



Parent and Student Handbook
2018-19

Welcome to the Hogansville Elementary Greenwave family!

We cannot begin to tell you how excited we are about this school year. We are implementing many changes which will allow students to continue to grow and thrive at Hogansville Elementary! But it all begins with teamwork. Our theme this year is "Teamwork Makes the Dream Work". We will live that theme each and every day.

But first, let me introduce you to the team leading Hogansville Elementary. I have met many of you but for those of you who I have not met, the past 12 years I have been a district academic coach working on curriculum and instruction with a focus on literacy. Prior to that I spent 22 years in the classroom teaching all grade levels Pre-K through fifth. I have lived in LaGrange, Georgia for almost 30 years with my husband, John. We have four grown daughters and one granddaughter, Emmy.

Dr. Hanna Beall is our new Instructional Specialist. Dr. Beall was born and raised in LaGrange, Georgia. She attended LaGrange College and Georgia Southern University before becoming a fifth grade math teacher and for the past seven years has been an Instructional Specialist at Hollis Hand Elementary School. Dr. Beall is married to Alex Beall and has three wonderful children.

Dr. Ann Crowder continues as our behavior interventionist. Dr. Crowder taught elementary and high school special education classes for seventeen years. She worked as an assistant principal in elementary and middle schools before becoming principal of Hannan Gifted and Talented Magnet School in Muscogee County. Dr. Crowder retired from Muscogee County after 33 years of service in education. Since then she has provided services at different elementary and high schools throughout Muscogee County.

Our core purpose continues to be helping students bring dreams to life through motivation, encouragement, and hard work. We will continue to focus on quality instruction and building positive relationships with our students, parents, and community. Our theme this year "Team Work Makes the Dream Work" reminds us that as a team of teachers, parents, students, and community members we have the ability to help every student be academically successful. It is through academic success that dreams are fulfilled.

We hope you find this calendar/handbook helpful. It is a way to keep all of our families and stakeholders informed with dates of meetings, various school events, and many system and school policies. Please feel free to contact us if you should have any questions. We look forward to a wonderful school year and having YOU as part of our team.

Sincerely,

Gina Turner, Principal

Hanna Beall, Instructional Specialist

Ann Crowder, Behavior Interventionist

***Please note every effort will be made to follow dates as printed unless unforeseen circumstances occur. You will be notified of any changes via Tuesday folders and via grade level newsletters of additional dates and activities that take place during the school year.**

Hogansville Elementary School

Dream IT! Believe IT! Achieve IT!

CORE PURPOSE

To help all children discover their IT!

MISSION

It is our mission to bring dreams to life for every student through motivation, encouragement, and hard work.

VISION

In five years, Hogansville Elementary will build positive relationships with community partners that enhance the lives of families and provide opportunities for students to develop their dreams.

BELIEFS

Every student has a dream!

Every student has abilities, gifts, skills, and talents!

No significant learning can happen without a significant relationship!



Hogansville Elementary School Faculty and Staff 2018-2019

Principal

Gina Turner

Instructional Specialist

Hanna Beall

Behavior Interventionist

Ann Crowder

Counselor

Carmen Couch

Administrative Assistants

Hazel Jackson

Lorraine Boone

Family Assistant

Melanie Baswell

Pre-Kindergarten

Emily Olinger

Connie Gore, Assistant

Lindsey Mitchell

Paige Wilkie, Assistant

Bailey Kardoes

Candis Carlisle, Assistant

Kindergarten

Kim Holstun

Ruth Collier, Assistant

Hollie Palmer

Joyce Richardson, Assistant

Terry Boyd

Nancy Montgomery, Assistant

Abbie Anderson

Jessica Jones, Assistant

First Grade

Renee Wynn

Abigail Norris

Olivia Wolfe

Second Grade

Karen Briggs

Leigh Bailey

Lori Hart

Amanda Howse

Third Grade

Kim Buchanan

Laura Burkett

Caroline Spraggins

Fourth Grade

Amanda Kindred

Jordan Webb

Miranda Phillips

Leah Sledge

Instructional Support/EIP

Teachers

Kelly Hanners

Kathryn Soto

Lindsey Klein

Crystal Brantley

Instructional Assistants

Adena Toney

Donna Barry

ESOL Teacher

Gina Bartlett

Exceptional Education

Nickie Crawford

Robbin Smith, Assistant

Brenda McWhorter, Assistant

Speech Pathologists

Arlona Hawkins

Media Specialist

April Sandford

Sheila Carlisle, Assistant

Enrichment/Gifted

Gary Jones

Fine Arts

Maria Hays, Art

Louis Barnett, Music

Physical Education

Jason Boatman

School Nurse

Cynthia Walston

Custodial Services

Gerald Bankston, Lead Custodian

Jean Tigner

Vincent Glenn

Nutrition Staff

Debra McCann, Manager

Carrie Agan

Jessica Cooley

Laura Fomby

Nettie Gargan



two parents (elected by parents), one business representative (appointed by the school board), and one business representative elected by the Council.



2018-2019 Local School Council Representatives

Gina Turner	Principal
Patrick Terrail	Business
Emily McGownse	Parent
Marie Rosenthal	Parent
TBD	Teacher
TBD	Teacher

Local School Councils include the school principal, two teachers (elected by teachers),

2018-2019 PTO Officers

President: Jenn Cooley
Vice President: Vacant
Treasurer: Kirsten Bruce
Secretary: Emily Johnson



PTO

The Hogansville Elementary School PTO is an organization of parents and teachers formed for the purpose of enhancing the education of our children. It is a perfect way to provide educational support for our children. Meetings are open to all parents and opportunities are provided all year to become involved. Please review the calendar for specific information regarding scheduled activities. As a parent or guardian of a child attending HES, you are automatically part of the PTO. There is no fee to join



Troup County School System

Your Future Starts Today

Vision Statement

Troup County School System will provide educational opportunities that inspire learners to be independent, successful, and happy.

Mission Statement

The mission of the Troup County School System is to educate all students in a challenging and safe learning environment, so they will become productive citizens in a diverse and changing world.

District Goals

1. Ensure all students achieve at their highest level of academic performance.
2. Provide a safe, secure, and wholesome learning environment.
3. Engage all students, staff, families, businesses, and the community in the educational process.
4. Maximize efficiency and productivity in pursuit of the system's mission.

Beliefs

We believe that:

1. Students are the primary focus of all decisions.
2. Each student is a valued individual with unique social, emotional, physical, and intellectual needs.
3. Students have a shared responsibility for their own learning.
4. Clear and high expectations contribute to success.
5. All students can learn when provided with a rigorous curriculum and when supported academically, socially, and emotionally.
6. All students must be prepared to function effectively in a knowledge-based, technologically rich, and culturally diverse world.
7. Effective and engaging instruction provides the knowledge and skills to meet global challenges and opportunities.
8. Students who are lifelong learners are prepared to meet future challenges.
9. Students, staff, parents, and the community share the responsibility for the support of the TCSS mission.
10. Students benefit from strong family, school, and community partnerships.
11. Effective communication between home and school is essential.
12. The TCSS should be guided by long-range plans designed to meet the vision, mission, and goals of the district.

ATTENDANCE

Regular school attendance is necessary if your child is to perform and learn at his/her best in school. Georgia law requires that students attend school every day except when there is a valid reason for their absence. When a student is absent, the parent must send a written excuse to the student's teacher explaining the nature of the absence. All absences will be treated as unexcused unless a written excuse is received. A written excuse is

required to keep on file even if the parent calls the school on the date of the absence. The following are valid reasons for school absences:

1. Illness of child
2. Death in the family
3. Court appointment
4. Required religious observance
5. Quarantine
6. Exclusion because of exposure to a contagious disease

Any other absences are considered unexcused. Our school is required to report excessive unexcused absences to the proper agencies and officials.

MASTER SCHEDULE

7:00 School/Breakfast Begins
7:35 Breakfast Ends
7:35 Morning Announcements
7:40 Tardy Bell Rings
7:40 Instruction begins
2:15 Dismissal

MORNING ARRIVAL

Buses will begin to arrive at 7:00 A.M. Students will go directly to their homeroom class for breakfast in the classroom (BIC). **For your child's safety, car riders may not be dropped off or enter the school at the main entrance before 7:00 A.M. There is no adult supervision available prior to this time.** Parents and guardians should monitor to make sure the students enter the building safely. Students should not be dropped off in any other area not attended by an adult.

Our goal is to assist our students in becoming independent individuals. For this reason, after the first week of school, we ask that parents refrain from walking students to class. Staff members are standing in the halls to assist students. If parents need to speak specifically to the teacher, please call and schedule a conference

AFTERNOON DISMISSAL

The school day ends at 2:15 P.M. Car riders will be dismissed from the front entrance at 2:15 P.M. Please remain in the car rider line to pick up your child. **Car riders will be dismissed from the office only in an emergency and early dismissals will count against your child's perfect attendance.** Boys and Girls Club students will be dismissed to the cafeteria. **The safety of all students is our priority,** and we appreciate your help and cooperation by following the guidelines for arrival and dismissal.

Car rider parents are asked NOT to come in the building to get students. Dismissal time is a busy time and your child will be dismissed quicker if all parents follow the same procedure. Students must be picked up by 2:35 each day.

TRANSPORTATION CHANGES

If there is a change in the way your child will leave from school for any period of time (one day, one week, etc.), **we must have a note from home from the parent/guardian that enrolled the child at registration.**

NOTE: By law, no school may allow anyone to sign-out a minor child without the permission of the person who enrolled the child as documented on the forms that were completed by the parent or legal guardian at registration.

Any change in that list of persons approved to sign-out the child must be completed in writing by the enrolling person and delivered to school by the enrolling person. In addition, schools by law are not allowed to sign-out a minor child if a person contacts the school by phone or note granting permission for the child to be signed out by a person not on the original permission list.

We go to great lengths to ensure the safety of your child and also give you an opportunity to complete a student information card for you to provide a list of who can and cannot pick up your child. **Please complete this and keep it up-to-date.**

If your child goes home on any day different from their normal way, you must write a note. Please indicate on the note your child's first and last name, their teacher's name, the first and last name of any child they are going home with, specify car or bus rider, the bus number, the address of the student they are going home with, and the date. Sign the note and include a phone number so we may call with any questions. **Unless we have a note from the parent, a child will not be allowed to leave school except as previously established.** This procedure will help ensure that your child is transported from school safely. For the safety of your child, we discourage transportation changes via phone. **School is a very busy place; therefore, transportation changes will NOT be made after 1:00 p.m.**

TARDIES

Students who arrive to school after 7:40 a.m. will be considered tardy. Parents are to bring students to the office where the student can obtain a tardy slip before going to his/her classroom. Students will not be allowed to enter class without a tardy slip. Please help your child arrive on time. **Please see the Troup County Elementary School Attendance Protocol in the back of this handbook for more information.**

EARLY DISMISSAL

A request to have a child excused from classes early should be sent with the child on the morning of the day of dismissal with the time and reason included. When possible, medical and dental appointments should be made outside of school hours. A child will be released to someone other than his/her parents **only** if **the person is on the approved check out list**. Identification will be requested if office personnel do not know the parent. This is for the safety of your child. Because of emergencies requiring another person to pick up your child, it is very important that we have **current** phone numbers to reach parents at all times. Let us know as soon as possible **each** time your number changes. All students **must** be released from the office. Parents should not go to classrooms to check out students. These procedures are in place for the protection and safety of your child.



Remember...

3 combined tardies and/or early dismissals = 1 absence.

Please see the Troup County Elementary School Attendance Protocol in the back of this handbook for more information.

EARLY DISMISSAL DUE TO ILLNESS

From time to time students become ill while at school. Teachers will monitor the student's condition and will send the student to the office when they can no longer remain in the classroom. The secretaries or school nurse will contact the parents if a student needs to be picked up from school. When the parents/guardians pick students up, they need to report to the office and sign the student out. No student will be allowed to leave campus without authorization from office personnel.

*If a student leaves school before 11:00 am, he/she is counted absent.

BUS TRANSPORTATION

The Troup County School System operates buses for transporting students to and from Hogansville Elementary. Appropriate conduct on the bus is essential for the safety of the driver and passengers. To prevent riding the school bus from becoming a hazardous situation, behavior that distracts the driver will result in **immediate** disciplinary action. We need the cooperation of both parents and students. Please read the rules carefully and discuss them with your child.

BUS EXPECTATIONS

1. No excessive loud noise, loud talking, loud laughing or playing.
2. No eating or drinking on the bus.
3. Do not move about while the bus is in motion. Remain in your seat.
4. Keep head, hands, and feet inside the bus.
5. Do not be destructive.
6. Sit facing the front of the bus; keep feet out of the aisle.
7. Objects not required at school are not allowed on the bus.
8. Cooperate with the bus driver.

The bus driver is in charge of and responsible for student behavior and is authorized to take the following actions:

1. Talk with the student.
2. Assign special seats when necessary.
3. Report conduct problems to parents and principal (or principal's designee) with a written form requiring a parent's signature.
4. Notify the principal (or principal's designee) and/or parent by verbal communication and/or a copy of the bus conduct form.

Riding the bus is a privilege provided by the Troup County School System. Students who continuously misbehave and fail to follow the rules and the driver's instruction may lose the privilege to ride the bus for a period of time or indefinitely. This will be at the discretion of school administrators. Please encourage your child to conduct him or herself in an appropriate way while on the bus

SAFETY AT YOUR CHILD'S BUS STOP

1. Please have your child at his/her bus stop at least **5 to 10 minutes prior** to the arrival time.
2. An adult should be at the stop with elementary children who are **8 years of age or younger**.
3. Parents/guardians must be at the stop (home) to pick up child from the bus in the afternoon. **Students under the age of 8 will be returned to school if the driver cannot locate a parent at the stop.**
4. Children should dress for the weather.
5. Wait for the bus a safe distance from the road.
6. Always use the handrails when loading/unloading the bus. Be extra careful when it is raining.
7. Stay seated when the bus is moving. (Seat to seat, back to back with feet on the floor in front of you.)
8. Hold on to your belongings in your lap. (Refrain from placing anything on the floor or in the aisle.)
9. Never hang anything out of the window.
10. Be silent at all railroad crossings.
11. Cross the road at least 10 feet in front of the bus. Always cross in front of the bus where the driver can see you. Never cross behind the bus.
12. Never cross the street until the driver gives you the signal that it is okay to cross.

FOOD SERVICE PROGRAM BREAKFAST & LUNCH

Hogansville Elementary School Food Service, along with other district schools, participates in the Federal Child Nutrition Fund program. Federal law states that to receive Child Nutrition Funds, “a reimbursable meal must be served.” ALL students at Hogansville Elementary will receive a nutritionally balanced, free meal each school day for breakfast and lunch. Parents do not have to complete and submit a Free and Reduced Application.

Breakfast and lunch will begin on **Thursday, August 9th**. Students eating breakfast will eat in their classrooms. Breakfast ends at 7:35, so students arriving after 7:35 a.m. will not be able to participate unless they are on a late bus. Breakfast in the classroom allows instruction to begin as soon as students arrive. Classroom conversations as well as literacy tasks will be part of the breakfast in the classroom program.



Hogansville LUNCH SCHEDULE	
Pre-K	10:30 - 11:00
3 rd Grade	11:20 - 11:50
Kindergarten	11:35 - 12:05
1 st Grade	11:50 - 12:20
4 th Grade	12:05 - 12:35
2 nd	12:20 - 12:50
5 th Grade	12:35 - 1:05

ASSESSMENTS

Georgia Milestone Assessment System (GMAS) – In order to determine the student’s mastery of the *Georgia Standards of Excellence (GSE)* in grade 3rd-5th, the State Department of Education implemented the Georgia Milestone Assessment System (GMAS) to measure each child’s academic performance in the areas of reading, language arts, and math. In addition, fifth grade students are tested in science and social studies.

Georgia Kindergarten Inventory of Developing Skills (GKIDS) – GKIDS is given to Kindergarten students. Its purpose is to measure student growth in the area of literacy, math and social/emotional development during the academic year to determine readiness for first grade. It also provides diagnostic information for teachers to guide instructional practices in the classroom.

Phonics Assessment & Guided Reading

Students in K-2nd are assessed in the fall, winter, and spring using a phonics assessment (which includes sight words) as well as guided reading. This one on one informal assessment is designed to give teachers valuable information about a student's reading as well as specific skill development. Teachers use this information to plan appropriate instructional activities for a student to maximize performance and reading progress. These assessments provide teachers information on::

- ❖ basic Kindergarten Readiness Skills;
- ❖ basic understanding of phonemic awareness;
- ❖ instruction needed in phonics and decoding skills;

- ❖ student's proficiency with the Dolch Sight Words;
- ❖ a student's Instructional Reading Level and needed comprehension skill instruction;
- ❖ evaluate a student's reading fluency

In addition, students in grades 3 - 5 will also be given a Guided Reading Assessment to assess reading strategies used by students.

Troup County School System Benchmark Assessment

Throughout the school year students in 1st-5th grade will be given formative assessments to determine how well they are acquiring the *Georgia Standards of Excellence*. Results will be used to assist teachers with planning differentiated tasks to better meet the needs of individual students, groups of students and classes as a whole.

Boys and Girls Clubs of West Georgia – Hogansville Unit

The purpose of the BGC Program is to offer a safe after school environment for Hogansville students in grades 1-5 (ages 6-12) from 2:30 p.m. – 6 p.m. Monday through Friday. The cost is \$75 per student for the year. *Fees are subject to change.* Students are given opportunities to work on leadership, character, and physical and academic development. The BGC Program is NOT affiliated with the Troup County School System or Hogansville Elementary School. Please direct ALL inquiries regarding Boys and Girls Club to (706) 884-1391.

CLUBS, ORGANIZATIONS & ACTIVITIES

Hogansville Elementary School is proud to offer many clubs, organizations, and activities for students. Information and permission slips will be sent for students to participate in after school activities. Parents have a right to “opt out” of their children’s participation in clubs, activities, and organizations.

Academic Team: (Sponsor – Gary Jones/Amanda Howse) Team of fourth and fifth graders who compete against neighboring schools by answering questions on a variety of topics. Criteria for participation include teacher recommendation and high score on a random-questions test. Students must be in good standing, complete assignments, attend practices and meets, and exhibit good conduct.

Art Club: (Sponsor – Maria Hays) Fourth and fifth grade students will explore art concepts and work on various forms of art.

Chorus: (Sponsor – Louis Barnett) Fourth and fifth grade students will participate in an after school chorus.

Green Team: (Sponsor – Recycling Committee) The mission of the Green Team is to educate students and the community to reduce, reuse, and recycle. Green Team Members will participate in various projects throughout the school year that educate students and the community.

Honor Waves: (Sponsor – TBD) The objective is to motivate and honor good behavior, character, and work ethic in students, and to serve the school and community. Fourth and fifth grade students that work to develop good behavior, character, and a good work ethic will be nominated to be a member of the Honor Waves. Honor Waves will serve as models to their peers as well as serve the school and the community of Hogansville. Students must remain in good academic standing with passing grades in all subjects.

Lego Robotics Club: (Sponsor –TBD) This club will be open to 4th and 5th grade students.

Science Clubs sponsored by A World In Motion (AWIM): “JetToy Challenge” (Sponsor – April Sandford) This club is open to a maximum of twenty-five 5th grade students.

CONDUCT AND GRADING

Conduct

Excellent (E) – Student always does what is asked of him/her; always respects others; follows all classroom and school rules and procedures.

Satisfactory (S) – Student does what is asked of him/her most of the time; follows classroom and school rules and procedures.

Needs Improvement (N) – Student sometimes does what is asked of him/her and has to be redirected often; may or may not have been referred to an administrator.

Unsatisfactory (U) – Student rarely does what is asked of him/her and requires frequent redirection; has difficulty following classroom rules and has been referred to an administrator.

Grading System

Kindergarten – GKIDS is a reporting tool used to assess the students' understanding of the Georgia Performance Standards. Formal reporting is four times a year with two parent conferences scheduled to review student performance.

First and Second grade – A Standards Based Report Card will be used to assess the students' understanding of the Georgia Standards of Excellence.

Formal reporting is four times a year with two parent conferences scheduled to review student performance. Traditional grades will be replaced by the following.

1 indicates limited or minimum progress toward achievement of standard.

2 indicates progressing toward meeting the standard.

3 indicates consistently and independently achieves the standard. X indicates standard is not assessed at this time. S, P, N for work habits and special areas.

Third - Fifth Grades – Georgia Standards of Excellence will be assessed.

A indicates Outstanding (90-100)

B indicates Excellent (80-89)

C indicates Satisfactory (70-79)

F indicates Not Passing (Below 70)

NE indicates Not Evaluated at this time.

S, N, U for participation, conduct, and work habits.

RECOGNITIONS, AWARDS, AND YEAR END HONORS



K-5 students will be recognized throughout the year on the morning broadcast, afternoon announcements, classroom celebrations,.

Student Recognition by Month or Quarter

Grades K-2 Recognition and awards are subject to change each quarter depending on major skills being learned during that period.

Academic Principal's List (3rd-5th grade) For a quarter grading period – Students that earn all A's and all S's in all subjects will be named to the Academic Principal's List.

Academic Honor Roll (3rd-5th grade) For a quarter grading period – Students that earn all A's and/or B's and all S's in all subject areas will be named to the Academic Honor Roll.

Perfect Attendance: Students will be recognized for perfect attendance if they are present every day and have no more than 3 cumulative tardies and/or early dismissals during the year.

Greenwave of the Month: The classroom teacher selects the Greenwave of the month. Everyone is eligible at the beginning of each month. Students are selected based on meeting the following criteria. They have no discipline referrals for the month, have regular attendance, turn in homework, have a positive attitude, model good behavior at all times by being respectful, helpful and courteous, and maintain an S or E in conduct.

Year End Honors

The following student achievement awards will be presented at the end-of-the-year Honors Day Programs:

Academic Principal's List - For students in grades 3-5 who have a yearly average of all A's and all S's in all subjects.

Academic Honor Roll - For students in grades 3-5 who have a yearly average of all A's and/or B's and all S's in all subjects.

Perfect Attendance - For all students who are present every day with no more than 3 cumulative tardies and/or early dismissals for the entire year.

Citizenship - 1 boy/1 girl from each homeroom in grades 1-5 who have an S or E in conduct for each of the four nine weeks grading periods and no disciplinary referrals to the office for the year. These students should have a positive attitude and model good behavior at all times by being respectful, helpful, and courteous.

Academic Subject Awards - For students in each homeroom in grades 3-5 who have the highest numerical average in English Language Arts, Math, Science, and Social Studies. In case of a tie, the award will be given to both students.

Art - For the outstanding art student in each homeroom in grades 1-5.

Music - For the outstanding music student in each homeroom in grades 1-5.

Physical Education – For the outstanding boy and girl in each homeroom in grades 1-5.

Hogansville Elementary Greenwave Student of the Year Award – Presented to one 5th grade student who best exemplifies the Greenwave character traits of honesty, truth, and loyalty.

Georgia Standards of Excellence

The Georgia Standards of Excellence provide a consistent, clear understanding of what students are expected to learn in each grade level, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. Common standards will help ensure that students are receiving a high quality education consistently, from school to school and state to state. Common standards will provide a greater opportunity to share experiences and best practices within and across states that will improve our ability to best serve the needs of students.

College and Career Ready Performance Index (CCRPI)

The purpose of CCRPI is to provide a communication tool which provides information on a school's progress towards meeting academic goals. This tool allows schools and their community to set goals and work together towards improving student opportunities.

- Overall score based on weighted average of
 - ❖ Content Mastery
 - ❖ Closing Achievement Gaps
 - ❖ Progress
 - ❖ Readiness
- Achievement is predominant factor



Achievement Categories for Elementary Schools

- Content Mastery and Preparation for Middle School
- Student Attendance
- Supports and Intervention
- Career Awareness

TIER 2 AND TIER 3 TEAMS

The Tier 2 and Tier 3 Teams assist students experiencing academic and/or behavioral difficulties in school. The teams offer educational strategies including behavior management techniques, curriculum modifications, peer tutoring, special materials, counseling, etc. These strategies are unique for each student and meet the needs of the individual learner.

TITLE I

Hogansville Elementary receives Federal Funds to support student achievement for all students. These funds supplement the regular school program by providing staff development, additional staff, instructional aides, technology, and support for parenting and parental involvement. A comprehensive plan which includes a needs assessment, long range plans, and specific strategies to strengthen student achievement is available to parents upon request

SIGNED PAPERS

Teachers will grade assignments on a regular basis. Graded papers will be sent home weekly along with a newsletter and other notices on every Tuesday of each week. Parents should review the folders with their child, sign, and return them to their child's teacher the following day. By reviewing the child's work, a minor problem may be identified and solved before it becomes a major problem.

FIRE/TORNADO/CODE RED DRILLS

Fire/tornado/code red drills are necessary for the safety of the students, staff and faculty. Everyone should know the specific directions for reaching a point of safety from any area of the school building. Code Red drills are practiced in the event a "Lock Down" is needed.

IMMUNIZATION CERTIFICATE

The Georgia General Assembly requires that all school children have an up-to-date record of immunization on file at the school. New students to Troup County Schools will have a new immunization form #3231. Students not having this form on file after having 30 days to complete it will be withdrawn from school and required to re-enter through the Office of Student Assignment once the form is completed.

SCHOOL NURSE

Our school nurse is available on Tuesdays and Thursdays as well as some Fridays. She may be contacted by calling the front office -706-812-7990.

ACCIDENTS

In the case of a minor injury at school, the student will be administered first aid. In the event of a serious accident, the parents will be notified immediately. If the parents are not available, we will call the emergency number listed on the child's registration form or Emergency Medical Services.

PLAYGROUND SAFETY

We feel very fortunate to have our wonderful playground facilities here at Hogansville Elementary.. It provides opportunities for socialization, fitness, and fun for our students. Along with any playground or play activity comes a certain amount of risk. As a staff we have prepared ourselves for this by developing guidelines and training for our staff and students in using the playground area and equipment.



HEALTH CHECKS

Health checks occur periodically at the school for vision, hearing, and scalp/skin problems. Parents will be contacted when problems are discovered.

MEDICATION

Ideally, parents should administer medication at home. However, if children are unable to attend school without medication(s) for treatment of injuries, illness or chronic conditions, the following procedures **must** be followed.

- The parent should bring all prescription and non-prescription medication to the school. All prescription medicine must be contained in the original prescription bottle, properly labeled by the pharmacist with the following information:
 - Name of the patient...not sister's or brother's medicine
 - Name of the physician
 - Name of the pharmacy
 - Doctor's order of administration
- The parent **must** fill out a permission form **before** medication can be administered.

- Forms are available in the office as needed.

The administration of medication will be supervised by the principal designee at the school.

We are prohibited from administering any medication to students unless the above procedure has been followed.

PARENT/TEACHER CONFERENCES

One of the keys to an effective learning environment is open communication between school and home. Parents are urged to contact the school whenever the need arises. Teachers may be contacted by note or telephone. If you call during the instructional time of the day, the office will be glad to give the teacher a message to return your call in order to set up an appointment. If you wish to schedule a conference with your child's teacher, please call ahead and make an appointment. Parent/teacher conferences will also be scheduled during the school year by the teacher to report on your child's progress. Please make every effort to attend these conferences. Conferences requested by parents must be scheduled through the office with our secretaries: 706-812-7990. School conference months are October and March.

SCHOOL VISITORS

We welcome parents to visit the school often by eating lunch with their children, observing their child in classrooms, and volunteering to help with school activities. Our doors are always open. However, under Board Policy KM, anyone wishing to visit/observe in a classroom shall be required to schedule the visit/observation with the principal or the principal's designee prior to the visit/observation. After obtaining approval to visit a classroom, parents and visitors must sign-in at the front office, obtain a visitor's pass before going to a classroom, and sign-out when leaving the school.

If you would like to visit your child's classroom, contact the office. A new face in the classroom can be distracting to the students; therefore, you may schedule an observation in the classroom for up to 30 minutes. We only ask that you not disrupt classes to talk to teachers while instruction is taking place. If you prefer to have a conference with your child's teacher, please contact the teacher after school to set up the appointment. A parent should not go to the classroom during school hours without proper authorization from the principal or his designee. Such a visit is not an appropriate time to hold a conference with the teacher. Your child's teacher will be glad to set up conferences with you to discuss any matters or will call you after students have left for the day. Teacher conferences must be scheduled in advance to ensure that the instructional day is protected

Thank you for your understanding and support of the school's safety protocol.

VOLUNTEERS

If you are interested in becoming a volunteer, please call 812-7990 and ask to speak with Mrs. Melanie Baswell, Title I Family Support Specialist. Anyone having direct contact with students in an unsupervised setting is required to have a criminal history record check through the Troup County Sheriff's Department.

PARTIES & SNACKS

Troup County Schools welcomes parental involvement in organizing class parties and special events. These festive occasions often include snacks for students to enjoy. Due to food safety concerns and special dietary needs of some students, all snacks distributed for classroom parties or special events must be pre-packaged and display ingredients. This applies to beverages as well. Thank you for helping us keep our children safe.

Alimentos preenvasados en las escuelas: Escuelas del condado de Troup acoge participación de los padres en la organización de partidos de clase y eventos especiales. Estas festividades incluyen a menudo bocados para que los estudiantes disfruten. Debido a las preocupaciones de seguridad de los alimentos y las necesidades nutricionales particulares de algunos estudiantes, todos los aperitivos distribuidos para fiestas o eventos especiales en el aula debe ser ingredientes preenvasados y la pantalla. Esto se aplica a las bebidas también. Gracias usted por ayudarnos a mantener a nuestros niños seguros.

Three class parties/celebrations are scheduled during the year:

1. Christmas Party
2. Valentines Party
3. End of Year

Teachers/parent volunteers will contact parents to serve as helpers for these parties. Parents are encouraged to wait until contacted before sending any food items to school.

BIRTHDAYS, BALLOONS, FLOWERS, ETC.

All students will be recognized on the morning broadcast during the month of their birthday. It is requested that flowers, balloons, etc. not be sent to school unless arrangements are made to pick up your child after school. These items can be disruptive to the instructional climate in the classroom, and cannot be taken home on the bus. Birthday parties should be arranged

outside the school. However, cupcakes are allowed at lunch, but not during instructional time.

Party or event invitations of any type may not be handed out at school.

TOYS, DISTRACTING ITEMS FROM HOME

Students should not bring items that distract from the learning environment. These items will be taken up by the classroom teacher. Parents will be contacted to pick up these items.

SCHOOL STORE: (Sponsor – Gary Jones)

Fifth grade Honor Wave students sell school supplies on a daily basis from 7:15 a.m. – 7:40 a.m.

CELL PHONE

Use of cell phones are not permissible at school unless otherwise specified by the teacher for a Bring Your Own Device (BYOD) for instructional purposes. Students will only be allowed to use the phone in cases of an emergency. Students will not be allowed to call parents to bring homework, signed papers or to get permission for field trips, etc.

VIDEO SURVEILLANCE

The Troup County Board of Education - Board Policy JG(1) – authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property. Students in violation of board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

LOST OR EXCHANGED ARTICLES

Students should not bring valuable articles to school. The school cannot be responsible for lost items. Students should not exchange articles with other students. Please put your child's name in coats, jackets, caps, book bags, etc. Students will not be issued new textbooks or library books until retribution is made for the lost item.

WEAPONS

Students should not bring any object to school classified as a weapon. Students breaking this rule will be subject to the Troup County School System Code of Student Conduct policies.

WITHDRAWALS

If you are moving to another zone within Troup County or completely out of the Troup County School System, please notify the office as soon as possible so that we can have the appropriate paperwork completed for you to take with you.

Troup County School System Required Information and Notices

Americans with Disabilities Act

The Troup County School System is ensuring that all policies, practices, procedures and facilities are totally accessible and accommodating to all people with disabilities. Kitty Crawford is the coordinator of Americans with Disabilities Act (ADA). Any questions, please call the Exceptional Education Center, 1712 Whitesville Road, LaGrange, Georgia 30240, (706) 812-7939.

Section 504

Under 504, a person is considered to have a disability if that person:

- (1) has a physical or mental impairment which **substantially** limits one or more of such person's major life activities,
- (2) has a record of such impairment , or
- (3) is regarded as having such an impairment

Students eligible for protection under Section 504 may have accommodation plans written that specifically address their individual needs according to their handicapping conditions.

Examples of **potential** 504 handicapping conditions are: Caring for oneself, seeing, hearing, speaking, breathing, learning, Tuberculosis, asthma, allergies, heart disease, temporary medical conditions due to illness or accident, ADD, ADHD, behavioral difficulties, drug/alcohol addiction.

Education Program for Gifted Students

The Troup County Board of Education recognizes the need to provide gifted education services for students who have the potential for exceptional achievement in grades K-12. A gifted student is one who demonstrates a high degree of intellectual and/or creative abilities, exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields and who needs special instruction and /or ancillary services to achieve at a level commensurate with his/her abilities.

The Troup County Board of Education provides a differentiated curriculum for gifted students which consists of courses of study in which the content, teaching strategies, and expectations of student mastery have been adjusted to be appropriate for gifted students.

A student may be referred for consideration for gifted educational services by teachers, counselors, administrators, parents, guardians, peers, self and other individuals with knowledge of the student's abilities.

Parents and guardians will be notified and afforded an opportunity for a conference to discuss student eligibility requirements.

The Georgia Board of Education has two options for eligibility:
Option 1 – Psychometric approach – (cognitive ability and achievement) or
Option 2 – Multiple Criteria approach – (meeting three out of the four criteria: mental ability, achievement, creativity and motivation)

For any additional information, please call the teachers of the gifted assigned to your child's school or the Director of Exceptional Education, Kitty Crawford at (706) 812-7939.

Title II, Part A, Teacher/Paraprofessional Quality Parental Rights

In compliance with the requirements of the Every Student Succeeds Act (ESSA), the Troup County School System informs 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.

If you wish to request information concerning your child's teacher's qualifications, please contact Gina Turner at 706-812-7990.

20 Day Parent Notification Letter (If a teacher or long-term substitute who does not meet “professionally qualified” requirements has taught a student for four or more consecutive weeks.)

The Troup County School System is required to notify parents if a teacher who is not “professionally qualified” is teaching their child a core academic content course. Parental notification is required if a teacher who is not “professionally qualified” teaches their child for four consecutive weeks or more (including substitute teachers). Parents must be notified by the school principal, in writing. A copy of this letter will be placed on file with the principal, Chief Human Resource Officer and Director of Federal Programs.

Title II, Part A Information/Guarantee of Receipt of Handbook

All schools in the Troup County School System provide students and parents with a handbook delineating federal, state, district, and school rules/regulations and provide stakeholders with “right to know” information, including parents’ right to know the qualifications of their child(ren)’s teachers. Parents will receive a Parent Acknowledgement form at registration. Schools maintain the signed acknowledgement forms on file as documentation of receipt of handbook. A copy of the forms and handbooks containing the above information is kept on file in the Federal Programs Office.

Title I School Program

Hogansville Elementary School is a Title I School and participates in the Title I Systemwide Program. Title I is the largest federal education program that provides assistance to schools. Title I funds are used to provide supplementary services and resources for our schools. Title I focuses on improving teaching and learning for students. Hogansville Elementary School is responsible for developing a Schoolwide

Improvement Plan seeking input from parents, students, community members, and the faculty. Please review the Hogansville Elementary School Parent and Family Engagement Policy that is included in the handbook. Please feel free to offer suggestions or ideas for ways to improve our parent policy. A copy of the entire Schoolwide Improvement Plan is kept in the school office/Parent Resource Center. This plan is available to parents upon request. Parents will learn more about our Title I program at our Title I Annual Meeting. Everyone is invited to attend. The calendar in the handbook will include these dates.

Written Parental Involvement Policies

Parents of Title I, Part A children should be notified of the system-level and school-level written parental involvement policies. Annually, schools should involve parents and the community in the revision of the school’s compact, written parental involvement policy, and the School Improvement Plan. These revised plans should be shared with all stakeholders.

Student Achievement

Schools must provide information to each parent about the level of achievement of his/her child on each of Georgia’s academic assessments. Federal law requires that each State set high academic standards and implement an extensive student testing program which is aligned with standards and which measures students’ achievement based on the standards.

Title I, Part A Information

Schools should provide to parents of participating children specific information about the Every Student Succeeds Act (ESSA), Title I, Part A programs, annual accountability status, and the School Improvement Plan and inform them of their opportunity to request regular meetings.

Annual Meetings

Schools must invite parents to a meeting to inform them about the school’s participation in Title I, Part A, programs. Parents should receive an explanation of Title I requirements and parents’ rights to be involved.

Written Complaint Procedures

Any individual, organization or agency (“complainant”) may file a complaint with the Troup County School System Board of Education if that individual, organization or agency believes and alleges that a violation of a Federal statute or regulation that applies to a program under the Every Student Succeeds Act (ESSA) has occurred. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

Federal Programs for Which Complaints Can Be Filed

1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
2. Title I, Part C: Education of Migrant Children
3. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
4. Title II, Part A: Teacher and Principal Training and Recruiting Fund
5. Title II, Part D: Enhancing Education Through Technology
6. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
7. Title IV, Part B: 21st Century Community Learning Centers
8. Title VI, Part A, Subpart I: Section 6111: State Assessment Program
9. Title VI, Part A, Subpart I: Section 6112: Enhanced Assessment Instruments Competitive Grant Program
10. Title VI, Part B, Subpart 2: Rural and Low-Income Schools
11. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children
12. Title IX, Part A: McKinney-Vento Homeless Assistance Act – Education for Homeless Children and Youth

Complaint forms are located on the website and available at all Troup County School System schools and offices.

Administrative Regulation

Descriptor Code: IFBG-R

Internet Acceptable Use

Computer, Network, Internet, Electronic Communications, and Social Media Acceptable Use

Computer network use is governed by federal and state laws which specify punitive legal actions that can be taken, as well as terms of imprisonment and/or financial fines that may be imposed by the courts for conviction of computer-related crimes.

The State of Georgia has passed laws which govern the use of computers and related technology. Article 6 of Chapter 9 of Title 16 of the Official Code of Georgia Annotated, known as the Georgia Computer Systems Protection Act specifically forbids computer misuse and abuse. Excepts are as listed below:

Computer Fraud and Abuse

1. Whoever knowingly and willfully, directly or indirectly, without authorization, accesses, causes to be accessed, or attempts to access any computer, computer system, computer network, or any part thereof which, in whole or in part, operates in commerce or is owned by, under contract to, or in connection with State, county or local government or any branch, department, or agency thereof, any business, or any entity operating in or affecting commerce for the purpose of:
 2. Devising or executing any scheme or artifice to defraud, or
 3. Obtaining money, property, or services for themselves or another by means of false or fraudulent pretenses, representations, or promises shall, upon conviction thereof, be fined a sum of not more than two and one-half times the amount of the fraud or theft, or imprisoned not more than 15 years, or both.
 4. Whoever intentionally and without authorization, directly or indirectly accesses, alters, damages, destroys, or attempts to destroy any computer, computer system, or computer network, or any computer software, program or data shall, upon conviction thereof, be fined not more than \$50,000.00 or imprisoned not more than 15 years, or both.

Users must be aware of their responsibilities and of the regulations governing the network environment. To be eligible for computer and network access, users must be in support of and consistent with the educational objectives of the Troup County School system.

The purpose of school system-provided network access (which includes Internet access) is to facilitate communications in support of research and education. Access is a privilege, not a right. Students will be guided toward topics which have been matched to specific learning objectives rather than being allowed to "surf" the Internet without direction. Troup County School System will allow limited access to students using filtering devices.

Student access to workstations should be monitored at all times by adults authorized by the district. Even with such steps to ensure that Internet resources are used only for purposes consistent with approved curricula, students may be able to search for and access materials which have not been evaluated by staff. Families should be aware that some material accessible via the Internet may contain items that are inaccurate, defamatory, illegal, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be liable.

All users' files, content, and communications stored on school-based computers, networks, or other electronic devices are subject to access and review by administrators or designated system technicians to maintain system integrity and insure that users are acting responsibly. These files are subject to the Georgia Open Records Act and may be accessible to others as a matter of public records.

The user (student and/or staff) is responsible for his/her actions and activities involving computers, network usage, and electronic messaging. Examples of prohibited conduct include, but are not limited to the following:

1. Accessing, sending, creating, or posting materials or communications that are damaging to another person's reputation, abusive, obscene, sexually oriented, threatening, demeaning to another person's gender or race, harassing, or illegal.
2. Violating any local, state or federal statute.
3. Vandalizing, damaging, or disabling the computer and/or related equipment of any individual or organization.
4. Using the school's computer hardware or network for illegal activity such as copying software or violation of copyright laws.
5. Making illegal copies of software on any school's computer or computer network.
6. Copying or downloading copyrighted software for one's own personal use.
7. Violating copyright or otherwise using the intellectual property of another individual or organization without permission.
8. Using the network for private financial or commercial gain.
9. Loading or using any unauthorized software programs on any school's computer or computer network. Examples include games, public domain, shareware, etc.

10. Intentionally infecting any school computer or network with a virus or program designed to damage, alter or destroy data.
11. Attempting to gain or gaining unauthorized access to network resources.
12. Invading the privacy of other individuals by gaining unauthorized access to their files or documents.
13. Using or attempting to use another person's user name (User I.D.) or password without authorization. Passwords must be kept confidential and must not be shared by anyone.
14. Posting or plagiarizing work created by another person without their consent.
15. Posting anonymous messages.
16. Using the network for commercial or private advertising.
17. Forging electronic mail messages.
18. Attempting to access, alter, delete, or copy the electronic mail of other system users without authorization.
19. Using the school's computers, network or Internet link while access privileges are suspended.
20. Using the school's computers, network or Internet link in a manner that is inconsistent with teacher's directions and generally accepted network etiquette.
21. Attempting to alter the standard configuration of a computer, a network or any of the resident software on the computer or network within the assigned user environment.
22. Using personal diskettes and personal CDs and/or digital storage devices in school equipment without authorization.
23. Posting/sharing electronic messages that undermine and violate district policies and practices or become detrimental to the health, welfare, discipline or morals of others.
24. Engaging in personal social networking activities during the professional workday.
25. Posting social media and electronic messages or establishing social network sites on behalf of the district or the schools, departments, classes, personnel contained therein, without the consent of the Superintendent or his designee.
26. Violating confidentiality laws that govern student records, health, and select personnel records and information.
27. Storing personal files, photos, data, and other content on school system equipment.

The use of Troup County School System's computers or networks in violation of system policy or rules may result in loss of computer

privileges and additional disciplinary actions in keeping with existing procedures and practices regarding inappropriate behavior.

Troup County School System believes that the benefits to users provided by access to the Internet far exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standard that their children should follow when using media and information sources. To that end, the Troup County School System supports and respects each family's right to decide whether or not to permit a child Internet access.

Only users who have on file a signed Computer, Network, Internet, Electronic Communications, and Social media Acceptable Use Agreement may request access to the Internet.

Date Issued: 3/1/2003

Last Revised: 8/7/2013

Technology Letter

Dear Parent(s),

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. Therefore, we have implemented Bring Your Own Device (BYOD) at our school. To encourage this growth, students are encouraged to bring their own technology device to enhance their learning experiences. If you do not wish for your child to participate in BYOD, please request an opt-out form. Please note that students who cannot bring in outside technology may be able to access and utilize the school's equipment. No student will be left out of our instruction.

Definition of "Technology"

For purposes of BYOD, "device" means privately owned wireless and/or portable electronic hand-held devices that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc. Please note that gaming devices should not be brought to school (PSP, Nintendo DS/DSi, etc.).

Internet

Only the internet gateway provided by the school system may be accessed while on campus. All instructional data communication for devices is required to pass through the provided gateway, and the gateway is not to be used for any non-academic reason. If the student uses their phone plan, the parent is responsible for any costs.

Security and Damages

Troup County School System is not liable for any device that is stolen or damaged. Responsibility to keep the device secure rests with the individual

owner. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. Devices will be registered at school; however, it is also recommended that parents record device serial numbers and keep them in a secure place at home. We recommend that skins (decals) and other custom touches are used to physically identify your device from others.

Additionally, protective cases for technology are encouraged.

Acceptable Use Policy (AUP)

An Acceptable Use Policy is a written agreement that all parties on a computer network promise to adhere for the common good. An AUP defines the intended uses of the network including the acceptable uses and the consequences for not following the agreement.

Teachers' Role

Teachers are facilitators of instruction in their classrooms. Therefore, they will not spend time on fixing technical difficulties with students' personal devices in the classroom. They will provide guidance on how to connect to the TCSS network; however, they will not provide technical support for the device.

Teachers will regularly communicate information regarding educational applications and suggest appropriate tools that can be downloaded to personal devices. Parents may need to assist their children with downloads.

Teachers will closely monitor students' use of technology in the classrooms. All activities involving technology will be based upon and support the state standards.

Troup County BYOD Guidelines

Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use (Policies IFBG, JCDAF and JCDAD) and Internet Safety (Policy IFBGE). Furthermore, the student must agree to the following conditions.

Please read carefully and initial every statement:

- The student takes full responsibility for his or her device. The school is not responsible for the security of personal technology. Personal devices cannot be left on campus before or after the school hours.

- The student accesses only files on the computer or internet sites which are relevant to the classroom curriculum at the direction of the teacher.
- The technology may not be used to cheat on assignments or tests, or for non-instructional purposes.
- The student may not use any type of electronic device in restrooms or locker rooms.
- The technology must be in silent mode while on school campuses and while riding school buses.
- The student is not permitted to transmit or post photographic images/videos of any person on campus on public and/or social networking sites without permission.
- Personal devices should be charged prior to bringing them to school and run off their own batteries while at school.
- To ensure appropriate network filters, the student will only use the BYOD wireless connection in school and will not attempt to bypass the network restrictions by using 3G or 4G network.
- The student understands that bringing devices on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions.
- The school district has the right to collect and examine any device that is suspected of inappropriate use or was the source of an attack or virus infection.
- The student realizes that processing or accessing information on school property related to “hacking”, altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions.
- The student realizes that printing from personal technology devices may not be possible at school.
- The student acknowledges that the school's network filters will be applied to one's connection to the internet and will not attempt to bypass them.
- The student may not use his or her device in the restroom and locker room areas of the school.

Internet/Email Opt Out

Write a statement and turn in to your student's school if you do not want:

- Your student to have internet access
- Your middle/high school student to have an email address from the system to communicate with the teachers.

Media Consent Form and Release

This release applies to students being photographed, videotaped, audio taped and interviewed in connection with school activities and events.

I hereby CONSENT to have my child photographed, videotaped, audio taped and/or interviewed by the school staff or the news media on the school premises when school is in session or when my child is under the supervision of the school staff members. Additionally, I hereby give the school my consent to use creative work(s) generated and /or authored by my child on the internet, and educational CD, or any other electronic/digital media. I understand my child will be identified by first and last name, grade, and school, as the author of said work.

I also consent to the school's use of my child's photography, likeness, or voice on the Internet, and educational CD, or any other electronic/digital media. As the child's parent or legal guardian, I agree to release and hold harmless the school and the Local School Board, its members, officers, volunteers, and employees from and against any and all claims that shall arise out of or by reason of, or be caused by the use of my child's creative work(s), photographed, likeness, or voice on television, radio, motion pictures, the print medium, the Internet or any other electronic/digital medium.

It is further understood and I do agree that no monies or other consideration in any form, including reimbursement for any expenses incurred by me or my child, will become due to me or my child at any time because of my child's participation in any of the above activities or the above – described us of my child's creative work(s), photographed, likeness or voice.

Mentoring and Tutoring

Through partnerships with community and civic organizations, adult volunteers offer their time at Troup County Schools to serve as mentor and tutors to students.

Classroom teachers and school administrators identify students who from time to time may benefit from additional instruction time in a smaller group setting, or who may benefit from positive adult role models serving as mentors. All tutoring and mentoring takes place on school premises and is structured by school officials. All volunteers in Troup County Schools are

screened through background checks with the Troup County Sheriff's Department.

Assessment Security

Testing procedures for state mandated assessments will follow the instructions established in the Georgia Student Assessment Handbook and directives received from the Georgia Department of Education.

All aspects of the local assessment program including security of materials, test administration procedures, and reporting of results shall follow guidelines and procedures as specified by the Department of School Improvement and Assessment.

Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Troup County School System (TCSS), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the TCSS may disclose appropriately designated "directory information" without written consent, unless you have advised the system to the contrary in accordance with system procedures. The primary purpose of directory information is to allow the TCSS to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the TCSS to disclose directory information from your child's education records without your prior written consent, you must notify the principal in writing. Troup County Schools has designated the following information as directory information:

(Note: an LEA may, but does not have to, include all the information listed below.)

- | | |
|--|----------------------|
| -Student's name | Major field of study |
| -Address | Dates of attendance |
| -Telephone listing | Grade level |
| -Electronic mail address | |
| --Photograph | |
| -Date and place of birth | |
| --Participation of officially recognized activities and sports | |
| -Weight and height of members of athletic teams | |
| The most recent educational agency or institution attended | |

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107), the legislation that provides funding for the Nation's **armed forces**.

Board Policy

Descriptor Code: IDDF

Special Education Programs

The Troup County Board of Education shall provide a free and appropriate education (FAPE) for all students with disabilities between the ages of 3 and 21.

Determinations concerning eligibility for Special Education programs and FAPE will be consistent with the requirements of the Individuals with Disabilities Education Act (IDEA) and the Georgia Board of Education rules. Free and appropriate educational services are provided in the least restrictive environment.

The Troup County Board of Education will comply with all state and federal regulations and shall submit annually a comprehensive plan for special education which will be reviewed and approved by the Georgia Department of Education.

Date Adopted: 7/1/2001
Last Revised: 7/15/2010

Board Policy
Descriptor Code: IHE
Promotion and Retention

The Troup County Board of Education adopts this policy in accordance with O.C.G.A. Sections 20-2-282 through 20-2-285 (Georgia Academic Placement and Promotion Policy) that bases the placement of a student into a grade, class or program on an assessment of the academic achievement of the student and a determination of the educational setting in which the student is most likely to receive instruction and other services needed in order to succeed and progress to the next higher level of academic achievement.

As a Strategic Waiver School System, the Troup County Board of Education has an approved waiver for 20-2-283 which associates promotion to state assessments in specific grades.

Promotion, grade-level advancement, and course credit shall be based on academic achievement and demonstrated proficiency of the subject matter of the course or grade level. No student shall be administratively promoted to a grade level for which he or she is not prepared without appropriate intervention measures. The scope of this policy is comprehensive and contains both system standards and state requirements for grades K-12.

1. DEFINITIONS

a. Absences - An excused absence is one in which the student is ill. Absences due to the death of an immediate family member (mother, father, siblings, aunts, uncles, and grandparents) are also excused absences. The principal may request documentation in order to record the absence as excused. Other excused absences include subpoena, or other governmental mandate, bona fide religious holiday, voting, registration for the draft, or other reasons specified in state board rule. The building administrator may require documentation including, but not limited to a doctor's note for absences related to illness. All other absences are unexcused.

b. Administrative Placement team – team convened by the principal or his/her designee to include appropriate grade level teachers.

- c. Grade level - standard of performance for mastery of a set of standards set forth by the Georgia Department of Education.
- d. Overall academic achievement - the overall assessment of a student's academic performance, which shall include a consideration of the student's grades, classroom performance, state assessments, attendance, and other pertinent criteria.
- e. Placement - the assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement.
- f. Promotion - the assignment of a student to a higher grade level based on the student's achievement of established criteria in the current grade.
- g. Retention - the reassignment of a student to the current grade level during the next school year.

2. LOCAL PROMOTION STANDARDS FOR GRADES K-8

Kindergarten:

Kindergarten students will be promoted or retained based on data collected throughout the school year using state assessments, which contain data collected by the teacher throughout the school year. Additional information to be considered may include: age, social maturity, emotional factors, number of years in school, presence of support services, and attendance.

Grades One and Two:

Promotion from one grade to the next higher grade is dependent upon mastering the local and state developed grade level curriculum standards. Evidence of mastery of standards is determined by examining available assessment data, classroom performance, presence of support services, and overall academic achievement.

Grades, Three, Four, and Five:

Promotion from one grade to the next higher grade is dependent upon mastering the state and local grade level curriculum standards. Mastery of these standards is indicated by a yearly average of 70 or on the report card, state and local assessment results, classroom performance, presence of support services, and overall academic achievement.

Grades Six, Seven, and Eight:

Promotion from one grade to the next higher grade is dependent upon mastering the local and state curriculum standards. Mastery of these standards is indicated by a yearly average of 70 or above on the report card, state and local assessment results, classroom performance, presence of support services and overall academic achievement. Students are expected to pass three of the four core subjects per year.

Grades Nine, Ten, Eleven, and Twelve:

Students with more than seven (7) absences must request a waiver to earn credit for a course. It is the responsibility of the student and parent to request a waiver. A waiver committee will review the circumstances and determine whether credit will be awarded. For any student with more than seven (7) unexcused absences, a waiver will not be granted.

Classifications: Below is the listed number of credits required for classifications at each grade level.

Sophomore: 5 - 10.5 credits

Junior: 11 - 15.5 credits

Senior: 16+ credits

High School Graduation: In order for any student to graduate from high school, a student must fulfill all Troup County School System's Graduation Requirements as per Board Policy IHF(6). Students enrolled in ninth grade prior to fall of 2013 are required to pass the Georgia High School Writing Test (GHSWT). This test is administered several times annually by the school system.

State Required Assessments: The State of Georgia requires assessments at the end of specific courses. Students will be required to take state assessments in order to receive credit for these courses. Assessment results shall be provided to students, parents, and educators with individual scores on each assessment taken; student scores must be recorded on, in, or with the individual student report card. State assessments are given in the following courses: Algebra I, Accelerated Algebra I, Geometry, Accelerated Geometry, United States History, Economics, Biology, Physical Science, Ninth Grade Literature and Composition, and American Literature.

Semester Exams: All other courses in which a state required assessment is not given will have semester exams. Semester exams and state required assessments will count 20% of the student's final numeric grade in the course.

Students with Disabilities: Students with disabilities will follow local board of education policy when determining promotion, placement, and retention.

Eligibility: No student shall be retained in any grade for the purpose of extending that student's athletic eligibility.

APPEALS FOR GRADE LEVEL RETENTION (K-8)

Within five (5) business days following notification of retention, parent(s) or guardian(s) may appeal in writing to the principal, stating the reason for the appeal. The principal will convene an appeals committee consisting of the parent, the principal, and the division director. The decision to place the student in the next grade must be unanimous. The decision of the appeals committee is final.

Troup County Schools

Date Adopted: 7/1/2001

Last Revised: 7/20/2017

Administrative Regulation Descriptor Code

JCDB-R (1)

Student Dress Code

The Troup County Board of Education believes that an appropriate dress code will support a safe school environment that is conducive to learning. Dress standards promote the safety, modesty and comfort of students and are designed with their well-being in mind. Research also indicates that there is a distinct relationship between students' attire and their classroom behavior, attitude and achievement. The dress and personal appearance should not be disruptive or interfere with the legitimate interest and welfare of all students. Consequences for improper dress will include parents being notified by phone or written message. Continual violation of the dress code becomes an issue of defiance and will be treated as such. The administration will have the final decision on appropriate dress for school. If you have any questions or comments, please feel free to contact the school principal.

GUIDELINES Students should adhere to the following guidelines:

1. Pants must be worn at the waist, with or without a belt. "Busting slack" is not allowed. Students should not have to hold pants up while walking.
2. Shorts, skirts, and dresses are permitted but must be of appropriate length and style. The general rule is shorts and skirts should be no shorter than the tip of the middle finger when arms are extended by the side.
3. Clothing with pictures, writing, and/or symbols promoting gangs, alcohol, sex, tobacco, profanity or suggestive/crude messages is prohibited.
4. Hats/caps, "hoodies," sweatbands, stocking caps, curlers, ear warmers or sunglasses are not to be worn inside the school building. Bandanas are not permitted at any time.
5. Clothing designed as undergarments or nightwear (pajamas, flannel pants, negligee, etc.) worn as outer garments are unacceptable. This includes "leggings" or tights. If leggings or tights are worn, the outerwear covering these garments must meet the minimum requirements set forth in this dress code (i.e. shorts, skirts, or dresses worn over leggings/tights must meet minimum length requirements).
6. Students should not wear clothing of abbreviated style and/or revealing nature (no exposed cleavage), including but not limited to bare midriff tops, tank tops, halter tops, tube tops, see-through clothing, blouses, pants, cutout garments, shirts or blouses with large armholes, and blouses with revealing necklines. (If the student's midriff or waist area shows when the arms are extended parallel to the floor, it is considered a midriff top). Shoulder straps on blouses, shirts, and dresses must be a minimum width of 2 inches. Shirts and dresses must have both shoulder straps.
7. All pants, shorts, and other clothing with holes at or above the knee are unacceptable.
8. Other unacceptable dress: biker shorts, gym shorts, or any type of warm-up that is tight and clings to the body; dog chains, wallet chains, "spiked chokers", and hanging shoulder straps, or any apparel that may be used to harm or impair another.
9. All students must wear shoes at all times for health and safety reasons. It is also recommended that shoes with a smooth sole such as thongs or flip-flops not be worn. Bedroom slippers are prohibited.

10. With approval of the principal, activity sponsors may establish different rules for dress and grooming for participation in special activities.
11. Other attire deemed unsafe, inappropriate, or disruptive to the learning environment by the building principal may be subject to disciplinary action.

Board Policy
Descriptor Code: JCAC
Harassment

It is the policy of this school district to prohibit any act of harassment of students or employees by other students or employees based upon race, color, sex, national origin, religion, age or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act by a student or employee shall result in prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student.

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment for a student or employee. There may be other speech or conduct which employees or students experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district as prohibited by this policy should promptly report the same to the principal of the school or to the appropriate coordinator designated in policy JAA/GAAA, who will implement the Board's discriminatory complaints procedures as specified in that policy. Students may also report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment should more properly be termed

abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct employees under their supervision as to the content of this policy and, through appropriate professional learning activities, enlighten employees as to the varied forms or expression of prohibited harassment. The principals of all schools shall ensure that students and parents are informed through student handbooks and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

Date Adopted: 7/1/2001
Last Revised: 1/20/2011

Board Policy

Descriptor Code: KM

Visitors to School

All visitors must "sign in" and "sign out" on the log sheet provided to keep record of persons entering and leaving school buildings.

Student Auditing Classes

Students are not permitted to bring non-enrolled student visitors during the school day, except by prior approval of the principal and for a period of no more than five days. Student visitation in excess of one week must have prior approval of the Superintendent or designee.

Classroom Observations

Anyone wishing to visit/observe in a classroom shall be required to schedule the visit/observation with the principal or the principal's designee prior to the visit/observation.

Date Adopted: 7/1/2001
Last Revised: 3/15/2012

Board Policy

Descriptor Code: JR

Student Records

It is the policy of the Board of Education that all employees shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Pupil Protection Rights Amendment (PPRA). The Superintendent shall implement procedures whereby every principal is directed to develop a means to notify, on an annual basis, students and parents, including non-English-speaking parents, of their rights under the FERPA and the PPRA, either by letter or through a student handbook distributed to each student in the school.

A. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Confidentiality of student records shall be preserved while access is provided to parents, eligible students (those over eighteen years of age or enrolled in post-secondary educational institutions), school officials with legitimate educational interests, and those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state supported education programs or for the enforcement or compliance with federal legal requirements related to those programs. Records will be sent to a school where the student seeks or intends to enroll or has already enrolled upon request of the school.

With the exception of directory information as defined below, personally identifiable information will not be released by the school system from an education record without prior written consent of the parent or eligible student, except where authorized by the regulations governing the FERPA. In accordance with the regulations, disclosures will be made to comply with state law, Internal Revenue Service laws and regulations, judicial orders or lawfully issued subpoenas, in which case a reasonable effort will be made to notify parents or students in advance of such disclosures, unless otherwise required by a judicial order or federal grand jury subpoena; to accrediting institutions to carry out their accrediting functions; to organizations conducting studies on behalf of the school system; or in connection with a health or safety emergency.

B. DIRECTORY INFORMATION

The Board of Education designates the following information as "directory information." Unless a parent or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated directory

information on the individual student, such information will not be considered confidential and may be disclosed upon request.

Information the Board of Education has designated "directory information" may be disclosed upon request unless a parent objects in writing to the principal of the school where his/her child is enrolled within a reasonable time after receipt of the notice as contained in the student handbook of the child's school. Directory information about former students will be disclosed upon request. However, disclosure of directory information as defined herein shall not be made in response to advertising, political or religious solicitations.

Directory information is defined as follows:

1. Each student's name, grade level and school;
2. The age of each student;
3. Each student's participation in clubs and sports;
4. The weight and height of a student if he or she is a member of an athletic team
5. Dates of attendance at Troup County Schools; and
6. Awards received during the time enrolled in the Troup County School System.

Excluded Student Information

The following information is excluded from and shall not be directory information and shall not be disclosed:

1. Each student's home or cellular telephone numbers;
2. Each student's email address;
3. Each student's social security or school student identification numbers;
4. Each student's home address; and
5. Each student's date and place of birth.

C. Procedures for Obtaining Access to Student Records

Any eligible student or any parent whose parental rights have not been specifically revoked by court order, any guardian, or any individual acting as a parent in the absence of a parent or guardian may inspect the education records of his or her child.

Generally, a parent will be permitted to obtain a copy of education records of his child upon reasonable notice and payment of reasonable copying costs.

Each records custodian in the school district shall maintain a record of each request for access to and each disclosure of personally identifiable information from the educational records of a student in accordance with the FERPA regulations.

A parent or eligible student who believes the student's record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be in error to the principal or designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be thus resolved, a parent or eligible student may request a hearing pursuant to federal regulations at 34 C.F.R. 99.21-99.22, as well as applicable state regulations. If the hearing results in a determination that the record contained erroneous information, it shall be corrected and the parent or eligible student shall be informed in writing of the correction; if the information contained in the record is determined not to be erroneous, the parent may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

D. PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Definition of Terms Used in PPRA:

"Instructional Material" - Instructional material that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as material accessible through the Internet). The term does not include academic tests or academic assessments.

"Invasive Physical Examination" - Any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

"Personal Information" - Individually identifiable information including:
(1) a student or parent's first and last name; (2) home address; (3) telephone number; or (4) social security number.

Requirements:

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

A parent of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey. The Superintendent shall develop procedures for: (1) granting a request by a parent for reasonable access to such survey within a reasonable period of time after the request is received, and (2) making arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed as (1) through (8). The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

A parent of a student may, upon request, inspect any instructional material used as part of the educational curriculum for the student. The Superintendent shall develop procedures for granting a request by a parent for reasonable access to instructional material within a reasonable period of time after the request is received.

Parents shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

The parent of a student shall be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). Such notice shall offer the parent the opportunity to inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to a student and to opt the student out of such activities. The Superintendent shall develop procedures that: (1) make arrangements to protect student privacy in the event of such collection, disclosure, or use, and (2) grant a request by a parent for reasonable access to such instrument within a reasonable period of time after the request is received.

Date Adopted: 7/1/2001
Last Revised: 4/21/2016

Board Policy

Descriptor Code: JCDAF

Use of Electronic Devices by Students

Students shall be permitted to bring to school electronic communication devices, including smart phones, cellular phones, tablets and e-Readers, hereinafter referred to as electronic devices. The use of electronic communication devices is a privilege the Board extends to students and may be revoked for failure to comply with regulations as set forth in Board Regulation IFBG-R - Computer, Network, Internet, Electronic Communications, and Social Media Acceptable Use. Students will use the devices for educational purposes under the direction of the school administration. Photographing, audio recording or videotaping by any

means of another student or staff member is strictly prohibited while on school system premises without the consent of the student or staff member. These prohibitions include all emergency situations unless the student is directed to use the phone or electronic device by a Troup County School System employee or other official. Students who violate this policy and the associated regulations shall be deemed to have created a disruption to the instructional environment and are subject to disciplinary action.

Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cellular phones, pagers, audible radios, tape or compact disc players without headphones, or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus.

Students and their parents/guardians shall be personally and solely responsible for the security of their phones and other electronic devices. The Troup County School System shall not assume responsibility or liability for the theft, loss or damage to a phone or other electronic device, nor does it assume responsibility for the unauthorized use of the device.

Board Policy

Descriptor Code: JCDA

Student Behavior Code

A. STATEMENT OF PURPOSE - The Troup County Board of Education strongly believes that appropriate behavior and conduct of all students in the Troup County Schools is necessary to create a proper learning environment, to maintain good order and discipline, and to teach and instill in all students the attitude of being law abiding citizens. The rules, regulations, and due process procedures set forth herein are designed to guide all students in the exercise of their duty of appropriate behavior.

B. EFFECTIVE TIME AND LOCATION - These rules are effective during the following times and in the following places:

1. On the school grounds during and immediately before or immediately after school hours or off school grounds while enroute to or from school.
2. On the school grounds at any other time when the school is being used by a school group or at school related functions.
3. Off the school grounds at a school activity, function, or event.
4. Enroute to and from school on a school bus or other school vehicle or while waiting off school grounds at a designated school bus stop for a school bus to transport a student to or from school or a school activity.
5. Off school grounds when the prohibited conduct is directed, because of a school-related connection, against the person, family, property, privacy or tranquility of an employee of the Troup County Board of Education.
6. Apply to conduct by student whether directed to or committed upon another student or a teacher, administrator, or other school personnel or toward persons attending school related functions.
7. Apply to any off-campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at school or which disrupts the educational process.

These offenses are applicable to include acts against students, teachers, administrators, bus drivers, or other school personnel, as well as persons legitimately on school property or attending school related functions.

C. STUDENT BEHAVIOR CODE

Accordingly, the following listing of offenses and conduct are declared to be prohibited by all students enrolled in the Troup County Schools. Violation of this policy shall result in disciplinary actions and may include appropriate hearings and review, and the suspension, short or long term, or the expulsion of a student from the school in accordance with Troup County Board of Education policies.

OFFENSES INVOLVING THE PERSON

1.01 Simple Assault - A student commits the offense of simple assault when he/she either: (1) Attempts to commit a violent injury to the person of another; or (2) Commits an act which places another in reasonable apprehension of immediately receiving a violent injury.

1.02 Aggravated Assault (Mandatory Hearing Offense) - A student commits the offense of aggravated assault when he/she assaults: (1) with intent to rob; or (2) with a deadly weapon or with any object, device, or instrument

which, when used offensively against a person, is likely to or actually does result in serious bodily injury.

1.03 Simple Battery - A student commits the offense of simple battery when he/she either: (1) Intentionally makes physical contact of an inappropriate, insulting, or provoking nature with the person of another; or (2) Intentionally makes physical contact or causes physical harm to another unless such physical contact or harm was in defense of himself or herself.

1.04 Battery (Mandatory Hearing Offense) - A student commits the offense of battery when he/she intentionally causes substantial physical harm or visible bodily harm to another. 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 their facial or body parts, or substantial bruises to body parts.

1.05 Aggravated Battery (Mandatory Hearing Offense) - A student commits the offense of aggravated battery when he/she maliciously causes bodily harm to another by depriving him of a member of his body, by rendering a member of his body useless, or by seriously disfiguring his body or a member thereof.

1.06 Hazing (Mandatory Hearing Offense) - A student commits the offense of hazing when he/she subjects another student to an activity which endangers or is likely to endanger the physical health of a student,

regardless of a student's willingness to participate in such activity, in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.

1.07 Affray - A student who commits the offense of affray when he/she fights with one or more other persons in a public place to the disturbance of the school tranquility.

1.08 Bullying - A student commits the offense of bullying when the student commits an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is: (1) any willfully attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; (2) any intentionally display of force such as would give the victim reason to fear or expect immediate bodily harm; or (3) any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: (a) causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1; (b) has the effect of substantially interfering with a student's education; (c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (d) has the effect of substantially disrupting the orderly operation of the school.

1.09 Cyber bullying - Cyber bullying is defined as:

A. A student commits the offense of cyber bullying when the student uses any electronic communication, by individuals or groups to: (1) make a true threat against a student or school employee; (2) materially disrupt school operations; or (3) substantially impinge on the rights of another student such as, but not limited to: creating reasonable fear or harm to the student's person or property; creating a substantially detrimental effort on the student's physical or mental health; substantially interfering with a student's academic performance or interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided

by the school; or being so severe, persistent, or pervasive as to cause severe emotional distress.

B. Includes conduct that is based on, but not limited to, a student's actual or perceived race, color, national origin, gender, religion, disability, sexual orientation or gender identity, distinguishing physical or personal characteristic, socioeconomic status; or association with any person identified in Section I (2)(b)(i)-(ix).

C. As used herein, the term "electronic communications" means communications through any electronic device, including, but not limited to, computers, telephone, mobile phone, and pagers, and any type of communication, including, but not limited to, emails, instant messages, text messages, pictures messages, and websites.

D. Jurisdiction for cyber bullying: (1) No student shall be subjected to cyberbullying by an electronic communication that bears the imprimatur of the school regardless of whether such electronic communication originated on or off the school's campus. (2) The school shall have jurisdiction to prohibit cyberbullying that originates on the school's campus if the electronic communication was made using the school's technological resources or the electronic communication was made on the school's campus using the student's own personal technological resources. (3) The school shall have jurisdiction to prohibit cyberbullying that originates off the school's campus if: (a) it was reasonably foreseeable that the electronic communication would reach the school's campus; or (b) there is a sufficient nexus between the electronic communication and the school which includes, but is not limited to, speech that is directed at a school-specific audience, or the speech was brought onto or accessed on the school campus, even if it was not the student in question who did so.

1.10 Verbal/Visual Assault - A student commits the offense of verbal/visual assault when he/she either: (1) Utters a racial slur or implied racial slur; (2) makes an insensitive or insulting comment related to socioeconomic status; (3) displays or wears symbols or emblems which is commonly known to be offensive, cause a student to feel belittled, inferior or embarrassed (4) makes disparaging, belittling or disrespectful comments about another student or his/her family.

OFFENSES INVOLVING THEFT

2.01 Theft by Taking - A student commits the offense of theft by taking when he/she unlawfully takes or, being in lawful possession thereof, unlawfully appropriates any property of another with the intention of depriving him of the property, regardless of the manner in which the property is taken or appropriated.

2.02 Theft of Lost or Mislaid Property - A student commits the offense of theft of lost or mislaid property when he/she comes into control of property that he knows or learns to have been lost or mislaid and appropriates the property to his own use without first taking reasonable measures to restore the property to the owner.

2.03 Theft by Receiving Stolen Property - A student commits the offense of theft by receiving stolen property when he/she receives, disposes of, or retains stolen property which he knows or should know was stolen unless the property is received, disposed of, or retained with intent to restore it to the owner. "Receiving" means acquiring possession or control of the property.

2.04 Theft by Extortion (Mandatory Hearing Offense) A student commits the offense of theft by extortion when he/she unlawfully obtains property of or from another person by threatening to: (1) Inflict bodily injury on anyone or commit any other criminal offense; (2) Accuse anyone of a criminal offense; (3) Disseminate any information tending to subject any person to hatred, contempt, or ridicule; or (4) Testify or provide information or withhold testimony or information with respect to another's legal claim or defense.

OFFENSES INVOLVING ROBBERY

3.01 Robbery (Mandatory Hearing Offense) - A student commits the offense of robbery when, with intent to commit theft, he/she takes property of another from the person or the immediate presence of another: (1) By use of force; (2) By intimidation, by the use of threat or coercion, or by placing such person in fear of immediate serious bodily injury to himself or to another; or (3) By sudden snatching.

3.02 Armed Robbery (Mandatory Hearing Offense) - A student commits the offense of armed robbery when, with intent to commit theft, he/she takes property of another from the person or the immediate presence of another by use of an offensive weapon, or any replica, article, or device having the appearance of such weapon.

OFFENSES INVOLVING WEAPONS

4.01 Weapons, Dangerous Instruments, or Explosive Compounds (Mandatory Hearing Offense) - No student shall possess, handle, carry or have under his/her control any weapon or explosive compound to include fireworks of any kind. The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife regardless of the length of the blade, box cutter, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, or any flailing instrument which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or mace or pepper gas, or any other object which may be used to injure or harm another.

4.02 Replica of Dangerous Instruments, or Explosive Compounds - No student shall possess, handle, carry or have under his/her control any replica of weapons or explosive compounds described in 4.01.

OFFENSES INVOLVING DRUGS, ALCOHOL AND TOBACCO

5.01 Possession of Drugs or Alcohol (Mandatory Hearing Offense) - A student shall not have, possess, handle, carry or exercise control over or transmit any controlled substance or dangerous drug prohibited by Georgia law to include but not limited to marijuana, cocaine, amphetamine, barbiturate or alcoholic beverages of any kind; nor shall a student have, possess, carry, handle or exercise control over or transmit marijuana, synthetic marijuana, or any substance represented or thought to be controlled substance, dangerous drug, or alcoholic beverage.

5.02 Sale of Drugs or Alcohol (Mandatory Hearing Offense) - A student shall not sell or attempt to sell or buy or attempt to buy any controlled

substance or dangerous drug prohibited by Georgia law or substances represented or thought to be drugs or alcoholic beverages of any kind.

5.03 Use of Drugs or Alcohol (Mandatory Hearing Offense) - A student shall not use or be under the influence of any alcoholic beverage of any kind, controlled substance or dangerous drug prohibited by Georgia law or any drugs except by a prescription from a physician for a specific medical condition.

5.04 Possession or Use of Tobacco Products - No student shall have, handle, possess, carry or exercise control over or use tobacco products of any nature, including but not limited to cigars, cigarettes, snuff, chewing tobacco, pipe tobacco, or electronic cigarettes.

5.05 Drug Related Objects (Mandatory Hearing Offense) - A student shall not have, handle, possess, carry or exercise control over a drug related object. A drug related object means any machine, instrument, tool, equipment, contrivance, or device which an average person would reasonably conclude is intended to be used for one or more of the following purposes: (1) To introduce into the human body any dangerous drug or controlled substance under circumstances in violation of the laws of this state; (2) To enhance the effect on the human body of any dangerous drug or controlled substance under circumstances in violation of the laws of this state; (3) To conceal any quantity of any dangerous drug or controlled substance under circumstances in violation of the laws of this state; or (4) To test the strength, effectiveness, or purity of any dangerous drug or controlled substance under circumstances in violation of the laws of this state.

OFFENSES INVOLVING FALSE INFORMATION

6.01 False Statement - A student to whom a request has been made by a school official to provide information regarding any school related matter commits the offense of furnishing a false statement when he/she, knowingly and willfully, makes a false statement, whether orally or in writing.

6.02 Perjury - A student to whom a lawful oath or affirmation has been administered commits the offense of perjury when, in a student disciplinary

proceeding, he/she knowingly and willfully makes a false statement material to the issue or point in question.

6.03 Forgery - A student commits the offense of forgery when he/she knowingly makes, alters, or possesses any school related writing, record, or document in a fictitious name or in such manner that the writing, record or document as made or altered purports to have been made by another person, or at another time with different provisions, or by authority of one who did not give such authority.

OFFENSES INVOLVING SCHOOL ORDER

7.01 Threats and Intimidation - A student commits the offense of threats and intimidation when he/she by words, verbal or written or by physical action (1) threatens to commit any act of violence against another; (2) causes another to fear for his or her safety; or (3) threatens to burn or damage a school building, school facility or bus or causes the evacuation thereof.

7.02 Riot (Mandatory Hearing Offense) - Any two or more students commit the offense of riot when they do an unlawful act of violence or any other act in a violent and tumultuous manner.

7.03 Inciting to Riot (Mandatory Hearing Offense) - A student commits the offense of inciting to riot when, with intent to riot, he/she does an act or engages in conduct which urges, counsels, or advises others to riot, at a time and place and under circumstances which produce a clear and present danger of a riot.

7.04 Preventing or Disrupting Gatherings - A student shall not recklessly or knowingly commit any act which may reasonably be expected to prevent or disrupt a school meeting, gathering, procession or assembly.

7.05 False Report of a Crime - A student shall not willfully or knowingly give or cause a false report of a crime to be given to any law enforcement officer or school official.

7.06 False Report of a Fire (Mandatory Hearing Offense) - A student shall not transmit in any manner to a fire department, a false report of a fire,

knowing at the time that there is no reasonable ground for believing that such fire exists.

7.07 False Public Alarm (Mandatory Hearing Offense) - A student who transmits in any manner a false alarm to the effect that a bomb or other explosive of any nature is concealed in such place that its explosion would endanger human life, knowing at the time that there is no reasonable ground for believing that such a bomb or explosive is concealed in such place, commits the offense of transmitting a false public alarm.

7.08 Refusal to Obey a School Official - A student shall not refuse to obey the directions, requests or orders of a school official.

7.09 Influencing Witnesses (Mandatory Hearing Offense) - A student shall not with intent to deter a witness from testifying freely, fully, and truthfully to any matter pending in any disciplinary or in any administrative proceeding, communicate directly or indirectly, to such witness any threat of injury or damage to the person, property or employment of any relative of the witness or who offers or delivers any benefit, reward, or consideration to such witness or to a relative of the witness.

7.10 Participation in Gang Activity (Mandatory Hearing Offense) - No student shall actively participate in any street gang with knowledge that its members engage in or have engaged in a pattern of gang activity and who willfully promotes, furthers, or assists in any criminal conduct or violation of school rules, or represents himself or herself as being a gang member.

7.11 Threat of Physical Violence to School Personnel (Mandatory Hearing Offense) - No student shall offer to commit or threaten to commit any act of physical violence against any teacher, administrator, other school personnel employee or bus driver employed by the Troup County Board of Education.

OFFENSES INVOLVING DAMAGE TO PROPERTY

8.01 Damage to School Property - A student commits the offense of damage to school property when he/she destroys, damages, marks or defaces school property. School property shall include, but not be limited

to text books, library books, reference materials, desks, lockers, athletic equipment, school buses and school facilities.

8.02 Damage to Private Property - A student shall not damage, destroy, mark or deface the personal property of other students, school personnel or any person legitimately on school grounds or attending a school function.

8.03 Unauthorized Entry - A student commits the offense of unauthorized entry when he/she knowingly and without authority enters the locker or desk of another person or into any part of any vehicle for an unlawful purpose.

OFFENSES INVOLVING ATTEMPT, SOLICITATION AND CONSPIRACY

9.01 Party to an Offense - Every student concerned in the commission of an offense of the Student Behavior Code is a party thereto and may be charged with the offense. A student is concerned in the commission of an offense only if he/she: (1) Directly commits the offense; (2) Intentionally causes some other person to commit the crime under such circumstances that the other person is not guilty of any offense in fact; (3) Intentionally aids or abets in the commission of the offense; or (4) Intentionally advises, encourages, hires, counsels, or procures another to commit the offense.

9.02 Attempt - A student commits the offense of attempt when, with intent to commit a specific offense, he/she performs any act which constitutes a substantial step toward the commission of that offense.

9.03 Solicitation - A student commits the offense of solicitation when, he/she solicits, requests, commands, importunes, or otherwise attempts to cause the other person to engage in conduct which would constitute an offense under or which would be a violation of the Troup County School District Behavior Code.

9.04 Conspiracy - A student commits the offense of conspiracy when he/she together with one or more persons conspires to commit any offense and any one or more of such persons does any overt act to affect the object of the conspiracy.

OFFENSES INVOLVING ACADEMIC ACHIEVEMENT

10.01 Academic Achievement - A student shall make a reasonable effort toward academic achievement and progress. Refusal or failure to make a reasonable effort toward academic achievement and progress shall constitute an offense hereunder.

10.02 Completion of Assignments - A student shall complete all classes and homework assignments. Continued or repeated refusal or failure to complete such class or homework assignments shall constitute an offense hereunder.

10.03 Disruptive Conduct - No student shall conduct himself or behave in any manner which is disruptive to the orderly educational process in a classroom or other instructional setting.

10.04 Cheating - A student shall not cheat on tests, examinations, projects, homework or reports by giving or receiving unauthorized assistance.

10.05 Unexcused Absence and Tardiness - A student shall not be unlawfully absent from school, cut or skip any class, be tardy or leave the school during the school day without permission from a school official. Students must comply with compulsory attendance as required under O.C.G.A. Section 20-2-609.1 which requires that students between the age of six and sixteen must be enrolled and attend a public school, private school, or home student program.

OFFENSES INVOLVING COMMUNICATION WITH OTHERS

11.01 Rude or Disrespectful Behavior - A student shall at all times show respect for all school officials and shall not talk back to, argue with, or in any manner, whether by tone or voice, action or use of words, be disrespectful to a school official.

11.02 Use of Profane or Obscene Language - No student shall use profane, vulgar or obscene words, gestures or other actions to any other student or school personnel or any person legitimately on school grounds or attending a school function.

OFFENSES INVOLVING MISCELLANEOUS MATTERS

12.01 Inappropriate Display of Affection - A student shall not engage in any inappropriate display of affection with another student to include but not limited to holding hands, kissing or embracing.

12.02 Criminal Conduct - A student shall not violate any of the criminal laws of the State of Georgia, not otherwise defined in this Disciplinary Code.

12.03 Electronic Devices - No student shall use an electronic communication device, to include a cell phone during the regular school day except as may be provided for by the student handbook.

12.04 Gambling - No student shall gamble or solicit others to gamble. Gambling shall include but not be limited to betting on any event, shooting dice, matching, or playing poker or other games of chance. No student shall solicit, offer to buy, sell, trade or arrange for the purchase of lottery tickets sold by the State of Georgia.

12.05 Other Conduct - Any conduct not specifically provided for herein which operates to the prejudice of the good order and discipline of the schools of Troup County shall constitute an offense hereunder for which disciplinary action may be taken.

12.06 Other Policies - Violation of any other policies of the Troup County Board of Education shall constitute an offense hereunder for which disciplinary action may be taken.

12.07 Disruption of Educational Climate - A student who has been arrested, charged, or convicted of a felony, whether as a juvenile or an adult, or arrested, charged, or convicted of a violation of the Georgia Controlled Substances Act and whose continued presence at school is reasonably certain to endanger other students or school officials or to cause a substantial disruption to the educational climate may be disciplined hereunder.

12.08 Outside Conduct - A student who commits any act or exhibits conduct outside of school hours or away from school which may adversely

affect the educational process or endanger the health, property, safety, morals, or well-being of other students, teachers, or employees within the school system may be disciplined hereunder.

12.09 Chronic Misbehavior - A student commits the offense of chronic misbehavior when he/she engages in repeated, continued or habitual acts of misconduct which acts, when considered together (a) are reflective of a defiance of school authority, (b) significantly interfere with the learning opportunities of fellow students, or (c) are indicative of an abandonment or disregard of educational opportunities available to the student. Willful and persistent violations of the Troup County School District Student Behavior Code may be disciplined hereunder.

12.10 Reckless Conduct - A student commits the offense of reckless conduct when he/she causes bodily harm or endangers the physical safety or the health of another by disregarding a substantial or unjustifiable risk that the student's conduct will cause harm or endanger another. Such reckless conduct includes but is not limited to such conduct as throwing objects, propelling objects with a rubber band, spitting, transmitting bodily fluids or excessive horseplay.

12.11 Violation of Probation – A student who has been placed on probation by a disciplinary decision and violates the terms of such probation may be disciplined hereunder for such violation.

OFFENSES INVOLVING SCHOOL TEACHERS, ADMINISTRATORS, OTHER SCHOOL PERSONNEL AND BUS DRIVERS

13.01 Physical Violence of an Insulting or Provoking Nature to School Personnel (Mandatory Hearing Offense) - No student shall commit any act of physical violence against any teacher, administrator, other school personnel employee or bus driver employed by the Troup County Board of Education. Physical violence in this offense is defined as intentionally making physical contact in an insulting or provoking nature with the person of a teacher, administrator, school employee or bus driver.

13.02 Physical Violence Causing Physical Harm to School Personnel (Mandatory Hearing Offense) - No student shall commit any act of physical violence against any teacher, administrator, other school personnel

employee or bus driver employed by the Troup County Board of Education. Physical violence in this offense is defined as intentionally making physical contact which causes physical harm to another unless such physical contact or harm were in defense of himself or herself.

OFFENSES INVOLVING BUS CONDUCT

No student shall commit any violation of any of the offenses contained in the Student Behavior Code specified on a public school bus to include, but not limited to, assault, simple assault, aggravated assault, simple battery, aggravated battery, bullying, verbal assault or disrespectful conduct toward the school bus driver. In addition thereto the following offenses shall apply to school buses:

14.01 Electronic Devices - No student shall use an electronic device during the operation of the school bus including, but not limited to, cell phones, pagers, audible radios, tape or compact disk without headphones, or any other electronic device that does or could interfere with the school bus communications equipment or the operation of the school bus by the school bus driver.

14.02 Use of Reflective Devices - No student shall use a mirror, laser, flash camera or any other lights or reflective devices on a public school bus in a manner that does or could interfere with the operation of the school bus by the school bus driver.

OFFENSES INVOLVING SEXUAL MISCONDUCT

15.01 Sexual Harassment (Mandatory Hearing Offense) - A student commits sexual harassment when he/she engages in unwelcome and/or uninvited sexual conduct that creates an uncomfortable environment for a student.

Sexual harassment may include, but not limited to, unwelcome sexual advances, touching of a sexual nature, graffiti of a sexual picture, displaying or distributing of sexually explicit, drawings, pictures and written materials, sexual gestures, sexual or “dirty” jokes, pressure for

sexual favors, touching oneself sexually or talking about one’s sexual activity in front of others, spreading rumors about or rating other students as to sexual activity or performance, pinching, hugging, cornering, and kissing or as defined by Title X of the Education Amendment of 1972.

15.02 Sexual Battery (Mandatory Hearing Offense) - A student commits the offense of sexual battery when he/she intentionally or inappropriately makes physical contact with the intimate parts of the body of another person regardless of the consent of that person. The term “intimate parts” means the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.

15.03 Sexual Propositions - No student shall make written, verbal or physical propositions, suggestions or invitations to another student to engage in sexual acts of any nature.

15.04 Public Indecency (Mandatory Hearing Offense) - A student commits the offense of public indecency when he/she performs any of the following acts: (i) a lewd exposure of the sexual organs or genital area; a lewd appearance in a state of partial or complete nudity; or any act suggestive of sexual relations.

15.05 Sexually Explicit Material – A student shall not possess, handle, exercise control over, transmit, exhibit to other students, sell, attempt to sell, buy or attempt to buy (a) any sexually explicit photographs or other material which shows, depicts or represents any person, whether male or female, in a partial or total state of nudity; or (b) any photographs or other material which is lewd, obscene or sexually suggestive in nature.

15.06 Sexual Relations (Mandatory Hearing Offense) - A student shall not engage in any act of oral sex, sexual intercourse, sodomy or any other sexual act with another person regardless of the consent of that person; and no student shall engage in any act of masturbation, or commit any act of physical sexual assault to include rape or child molestation.

D. VIOLATIONS OF STUDENT BEHAVIOR CODE – All violations of the Student Behavior Code shall be processed in accordance with Troup County Board of Education Policies JCDA(1) – Disciplinary Protocol and

Procedure; JCEB – Student Hearing Procedure; and any other applicable policies or administrative regulations.

INDEX TO STUDENT BEHAVIOR CODE

OFFENSES INVOLVING THE PERSON

- 1.01 Simple Assault
- 1.02 Aggravated Assault (Mandatory Hearing Offense)
- 1.03 Simple Battery
- 1.04 Battery (Mandatory Hearing Offense)
- 1.05 Aggravated Battery (Mandatory Hearing Offense)
- 1.06 Hazing (Mandatory Hearing Offense)
- 1.07 Affray
- 1.08 Bullying
- 1.09 Cyberbullying
- 1.10 Verbal/Visual Assault

OFFENSES INVOLVING THEFT

- 2.01 Theft by Taking
- 2.02 Theft of Lost or Mislaid Property
- 2.03 Theft by Receiving Stolen Property
- 2.04 Theft by Extortion (Mandatory Hearing Offense)

OFFENSES INVOLVING ROBBERY

- 3.01 Robbery (Mandatory Hearing Offense)
- 3.02 Armed Robbery (Mandatory Hearing Offense)

OFFENSES INVOLVING WEAPONS

- 4.01 Weapons, Dangerous, Instruments or Explosive Compounds (Mandatory Hearing Offense)
- 4.02 Replica of Dangerous Instruments, or Explosive Compounds

OFFENSES INVOLVING DRUGS, ALCOHOL AND TOBACCO

- 5.01 Possession of Drugs or Alcohol (Mandatory Hearing Offense)
- 5.02 Sale of Drugs or Alcohol (Mandatory Hearing Offense)
- 5.03 Use of Drugs or Alcohol (Mandatory Hearing Offense)
- 5.04 Possession or Use of Tobacco Products
- 5.05 Drug Related Objects (Mandatory Hearing Offense)

OFFENSES INVOLVING FALSE INFORMATION

- 6.01 False Statement
- 6.02 Perjury
- 6.03 Forgery

OFFENSES INVOLVING SCHOOL ORDER

- 7.01 Threats and Intimidation
- 7.02 Riot (Mandatory Hearing Offense)
- 7.03 Inciting to Riot (Mandatory Hearing Offense)
- 7.04 Preventing or Disrupting Gatherings
- 7.05 False Report of a Crime
- 7.06 False Report of a Fire (Mandatory Hearing Offense)
- 7.07 False Public Alarm (Mandatory Hearing Offense)
- 7.08 Refusal to Obey School Officials
- 7.09 Influencing Witnesses (Mandatory Hearing Offense)
- 7.10 Participation in Gang Activity (Mandatory Hearing Offense)
- 7.11 Threat of Physical Violence to School Personnel (Mandatory Hearing Offense)

OFFENSES INVOLVING DAMAGE TO PROPERTY

- 8.01 Damage to School Property
- 8.02 Damage to Private Property
- 8.03 Unauthorized Entry

OFFENSES INVOLVING ATTEMPT, SOLICITATION AND CONSPIRACY

- 9.01 Party to an Offense
- 9.02 Attempt
- 9.03 Solicitation
- 9.04 Conspiracy

OFFENSES INVOLVING ACADEMIC ACHIEVEMENT

- 10.01 Academic Achievement
- 10.02 Completion of Assignments
- 10.03 Disruptive Conduct
- 10.04 Cheating

10.05 Unexcused Absences and Tardiness

OFFENSES INVOLVING COMMUNICATION WITH OTHERS

11.01 Rude or Disrespectful Behavior

11.02 Use of Profane or Obscene Language

OFFENSES INVOLVING MISCELLANEOUS MATTERS

12.01 Inappropriate Display of Affection

12.02 Criminal Conduct

12.03 Electronic Devices

12.04 Gambling

12.05 Other Conduct

12.06 Other Policies

12.07 Disruption of Educational Climate

12.08 Outside Conduct

12.09 Chronic Misbehavior

12.10 Reckless Conduct

12.11 Violation of Probation

**OFFENSES INVOLVING SCHOOL TEACHERS, ADMINISTRATORS,
OTHER SCHOOL PERSONNEL AND BUS DRIVERS**

13.01 Physical Violence of an Insulting or Provoking Nature to School
Personnel (Mandatory Hearing Offense)

13.02 Physical Violence Causing Physical Harm to School Personnel
(Mandatory Hearing Offense)

OFFENSES INVOLVING BUS CONDUCT

14.01 Electronic Devices

14.02 Use of Reflective Devices

OFFENSES INVOLVING SEXUAL MISCONDUCT

15.01 Sexual Harassment (Mandatory Hearing Offense)

15.02 Sexual Battery (Mandatory Hearing Offense)

15.03 Sexual Propositions

15.04 Public Indecency (Mandatory Hearing Offense)

15.05 Sexually Explicit Material

15.06 Sexual Relations (Mandatory Hearing Offense)

**Troup County School System
Code of Conduct
For Elementary School**

**CODE OF CONDUCT
Preparing Students to Excel**

Students should believe in the value of:

HONESTY

Honesty is to be sincere and truthful.

SELF-CONTROL

Self-Control is to control your actions and behavior.

RESPECT

Respect is to feel or show honor for the feelings and rights of others.

RESPONSIBILITY

Responsibility is to carry out a duty or task carefully.

The application of these four qualities of good citizenship will foster a
better learning environment for students in the Troup County School
System.

Students will apply these qualities to school authorities, fellow students and
themselves.

**TROUP COUNTY STUDENT BEHAVIOR AND DISCIPLINARY
PROTOCOL ELEMENTARY SCHOOLS**

The Troup County Board of Education strongly believes that appropriate
behavior and conduct for all students in the Troup County Schools is
necessary to create a proper learning environment, to maintain good order

and discipline, and to teach and instill in all students the attitude of being law-abiding citizens.

The rules, regulations and due process procedures are designed to guide all students in the exercise of their duty of appropriate behavior. These rules are effective during the following times and in the following places:

- on school grounds during and immediately before and immediately after school hours or off school grounds while en route to or from school.
- on school grounds at any other time when the school is being used by a school group.
- off school grounds at a school activity, function, or event.
- on route to and from school on a school bus or other school vehicle or while waiting off school grounds for a school bus to transport a student to or from school or a school activity.

Parents/Guardians may request a copy of the Classification of Violation and Disciplinary Actions from the school office.

Media Consent Form and Release

This release applies to students being photographed, video taped, audio taped and interviewed in connection with school activities and events.

I hereby CONSENT to have my child photographed, video taped, audio taped and/or interviewed by the school staff or the news media on the school premises when school is in session or when my child is under the supervision of the school staff members. Additionally, I hereby give the school my consent to use creative work(s) generated and /or authored by my child on the internet, and educational CD, or any other electronic/digital media. I understand my child will be identified by first and last name, grade, and school, as the author of said work.

I also consent to the school's use of my child's photography, likeness, or voice on the Internet, and educational CD, or any other electronic/digital media. As the child's parent or legal guardian, I agree to release and hold harmless the school and the Local School Board, its members, officers, volunteers, and employees from and against any and all claims that shall arise out of or by reason of, or be caused by the use of my child's creative work(s), photographed, likeness, or voice on television, radio, motion pictures, the print medium, the Internet or any other electronic/digital medium.

It is further understood and I do agree that no monies or other consideration in any form, including reimbursement for any expenses incurred by me or my child, will become due to me or my child at any time because of my child's participation in any of the above activities or the above – described us of my child's creative work(s), photographed, likeness or voice.

**TROUP COUNTY SCHOOL SYSTEM
ELEMENTARY SCHOOL
ATTENDANCE PROTOCOL**

Absences, Tardies, Early Dismissals

Georgia law requires all pupils of school age to be in regular attendance. A student who misses school is not able to benefit from important academic instruction that he or she will need in order to be successful in school and ultimately to be a successful citizen. Pursuant to the Georgia Compulsory Attendance Statute, O.C.G.A. 20-2-690.1, a parent, guardian or other person residing within this state having control or charge of a child (hereinafter referred to as the "Responsible Person") who fails to send his or her child to school may be charged with a misdemeanor. At its discretion, a court having jurisdiction may subject the Responsible Person to a fine not greater than \$100.00 and/or imprisonment not to exceed thirty (30) days if found guilty of violating this statute. Each day's absence shall be considered a separate offense as related to the penalty.

The school's principal will be responsible for designating personnel to administer this protocol.

A student may be absent from school for the following reasons:

ü The student is ill, and attendance in school would endanger his/her health or the health of others.

- A death in student's immediate family.
- Celebrating a religious holiday of the faith embraced by the student.
- Conditions which render attendance impossible or hazardous to student's health or safety (such as severe weather).
- Medical, dental or court appointments, but only for the portion of the day reasonable necessary to attend the appointment.
- Military connection of parent or legal guardian necessitates an absence.

The law requires parents or guardians to see that their children attend school, and it provides penalties for failure to do so. The Troup County School System Attendance Protocol will be enforced as outlined below:

1. At the beginning of the school year, the Responsible Persons, along with students who are 10 years or older will be asked to sign

the Troup County Attendance Protocol and a copy of the signed Protocol will be kept on file at the school.

2. After three (3) unexcused absences, five (5) unexcused tardies, or five (5) unexcused dismissals, the school will notify the Responsible Person of such by phone, letter, or in person to discuss the student's status. Documentation of this contact will be kept on file at the school ("1st notification"). A conference will be requested with the Responsible Person and the Truancy Notice will be presented and signed and a plan will be developed to improve attendance. Also, if a referral is made to SBRRP and the Responsible Person elects not to participate and there is a subsequent unexcused absence, then an educational neglect complaint shall be filed in the Juvenile Court.

3. After five (5) unexcused absences, seven (7) unexcused or more tardies, or seven (7) or more unexcused early dismissals, the school will notify the Responsible Person in writing (2nd notification) of such absences and shall require the Responsible Person to sign the Truancy Notice if the Responsible Person has not already signed it.

4. If two (2) reasonable attempts to notify the Responsible Person of absences, tardies or early dismissals produce no response, the school will send the Truancy Notice to the Responsible Person or guardian via certified mail, return receipt requested. If applicable, a list of these students' names will be forwarded to the appropriate School Counselor, Family Assistant, Administrator or Designee.

5. Except in extraordinary circumstances found in the discretion of the school, upon the occurrence of the first unexcused absence, unexcused tardy or unexcused early dismissal following the 2nd Notification, law enforcement intervention will be requested.

6. If the above attempts are met with continued non-compliance by the Responsible Person of a child between the ages of 6-16 as evidenced by continued absences, the school will contact law enforcement and a warrant will be issued. At any time during the year the student's academic progress is affected by continued unexcused absences, the school may proceed with Educational Deprivation charges through Juvenile Court.

7. After seven (7) or more unexcused absences, the school may elect, as an alternative to sending a warrant request or in addition thereto, to file a complaint for educational neglect or a Child in Need of Services complaint.

8. Attendance related information obtained by Law enforcement will be provided to the school and kept on file at that school.

PROMOTION/RETENTION POLICY

Assistant Superintendent for Curriculum and Instruction/Cagle: Promotion and Placement Requirements of H.B. 1187, TCBOE Descriptor Code: IHE (student/parent/staff) ****The Promotion and Retention Policy is currently under review. Information will be provided at a later date.**

TROUP COUNTY SCHOOL SYSTEM RESIDENCY POLICY

Georgia law and the Troup County Board of Education policy requires that students attending Troup County Schools must live and reside in Troup County full time. A student who is not a full time, bona fide resident of Troup County, Georgia is not eligible to enroll and to attend Troup County Schools and will be withdrawn immediately.

Prior to enrollment, the following documentation must be provided annually:

1. An Affidavit of Residence;
2. One item from the following list for address verification:
 - a. property tax records which indicate the location of the residence;
 - b. property deed, mortgage documents or a security deed which indicates the location of the residence;
 - c. apartment or home lease or rent receipt indicating the current address;
 - d. current utility bill for electricity or utility application for electricity showing the current address;
3. Current driver's license (if no current driver's license, a current Georgia voter precinct identification card or other voter documentation indicating the current address).

Valid Proof of Residency, the Affidavit of Residence, and a valid form of identification must be submitted to your student's school on registration day. Students who fail to submit the required residency documentation will not be allowed to register for school. The Affidavit of Residence must be completed, sworn to and signed in the presence of a Notary Public.

Schools will have the Affidavit of Residency and Notary Public services available should parents elect to complete the affidavit during registration. You are welcome to have the Affidavit of Residence completed prior to school registration.

Making false statements or submitting false documentation to the Troup County School System and false swearing is a violation of O.C.G.A. §16-9-2, §16-10-20 and/or §16-10-71 of the criminal laws of the State of Georgia and punishable by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both. O.C.G.A. 16-10-71.

Thank you for providing the foregoing information to assist in enrolling your child. Please contact the Office of Student Assignment at 706-812-7900 if you have questions.

**Troup County School System
Parent Acknowledgement and Consent Form
2018-2019**

The Parent Acknowledgement/Consent Form verifies that you have received the Student Handbook with the required documents, notices, administrative regulations and protocols. **Your initials and signature below indicate that you agree to the specified regulation or protocol.**

Internet Use

I have read and understand the regulations in the Troup County School System Administrative Regulation Acceptable Use Form. As a parent/guardian of a minor, I understand that by signing this form, I

give my child permission to use the internet and other online resources. I further understand that violation of the regulation is unethical and may constitute a criminal offense.

_____Initial, if you agree for your child to use the internet.

Media Release

I have read and understand the Media Consent Form and Release. There are times throughout the year when your child will be recognized for outstanding work, class projects or other items of interest to the general public. At such times, the newspaper or other media are invited to photograph, video, and/or identify participating students and publish images produced by students.

_____Initial, if you agree to allow your child's picture, class project, art work, etc...to be published by local, state, or national media.

Attendance Protocol – Absences, Tardies, Early Dismissals

I have read and understand the Troup County Attendance Protocol. I understand that Georgia law requires all pupils of school age to be in regular attendance. I also understand that the law requires parents or guardians to see that their children attend school, and it provides penalties for failure to do so. Penalties include but are not limited to fines or imprisonment. I understand that when my child is absent, I am responsible for sending a written excuse and/or a doctor's excuse the day he/she returns to school.

___Initial if you read, signed and understand the Attendance Protocol.

Mentoring and Tutoring for Elementary Students

Through partnerships with community and civic organizations, adult volunteers offer their time at Troup County Schools to serve as mentors and tutors. Classroom teachers and administrators identify students who may benefit from additional instruction time in a small group setting, or who may benefit from positive adult role models serving as mentors. All tutoring and mentoring takes place on school premises and is structured by school officials. All volunteers are screened through background checks with the Troup County Sheriff's Department.

_____Initial, if you give permission for your child to be tutored or mentored by a volunteer.

_____Initial, if you have received a list and description of Student Organization - Clubs.

_____Initial, if you have received a 2018-2019 Parent-Student Handbook including the following Title I and Title II components: a calendar of events, a revised copy of the TCSS and our school's Parent and Family Engagement Policies, Compliant Procedures and the Parental Rights Page.

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Student Name (Please Print)

Grade

Date

TO: All Principals
FROM: Cole Pugh, Ed.D.
SUBJECT: Student Access Memo

The responsibility of protecting our children demands our constant attention. As you are aware, our procedure for allowing outside agencies access to our students requires notification of the students' parents, prior to the student meeting with the person requesting access.

The exception to this procedure is for any representative from following:

- Troup County Sheriff's Department
- LaGrange Police Department
- Hogansville Police Department
- West Point Police Department
- Department of Family & Children Services
- Troup County District Attorney's Office
- Court Appointed Special Advocate (CASA)
- Attorney Guardian Ad Litem

Any representative from those listed above is to receive immediate access to requested students for an on-campus interview, provided that they present you with a copy of this memo. When presented with a copy of this memo, accept it, fill in the information requested below and file for your records.

Your cooperation in this matter is greatly appreciated. If you have any questions, please feel free to call my assistant, Arlene Fowler, at 706-812-7900 or the District Attorney's local office at 706- 298-3708.

Date: _____ Student: _____

School: Hogansville

Signature of School Official: _____

Signature of Investigator: _____

Agency: _____



MEMORANDUM

Dr. Cole Pugh, Superintendent of Schools
pughrc@troup.org / troupp.org
100 North Davis Rd, Building C / LaGrange, Georgia 30241
Office: /06-812-7900 / Fax: /06-812-7904



Dear Parents,

The safety of all children is of paramount importance throughout the school year. The Troup County School System is constantly searching for ways to improve school and system safety plans to maintain a positive learning environment on every campus. One regulation that is under current revision falls under this category and I will ask for your help and cooperation. This regulation is based on State law.

The O.C.G.A. 20-2-780 states the following:

No person shall make or attempt to make a change of custody of a minor child by removing the child from the premises of a private or public elementary or secondary school without the permission of the person who enrolled the child in the school, notwithstanding the fact that the person seeking to obtain custody of the child from the school has a court order granting custody of the child to such person.

This law poses challenges for each school that wishes to work cooperatively with each family as they seek to sign-out children during the day. Many schools have a list of who may sign their

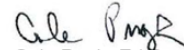
child out of school which has been signed by the custodial parent. This list will become increasingly more important in the future.

By law, no school may allow anyone to sign-out a minor child without the permission of the person who enrolled the child as documented on the forms that were completed by the parent or legal guardian at registration. Any change in that list of persons approved to sign-out the child must be completed in writing by the enrolling person and delivered to school by the enrolling person.

In addition, schools by law are not allowed to sign-out a minor child if a person contacts the school by phone or note granting permission for the child to be signed out by a person not on the original permission list. Again, should an enrolling person wish to add a person to the approved list they may do so in writing, written by the enrolling person, and deliver the request to the school.

While this may appear to be an imposition to some, it is our intent to make sure no one has access to your child without the full knowledge and approval of the child's legal guardian. We appreciate your support in this matter as we seek to maintain a safe environment for every child in our care.

Sincerely,


Cole Pugh, Ed.D.
Superintendent

Dr. Cole Pugh, Superintendent of Schools
pughrc@troup.org / troupp.org
100 North Davis Rd, Building C / LaGrange, Georgia 30241
Office: /06-812-7900 / Fax: /06-812-7904



100 North Davis Road Building C LaGrange, GA 30241

www.troup.org
706-812-7900

PARENT AND FAMILY ENGAGEMENT POLICY

2018-2019

Revised March 27, 2018

What is Parental Involvement?

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

- (A) That parents play an integral role in assisting their child's learning.
- (B) That parents are engaged to be actively involved in their child's education.
- (C) That parents are full partners in their child's education and are included, as appropriate, in decision-making on advisory committees to assist in education of their child.



and
the

About the Parental Involvement Policy

In support of strengthening student academic achievement, the Troup County School System (TCSS) has developed this parent and family engagement policy that establishes the district's expectations for meaningful family engagement and guides the strategies and resources that strengthen school and parent partnerships in the district's Title I schools. This plan will describe TCSS's commitment to engage families in the education of their children and to build the capacity in the Title I schools to implement family engagement strategies and activities designed to achieve the district and student academic achievement goals.

When schools, families, and communities work together to support learning, children tend to do better in school, stay in school longer and enjoy school more. Title I, Part A provides for substantive family engagement at every level of the program, such as in the development and implementation of the district and school plan, and in carrying out the district and school improvement provisions.

Section 1116 of the Every Student Succeeds Act (ESSA) contains the primary Title I, Part A requirements for schools and school systems to involve parents and family members in their children's education. Consistent with Section 1116, the TCSS will work with its Title I schools to ensure that the required school-level parent and family engagement policies meet the requirements of Section 1116(b) and each include, as a component, a school-parent compact consistent with Section 1116 (d) of the ESSA.

Jointly Developed

During the district meetings in March, the Parent Advisory Council and all parents were invited to participate and provide suggestions and ideas to improve this district policy for the 2018-2019 school year. The district used flyers, telephone message systems and district/school websites, informing parents about the meetings. During the meetings, parents also reviewed and discussed the Consolidated LEA Improvement Plan (CLIP).

Upon final revision, the district parent and family engagement policy was incorporated into the CLIP which was submitted to the state. Parents are welcome to submit comments and feedback regarding the policy at any time on the school's website or by submitting written comments to their child's school by using input forms on the website and in the Parent Resource Center.

The district parent and family engagement policy is posted on district and school websites, printed in Parent/Student handbooks each year, and made available in the schools' Parent Resource Centers.

Strengthening Our Schools

This year, the district Parental Engagement Coordinator (PEC) will provide assistance and support to all Title I schools to ensure family engagement requirements are being satisfied and that family engagement strategies and activities are being implemented. Title I schools will receive regular notifications and resources from the district PEC to help them improve and strengthen family engagement. In addition to frequent communications and school visits, the PEC will hold monthly district meetings and trainings with Title I schools' principals/administrative teams to review family engagement plans and activities.

Reservation of Funds

The TCSS will reserve one percent from the total amount of Title I funds it receives in FY19 to carry out the parent and family engagement requirements listed in this policy and as described in Section 1116 of the ESSA. Furthermore, the TCSS will distribute 90 percent of the amount reserved to Title I schools to support their local-level family engagement programs and activities. The district will provide clear guidance and communication to assist each Title I school in developing an adequate family engagement budget that addresses their needs assessment and parent recommendations.

Each Title I school will gather input from families while hosting an annual School Improvement Forum. This will give families a time for suggestions on how the family engagement set-aside funds will be used in the upcoming year at the district and school-level. Stakeholder input forms from the forums will be reviewed by the district to determine areas of need for the upcoming school year and consider changes to the family engagement budget.

Opportunities for Parent Consultation

Input and suggestions from parents and family members are essential components of the district and school improvement plans that are developed each year. All parents of students eligible to receive Title I services are invited to attend the meeting opportunities described in this section to share their ideas and suggestions to help the district, schools, and students to reach our student academic achievement goals.

Open House Meetings in the Schools - Fall of 2018

Each Title I school will host a parent meeting at the beginning of the school year to share about Title I and to seek parent input on School Parent Compacts. These important compacts are revised annually by students, parents, and teachers together. They are reviewed throughout the year, as well.

District Improvement Forum - Spring of 2019

All parents are welcome to hear the latest updates from the Troup County School System as well as review and provide input into the district Parent and Family Engagement Policy and the Consolidated LEA Improvement Plan (CLIP) for the 2019-2020 school year. Notices regarding this meeting will be made

available to all parents in advance of the meeting. The district will also communicate information regarding this meeting on the school and district websites.

School Improvement Forums - Spring of 2019

Each Title I school will host a forum for parents to participate in discussions to review the schoolwide plan, the school Parent and Family Engagement Policy, as well as provide input on the family engagement budget and family engagement program. Each Title I school will send a flyer home to parents notifying them about the date and time of the forum.

Information regarding the School Improvement Forum will also be made available on each Title I school website and in weekly classroom newsletters.

Building School and Parent Capacity

The TCSS will work with its Title I schools to provide assistance to parents in understanding state and district academic information connected to their children's learning and progress, as well as information regarding the Title I program. Under the district's direction, each Title I school will host a minimum of three parent workshops that are academic in nature. The dates and locations for these workshops will be posted on the school's website, shared through each Title I school's newsletters, and sent home as flyers in Tuesday folders.

The TCSS will provide helpful parent links on the district website and ensure that the Title I schools' websites contain resources and materials to help parents work with their children at home.

The TCSS will coordinate and integrate the district parent and family engagement programs with other programs such as: Exceptional Educational Program, Twin Cedars Youth Services (Ault Academy), Troup BELL, Success By Six, and others. We will promote school readiness by collaborating with the Head Start program and other state funded preschool programs in the district as part of a community collaborative that will meet multiple times during the year. In the spring, the elementary schools will host Kindergarten Transition days so parents may tour the schools and receive information to help them and their children prepare for kindergarten. The TCSS will also coordinate with community programs to ensure that parents are informed about available resources.

To ensure that information related to parent programs, meetings and other activities is available to all parents in an understandable and uniform format, each Title I school will send home a calendar of events with information for parents at the beginning of the year. Parent notifications and resources will be sent home in parents' native language, where applicable, and interpreters will be available at parent events and meetings when requested. Information posted on the district website will be translated to the extent practicable. The district will also utilize school telephone systems, school websites, local news media, and other school message systems to post information for parents. The TCSS will educate teachers, pupil services personnel, principals, and other staff on how to reach out to, communicate with and work with parents as equal partners and on implementing programs to build ties between parents and schools. The TCSS will also provide information for appropriate school staff and faculty that will focus on creating welcoming environments and improving two-way communication with families. In addition, the Parental Engagement Coordinator will provide opportunities for visits to each Title I school to review and discuss parent and family engagement requirements and initiatives. The district will educate school staff, with the assistance of parents, in the value of parent and family engagement. Parents will actively share ways that ties between parents and the school can be strengthened and sustained.



The TCSS has established a districtwide Parent Advisory Council (PAC) comprised of parent representatives from each Title I school to provide advice on all matters related to parent and family engagement in Title I, Part A programs. The district will also encourage collaboration and participation with community partners as part of the PAC.

The TCSS works hand in hand with community organizations, including share parent and family increase the knowledge importance of family overall success.



in hand with community faith-based organizations, to engagement activities and to base in our community of the engagement for our students

Parent & Family Engagement Evaluation

Throughout the year, the TCSS will conduct multiple evaluations of the content and effectiveness of this parent and family engagement policy and the family engagement activities to improve the academic quality of the Title I schools. The TCSS will gather input in the form of evaluations at various events at the school level and district level. The TCSS will also meet personally with families in the spring at the School Improvement Forums and District Improvement Forum to gather input.

Regular evaluations, as well as group forums, have the main purpose of obtaining input from parents of children eligible to receive Title I services and designing strategies for more effective parent and family engagement.

The TCSS will use the findings from the various evaluations and forums for continuous improvement, to remove possible barriers to parent participation, and to revise its parent and family engagement policies.

Accessibility

In carrying out the parent and family engagement requirements established by Section 1116 of the ESSA, the district Parental Engagement Coordinator will communicate and collaborate with the Office of Student Assignment and other support services to ensure full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children including providing information and school reports in a language parents can understand when feasible.

Development

This district parent and family engagement policy has been developed jointly and agreed upon with parents and family members of children participating in Title I, Part A programs as evidenced by the collaboration of parents, school, and district personnel at the annual district meetings.

Final revisions to this policy were made on March 27, 2018. The policy will be in effect for the 2018-2019 academic school year. The school district will distribute this policy in multiple ways to all parents of participating Title I, Part A children during the first weeks of school.

Upcoming Dates:

FOR PARENTS

Monthly Parent Advisory Council Meetings- open to everyone

Dates posted on school websites - Administrative Services Center

National Parent Engagement Month - November, 2018

Check the website for special ways to get involved!!

District Improvement Forum

March, 2019 Administrative Services Center

School Improvement Forums

March - May, 2019

Local School Sites

If your schedule does not allow you to attend the meetings, feel free to request copies of the minutes by emailing kennedysn@troup.org

FOR SCHOOLS

New School Year Site Training

August, 2018

Principal Meetings

Monthly-Administrative Services Center

Family Liaison Meetings

Monthly-Administrative Services Center