for violating attendance laws. Schools will keep these signatures on file for the entire school year.**

(6) Notice to Department of Motor Vehicles. In accordance with O.C.G.A. 40-5-22, the School Board shall notify the DMV if a student has dropped out of school without graduating and has remained out of school for ten (10) consecutive days; or has more than ten (10) school days of unexcused absences in any semester or has been suspended for violating Rule 4, Rule 5, Rule 6(d) or Rule 7 of the Code of Conduct or any sexual offense prohibited under Chapter 6, Title 16 of O.C.G.A.

Tardy Policy

Richmond County Board of Education Code of Conduct and Student Discipline – Rule 12:

Tardiness

Notice: A student is tardy when he or she enters the classroom or homeroom after the ringing of the tardy bell. The following disciplinary procedures will be followed each school year, and

accumulated for each of semester comprising the first half and second half of each school year, for tardiness to school (homeroom and class).

The accumulation of unexcused tardies will warrant disciplinary action. The accumulation of excused tardies will not warrant disciplinary action; however, there are very few excuses for tardiness which will be accepted as a valid reason for tardiness. Leaving school for unauthorized purposes before the end of the instructional day will be counted as a tardy. Parents should not pick their students up before the end of the school day except where there is a legitimate emergency. The lawful excuses for tardiness are as follows:

- A. Instances where the student has a medical or dental appointment, which cannot reasonably be scheduled outside of the school day. A signed written statement from the appropriate physician shall be required to validate a tardy for a medical or dental reason.
- B. Appearances before a court when required by subpoena. A copy of said subpoena is to be furnished to the school to validate a tardiness caused by a court appearance.
- C. In special situations, which rarely happen, but are not likely to recur, such as when a parent brings a child to school, if the Principal concurs with the circumstances.
- D. Under unique and rare circumstances, not specifically covered by these exceptions, whereby it would be inappropriate to punish the child for being tardy.

Provided, however, that before a legal excuse for tardiness can be given in these circumstances, the Principal must review the matter with the Superintendent or designee and have the Superintendent or designee concur with the Principal's decision to grant an exception where circumstances and policy would warrant.

CONSEQUENCES for Tardy Policy Violation

Grades 6 - 12:

1-2 Tardies: Verbal notification to student by the appropriate school official.

3rd Tardy: Parents will be notified.

5th Tardy: One (1) hour of detention.

8th Tardy: Two (2) hours of detention.

11th Tardy: One (1) day of suspension.

16th Tardy: Three (3) days of suspension.

21st Tardy: Five (5) days of suspension.

If the student transfers to another Richmond County School, unexcused absences/tardies will follow the student.

NOTE: Before any student can receive a long-term suspension or be expelled from school, the Principal must follow procedural due process, by referring the student to the Tribunal panel for consideration of long-term suspension or expulsion.

Early Dismissal/Signing out Procedure

A student who wishes to leave school early must bring a written request to the Main Office stating the reason for early dismissal. All written requests must be verified by Main Office personnel before permission to leave will be granted.

Parents should not pick up students before the end of the school day except where there is a legitimate emergency. Parents should not pick up students from 2:00-2:30 unless it is an extreme emergency.

Due to business being conducted in the school building at the end of the day, students will not be dismissed the last 30 minutes of school. Teachers are giving final instructions, afternoon announcements are being made, and the school is preparing for afternoon transportation changes. Please help us respect 7th period instructional time. Always make an effort to schedule appointments after school hours. For scheduled appointments, bring a written request to the front office prior to 1st period. Include release time, parent/guardian to contact and phone number to verify note's authenticity. Notes will indicate, whether you will be driving or be picked-up. You are not officially released until you sign out in the main office. Have the early dismissal form signed and returned to all missed classes for the teacher's signature and notation. It is the student's responsibility to keep up with all excuses for future reference.

Illness

A student who becomes ill at school should request a pass from his/her teacher to go to the clinic. The school nurse will call parents if warranted. When the school nurse is unavailable, please report to the front office.


Conduct and Discipline

The Richmond County Board of Education Code of Student Conduct and Discipline provides substantial guidance for behavior standards and expectations for students, assures due process and fair treatment for every student, fosters a wholesome environment within the school, affords each student an uninterrupted opportunity to pursue academic excellence, and provides rules designed for the safety and welfare of the students.

Positive Behavior Supports and Interventions (PBIS)

Cross Creek High School is in full implementation of PBIS aligned with the Richmond County Board of Education Code of Student Conduct and Discipline:

Cross Creek High School Razorback Matrix

|  | Respectful | Responsible |
|---|---|---|
| Classrooms | <ul style="list-style-type: none"> • Be Respectful to Teachers • Be Respectful to Students • Be Respectful to Property | <ul style="list-style-type: none"> • Be On-Time • Be On-Task • Be Prepared to Learn Everyday |
| Restrooms | <ul style="list-style-type: none"> • Put Away Phone • Use Manners • Wash Hands | <ul style="list-style-type: none"> • Use at Designated Times • Take Care of Business • Clean Up After Yourself |
| Cafeteria | <ul style="list-style-type: none"> • Follow Rules • Use Manners • Clean up After Yourself | <ul style="list-style-type: none"> • Be On-Time • Manage Time Wisely • Keep Your Area Clean |

| | | |
|--|---|---|
| Hallways | <ul style="list-style-type: none"> • Communicate without Profanity • Follow Staff Directions • Be On-Time to Class | <ul style="list-style-type: none"> • Keep Moving • Be Aware of Your Surroundings • Be On-Time to Class |
| Outside Areas | <ul style="list-style-type: none"> • Follow Rules • Follow Directions • Keep Area Clean | <ul style="list-style-type: none"> • Be in the Correct Area • Respect Safety of Others • Report and Depart on Time |
| Common Areas (Guidance, Media Center, Office, etc.) | <ul style="list-style-type: none"> • Use Manners • Follow Rules • Follow Directions | <ul style="list-style-type: none"> • Have a Pass • Use Time Wisely • Report and Return Directly |

PBIS at CCHS: A General Overview

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors at Cross Creek High School. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

Proactive Approach to School-Wide Discipline

Schools that implement school-wide systems of positive behavior support focus on taking a team-based system approach and teaching appropriate behavior to all students in the school. Schools that have been successful in building school-wide systems develop procedures to accomplish the following:

1. Behavioral Expectations Are Defined - A small number of clearly defined behavioral expectations are defined in positive, simple rules:

- **RESPECT:** Respect yourself, administrators, staff, teachers, students, and the school facility.
- **RESPONSIBILITY:** Take responsibility by accepting the consequences of your actions.

2. Behavioral Expectations Are Taught - The behavioral expectations are taught to all students in the building, and are taught in real contexts. Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid. Specific behavioral examples are:

- **RESPECT** means treating people the way that you would like to be treated.
- **RESPONSIBILITY** means accepting accountability for your own actions; following school rules.

Behavioral expectations are taught using the same teaching formats applied to other curricula. The general rule is presented, the rationale for the rule is discussed, positive examples (“right way”) are described and rehearsed, and negative examples (“wrong way”) are described and discussed. Students are given an opportunity to practice the “right way” until they demonstrate fluent performance. Remember Harry Wong’s emphasis on procedures and routines to manage behavior rather than crime and punishment.

3. Appropriate Behaviors Are Acknowledged and Rewarded - Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis. CCHS has designed a formal system that rewards positive behaviors. Razorback “Razor Bucks” are forms used by the individual teacher as a tool of encouragement and a student motivator. Use Razorback “Razor Bucks” to encourage and reinforce positive behaviors demonstrated on a consistent basis. Teachers can award Razorback “Razor Bucks” to students, whether they teach them or not. Razorback “Razor Bucks” are also turned in to the office to enter students and teachers in drawings for tangible rewards.

4. Behavioral Errors Are Corrected Proactively - When students violate behavioral expectations, clear procedures are needed for providing information to them that their behavior was unacceptable, and preventing that unacceptable behavior from resulting in inadvertent rewards. Students, teachers, and administrators all should be able to predict what will occur when behavioral errors are identified. **SPOTLIGHT** (School Online Notation Analysis Record) is used to document and record minor incidents managed by the teacher in the classroom. Office Discipline Referral forms are used to refer major incidents or chronic disruptions to the administration. The Student Behavior Management Process Flowchart is used to help teachers distinguish major from minor behavioral incidents.

5. Decisions About Behavior Management Are Data Based. One of the most important features of PBIS is the use of the web-based data management system called SWIS (School-Wide Information System). The SWIS database tracks what types of discipline incidents are occurring, where, what time of the school day and who is involved in them. SWIS eliminates guesswork from the decision-making process about what is and is not working in a building’s behavior management system. It allows decision makers to create reports that enable them to devote resources and time to the precise place, parts of the school day and people that need them.

Appropriate Dress

Students are expected to dress in attire that is tasteful and appropriate for a high school setting. Please refer to Rule 14 of the Richmond County Board of Education Code of Student Conduct and Discipline for details. Athletic, Jr. ROTC, and other school approved uniforms must meet the guidelines of the county dress code. Students on field trips or any off-campus school sponsored activities are expected to comply with the dress code as outlined in the Richmond County Code of Student Conduct and Discipline, Rule 14. The principal must grant any exception to this policy. Those students who fail to comply with this policy are subject to administrative discipline under Rule 14.

Public Displays of Affection (PDA)

Hugging, kissing, holding hands and other public displays of affection are not permitted on school grounds.

After School Activities

After-school activities must be a school-sanctioned event with a sponsor in attendance. Students need to arrange for a parent/guardian to pick them up no later than 10 minutes after the event. Those students who repeatedly fail to have their rides pick them up at appropriate times will be barred from attending or participating in after school activities.

Athletic Events

Students attending or participating in athletic events must arrange for pickup no later than 10 minutes after the event has ended. Those students who repeatedly fail to have their rides pick them up at appropriate times will be barred from attending athletic events.

Detention

Detention is assigned and held by teachers. Parents must be notified at least 24 hours before the detention is to be served.

In-School Suspension (ISS)

ISS is an alternative to Out-of-School Suspension. Students are to report to Room 700 (ISS) with all of the books and necessary materials upon arrival at school. Students are required to comply with all rules in the Richmond County Board of Education Code of Student Conduct and Discipline, including Rule 14: Dress Code. Those students who fail to comply with the rules and regulations of ISS may have additional days added and/or receive an Out-of-School Suspension.

Out-of-School Suspension (OSS)

Students assigned OSS are not allowed to return to school until the suspension has been served. Students are not allowed to attend any after school programs, RCBOE sporting events on or off campus, or any extracurricular activities. Students entering campus or any off-campus school related function or activity are subject to arrest for Criminal Trespass and/or ten (10) days additional Out-of-School Suspension.

BYOT (Bring Your Own Technology) – Student Responsibility

- Students should not use the Internet for purposes other than instructional assignments related to the curriculum.
- Students will use system-supported technology, including, but not limited to, Web 2.0 or equivalent resources (wikis, blogs, online collaborative environments, etc.) for educational use only and will refrain from accessing inappropriate information.
- Students must follow teacher directions for Internet related assignments.
- Students must heed prohibitions and Internet Safety rules.
- Students should participate in any and all training as instructed by school personnel.
- Students will follow all applicable rules related to Internet, computer or digital device use contained within the Student Code of Conduct and Discipline.

- Students should take precautions when using the network. Internet safety is a great concern of the Richmond County Board of Education.

Consequences of Violation of BYOT Policy

- **Phones displayed by students on campus in violation of the BYOT Policy will be confiscated per Rule 1 and will follow Cross Creek's Cell phone practice.**
- **Headphones, ear buds, Bluetooth devices, Smart watches, or other cellular device related peripherals are subject to confiscation as well.**
- REFER TO CODE OF STUDENT CONDUCT AND DISCIPLINE HANDBOOK AND CCHS's CELL PHONE PRACTICE FOR GUIDELINES.

CCHS CELL PHONE AND HEAD PHONE CONSEQUENCE LEVEL

| STUDENTS WHO TURN IN PHONE | STUDENTS WHO DO NOT TURN IN PHONE |
|--|--|
| 1) Phone call home and parent picks up | 1) 1 Day ISS |
| 2) Phone call home and parent picks up | 2) 2 Days ISS |
| 3) 1 day ISS – Parent picks up | 3) 1 Day OSS |
| 4) 2 Days ISS – parent picks up | 4) 2 Days OSS |
| 5) 3 Days ISS – parent picks up | 5) 3 Days OSS – Start Rule 20 Parent |
| 6) 1 Day OSS – Parent picks up | Conference |
| 7) 3 Days OSS and start a Rule 20 – Parent | |
| Conference – parent pick up | |

Food and Drinks

No outside food items are to be brought in by parents. Students are not allowed to eat or drink in the classrooms. With permission, some teachers do allow bottled water. Each teacher has their classroom policy regarding bottled water.

Medication Policy

All medicines require written permission from a parent/guardian. Bring to school only the dosage necessary to last the duration of treatment while at school. For recurring ailments, it would be to the student's advantage to have medication on hand in the clinic, such as asthma, allergy and/or pain treatments. All medication must be housed and administered by the nurse or authorized personnel. ***Students are forbidden to share, give, receive, or take any medication from other students. This is to include all over-the-counter medications (i.e. Tylenol, aspirin) and prescribed medications.**

Visitors on Campus

Visitors are allowed on the school campus during school hours provided they receive permission from the Main Office. Passes or badges must be visibly displayed. Parental classroom visits are restricted to observation only and scheduled 24 hours in advance. Parents may not interact with other students or interrupt instruction. Interruptions to instruction or disruptive behavior will result in removal from campus and loss of visitation privileges. Conferences with teachers must be scheduled during non-instructional time. Please contact Guidance to schedule a conference at 772-8140 ext. 2555.

School Telephones

Phones in the school office are for emergency use only.

Messages and Deliveries

Messages to students will be taken and delivered to students only in case of an emergency. **The school will not accept flowers or other deliveries that are sent to the school for birthdays and similar special days, nor should students bring or exchange items for special occasions. Students violating this school rule are subject to consequences under Rule 1: Disruption.**

Assemblies/Pep Rallies

For your enjoyment and enrichment, you will be allowed to attend scheduled assemblies and pep rallies throughout the year. All school-sponsored programs are at the discretion and supervision of the teachers and/or the administration.

Please observe the following rules when attending assemblies:

- Enter the assembly in a quiet and orderly manner.
- Stay with your teacher and report to your assigned seating area immediately.
- Your quiet cooperation is expected as soon as the person in charge of the assembly appears.
- You may join in any group activity that is on the program: Singing, cheering, etc...
- Wild clapping, whistling, stomping, booing or any other disruption will not be tolerated.
- No food, beverages or gum are permitted in assemblies.
- After the assembly, you are to remain seated until properly dismissed.
- If you come to school late and the assembly program has begun prior to your arrival, you will not be allowed to attend the assembly.
- Repeated violations of assembly or pep rally rules will result in revocation of privileges and appropriate school discipline.

Clubs and Organizations

Cross Creek High School clubs and organizations are provided to students as further opportunities to develop leadership, social, vocational, and academic skills. Only officially approved clubs and organizations can meet and have fund-raising activities. The principal must approve all fund-raising activities. Cross Creek High School Clubs for the 2018-2019 School Year are to be determined at a later date based on student interest and availability of club sponsors.

Eligibility for Georgia High School Athletic Association Activities

To be eligible to participate in Georgia High School Association (GHSA) activities, students must:

- Be enrolled as a regular student in grades 9 – 12 taking, 7 courses per semester.
- Not have completed 8 consecutive semesters from date of first enrollment in the ninth grade.
- Have passed five (5) unit subjects out of seven (7) the previous year.
- Have not reached their 19th birthday prior to May 1 the preceding year of participation.
- Must not be migrant students of less than one year standing.
- Must be on track for graduation.
- Entering 9th grade: Promoted from 8th grade
- Entering 10th grade: Earned 5 units of credit
- Entering 11th grade: Earned 10 units of credit
- Entering 12th grade: Earned 16 units of credit

- Must pass a physical exam by a certified physician.
- Joint enrollment must be taking 5 classes at home school.
- Must receive credit for college classes at home school.

Athletics

The following interscholastic sports are open to students: boys and girls may try out for football, boys and girls basketball, boys and girls track, baseball (boys), softball (girls), boys and girls golf, boys and girls Soccer, boys and girls wrestling, and girls volleyball, swimming and tennis.

Athletic Teams

| | |
|----------------------------|--------------------|
| Athletic Director | Lawrence Kelly |
| Varsity Football | Ezzard Horn |
| JV Football | Michael Thomas |
| Varsity Softball | Colandra Davis |
| JV Softball | Constance Hammonds |
| Varsity Cheerleaders | Tiesha Donigan |
| JV Cheerleaders | Tammie Thompson |
| Varsity Basketball (boys) | Lawrence Kelly |
| JV Basketball (boys) | William Cogle |
| Varsity Basketball (girls) | Kim Schlein |
| JV Basketball (girls) | Donna Young |
| Flag Football | Ceona Wright |
| Varsity Baseball | James Jackson |
| JV Baseball | Augustus Rodriguez |
| Cross Country | Robert Hawes |
| Track (boys) | Robert Hawes |
| Track (girls) | Kim Schlein |
| Golf | David Scouten |
| Tennis | Shinika Simmons |
| Soccer (boys) | Andrea Triplett |
| Soccer (girls) | Ceona Wright |
| Band | Erskine Fleming |
| NJROTC | CWO Wayne Scott |
| Volleyball | Andrea Triplett |

Extra-Curricular Activities

School rules should be applicable to all students, regardless of their endeavors in extra-curricular activities. There should not be favor or permissiveness with athletes, band students, cheerleaders, and literary or one-act play participants. The policy recommends for athletes and competitors in all areas are as follows:

- If the athlete (or participant) is absent on the day of the game, he/she is not eligible to participate, unless it is a bona-fide absence such as doctor's appointment, funerals, mandated court appearance, or other official legal absence as determined by administration. These will be accepted as excused absences with advance notification to the office/homeroom teacher.
- Any unexcused absence – cutting class on the day of the game, results in not being eligible for the game.

- If an athlete is under suspension, In-School or Out-of-School, he/she is not eligible to participate until properly reinstated in school. This also includes practices, walkthroughs, and/or meetings.
- When a student is a constant disciplinary problem, he/she will be dismissed until the problem is cleared, with written notification of solution given to the coach and office.
- Participants must meet all state and county eligibility requirements.

Participation in Athletic Activities

No student is to be allowed to try out or participate in any sport, cheerleading, band or any other extra-curricular activity of a school, unless such student lives in the attendance zone of that school. The student must live with parents or legal guardian at the time of the activity or any other related events with the particular extra-curricular activity.

Scheduling for Athletes, Cheerleaders, Band Members, etc...

School standards require that all individual or group practice in activities of an interscholastic nature be conducted after the end of the seven period academic school days. The school day must be organized for instruction of students and not for practice of extra-curricular activities, in accordance with this standard; no school shall give any preference to athletics, cheerleaders, etc., in scheduling. Also, scheduling of all athletes into one physical education class is not allowed.

School Insurance

School insurance is made available for all students. Parents have the option to accept or reject purchasing the coverage. Students participating in all athletic events, except varsity football, are encouraged to take out the policy. Varsity football players are under separate coverage. We strongly urge all students involved in any school club or activity to purchase the school insurance.

Textbooks

The media specialist or designee will issue textbooks. All barcoded textbooks must be checked out to each student in Destiny. It is the student's responsibility to turn in each textbook to the media specialist. Textbooks will have the school's name, and a number will be assigned to each textbook. Lost or damaged textbooks should be reported to that teacher. Students will sign for textbooks and are responsible for these textbooks. Students are required to sign their name and the school year in the textbook in blue or black ink. Parents or guardians will be notified of the amount owed for lost or damaged textbooks, library books, system or state-owned materials, or equipment. Graduating seniors will not be permitted to participate in graduation ceremonies until all fees are paid. Students are required to have class materials, such as pencils, pens, paper, books, uniforms, etc., and other items that a teacher may require for a specific instructional purpose when students go to class. **Students are not to go to class and then ask to go back to their lockers.** (Textbook Policy: O.C.G.S. 2-02-1013).

One-to-One Technology Program at Cross Creek High School

We are excited to announce that Cross Creek High School is a One-to-One Technology School, meaning that all students will be issued a laptop or tablet for learning.

Lunchroom

We have a “closed campus” policy at CCHS. Students will remain in school during the day unless parents sign them out for situations/circumstances that cannot be handled after school hours.

A student may leave campus only with permission from an administrator or Main Office personnel.

Students must remain in the Razorback Cafeteria during lunch. Students may only eat in teacher’s classroom or other locations with **written permission** from an administrator. Students desiring to go to the Media Center during lunch may only do so after receiving a school lunch and with an official Media Center Lunch Pass. Only restrooms located in the Cafeteria Lobby may be used prior to ten (10) minutes before the end of the student’s assigned lunch period. All other hallways and restrooms are off-limits.

The Razorback Cafeteria is a clean, neat, and orderly place. Students are expected show respect and responsibility by helping keep the cafeteria clean, and remain orderly. All food and beverages must be consumed in the Cafeteria. Students are required to dispose of disposable lunch trays, drink containers, napkins, and disposable condiments in proper trash containers before leaving the Cafeteria. Anyone violating the cafeteria rules will face disciplinary action.

Razorback Café Rules:

- No breaking in line.
- Check cashing and giving change will be for lunchroom customers only. Checks must be for at least one dollar.
- Tea and lemonade are for faculty members and lunchroom employees only unless allowed to be purchased by Cafeteria Staff.
- Students are requested to bring the correct change, as this will keep the lines moving faster.
- All tables must be cleaned of trays and plates before the end of the lunch period.
- Students must remain in the cafeteria and designated areas. Students will not be allowed to enter the classroom corridors during their lunch period.

Lockers

Each student must have a hall locker for books and personal items. The cost to rent a locker is \$10.00 per school year (non-refundable). Money for lockers will be collected by Cross Creek High School employees and a cash receipt will be issued to the student. Students may only use their rented lockers. Sharing lockers is prohibited. Students may go to lockers during class changes. Lockers should be neat and locked. Students are responsible for their belongings and are accountable for items found in lockers. **CCHS is not responsible for theft or damages.** Problems operating lockers should be reported to an ROTC instructor. Decorating/personalizing lockers is not permitted. Damaged lockers should be reported immediately to an ROTC instructor. Lockers are subject to search at any time.

Grading System

There are two semester grading periods in the school year. Report cards will be sent home once a semester.

Report Cards

Report Cards will be distributed on the following dates:

- January 9, 2024: 1st Semester
- May 28, 2024: 2nd Semester

Progress Reports

Progress reports are given to students after the completion of the midpoint of each semester grading period. All teachers will inform parents of their child's progress on a mid-nine-week period by calling the parent or sending home a written or computer-generated progress report. You will receive some form of academic report at least twice every semester:

- September 15, 2023-1st Semester
- February 15, 2023- 2nd Semester
- October 27, 2023- 1st Semester
- March 28, 2023- 2nd Semester

Grading Scale

Cross Creek High School will follow the Richmond County alpha-numeric grading scale:

- A: 90 – 100
- C: 75 – 79
- F: 69 – below
- B: 80 – 89
- D: 74 – 70

Promotion Requirements (Credits earned)

- 9th to 10th grade 5 units
- 10th to 11th 11 units
- 11th to 12th 18 units
- Graduation 23 units

Homework Policy

The Richmond County Board of Education adopted a homework policy for high school students, June 14, 1984. It is divided into two categories — major and regular. Major homework is an assignment that requires several nights or weeks in preparation. Examples are a science project, a term paper, portfolio, or book report. Not more than two major assignment will be given in a semester per class. Regular homework can be completed in one evening. The RCBE Board policy states that all high school students will be assigned a minimum of two hours of homework daily. Generally, a high school student will average no more than 30 minutes of homework per subject. Regular homework assignments for a nine-week reporting period will be counted in the nine-week's average. Teachers will provide parents and students with their homework grading policy in their course syllabus.

Guidance and Counseling

Each student has a counselor who can be of tremendous help in many ways. The counselor's main concerns are to help students make sound decisions about their school program, career plan, and personal life situations. Students are encouraged to meet with their counselor whenever help is needed in these areas.

Transfers and Withdrawals

Students requesting a transfer or withdrawal must have a parent or guardians personally visit the guidance office. Students cannot withdraw or transfer without a parent or guardian present. This includes students above the age of 17 unless the student has court documents of emancipation. At least one day notice (24 hours) is requested to withdraw a student from school. Parents are asked to notify the school as soon as possible of the student's expected withdrawal date. All textbooks, library books, school athletic uniforms, and/or Band Instruments must be returned, and any outstanding debts to the school must be recorded and parents should make every effort to clear recorded fines before the withdrawal can be completed.

Student Records

- a. **Student's Permanent Records:** Maintained by guidance department. The guidance department must administer any changes, deletions, etc.
- b. **Advisement Folders:** Will be maintained by student's homeroom teacher. It contains a duplicate copy of student's academic record and program of study and are used to advise students on academic scheduling.

Graduation

Seniors participating in the graduation ceremony will be required to wear a cap and gown. The graduating senior, through the school will purchase the cap and gown. Appropriate "dress attire" (as determined by the Graduation Committee) will be worn beneath the gown. Parents of graduating seniors are often surprised at the monetary expense of having a student graduate. Expenditures can add up quickly and the average cost is somewhere in the 200 to 300-dollar range. It can be higher depending upon the cost for class rings and prom attendance. The inclusion of this estimate is to help parents plan and prepare for these unexpected costs. All graduation practice sessions are scheduled by the school. The Graduation Committee will establish protocol. Policies and information will be disseminated to students and parents in a timely manner.

Emergency Procedures

Fire Drills: In the event of a fire alarm, students will exit their classroom and proceed in an orderly fashion to the nearest exit. Upon exiting the building students will be directed by their teachers or administrators to their rally point. Teacher will take roll; therefore, students must remain with your teacher during the evacuation.

Tornado Drills: In the event of a tornado drill, all students will exit the classroom to the hallways directly outside of the classroom. Upon entering the hallway all students will line up facing the wall, kneel down and place their head down with their hands covering their heads and remain in this position without talking until the all clear is issued by school officials.

Shelter-in-Place Drills: In the event of a chemical accident, an announcement will be made and alarm sounded. Students, teachers, and staff will remain in their classrooms. If outside, students, teachers, and staff will immediately return to the school building. Ensure that windows and doors are closed. If evacuation becomes necessary, students will be notified via the school's intercom or personally by a school official. Do not leave the building unless instructed to do so; it may be safer to remain in the building. This is referred to as **shelter-in-place**. During this situation, no one is allowed to enter or exit the building until an all-clear is issued by school officials.

Final Exams Policy

Final exams are an important time for all Cross Creek students. In order to ensure that each student has the most conducive testing environment for success, tardiness to the test site and early dismissal from the test site will not be allowed. If a student is tardy to a final exam, they will not be permitted into the test site and will have to schedule an alternate time in order to make up the exam. Students who are late to the morning exam must wait in designated areas until the lunch period for the afternoon exam to begin. Students will not be called or dismissed during an exam period except in the event of an emergency. Students must stay in the exam period the full time in order for the exam to be counted. Any student who leaves the exam early for any reason other than a family emergency risks having their exam grade forfeited and counted as a zero.

Richmond County School System Title IX Notice and Complaint Procedures

Non-Discrimination/ Sexual Harassment

The Richmond County School System (RCSS) is committed to maintaining an educational environment that is free from discrimination and harassment, where all members of the school community are treated with dignity and respect. Accordingly, RCSS does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs and activities and provides equitable access to all educational programs, activities, sports and facilities.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. RCSS prohibits discrimination based on sex, including sexual harassment.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the School System conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct.
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School System's education programs or activities; or
- (3) "Sexual assault" as defined in 20 U.S.C. § 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. § 12291(a)(10), "domestic violence" as defined in 34 U.S.C. §

12291(a)(8), or “stalking” as defined in 34 U.S.C. § 12291(a)(30).

Any student or employee who believes themselves to be discriminated against on the basis of sex should make a report to an administrator or the School Title IX Coordinator. Click here to access the [Complaint Form](#)

Alleged violations will be investigated, and when it is determined that a violation has occurred, prompt appropriate disciplinary action will be taken against persons found to be in violation. These actions include sanctions authorized by law, Board policy, and the Code of Student Conduct and Discipline.

RCSS also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in the complaint process as established by Board policy and the administrative regulations.

RCSS has designated a System Title IX Coordinator who is responsible for coordinating efforts to comply with and carry out the School System’s responsibilities under Title IX. Individuals with a question on Title IX or who would like to file a formal Title IX Complaint should contact:

System Title IX Coordinator
Dr. Aronica Gloster
Department of Student
Services 864 Broad Street
Augusta, GA 30901
(706)826-1000 x 5501
glostar@boe.richmond.k12.ga.us

Each RCSS school site has a designated Title IX Coordinator for handling complaints of sex-based discrimination, including sexual harassment. Deputy Title IX Coordinators have been designated to handle employee complaints and discrimination complaints related to athletics. A complete listing of Title IX Coordinators is available on the RCSS website, www.rcboe.org. [\[CLICK HERE\]](#)

For additional information, please refer to the discriminatory complaint procedures relative to the following Richmond County School System Policies: Policy GAAA (Equal Opportunity Employment), Policy GAEB (Harassment), Policy IDFA (Gender Equity in Sports) or JCDAG Bullying, which are located in the School System policy manual that is available on the System web site, www.rcboe.org.

Note: Nothing herein is designed to create rights where not otherwise provided by law. This policy or procedure is not intended to limit the discretionary authority of, or to create any liability for, or create a cause of action against, the Board of Education, or its officers, employees, volunteers or other designated individuals for any act or omission to act related to this policy or procedure. Georgia’s Constitution provides that School System employees are immune from liability when they are performing discretionary functions and they act without malice or intent to cause injury.

REVISED 7/25/2023 SLD

