

Callaway High School



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Web Site: <http://www.troup.k12.ga.us/1/Home>

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CALLAWAY HIGH SCHOOL STUDENT HANDBOOK

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TROUP COUNTY BOARD OF EDUCATION

100 North Davis Road, Building C

LaGrange, Georgia 30241

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www.troup.org

Superintendent, Dr. Cole Pugh

2016-2017 School System Calendar

August 10.....	First Day of School
September 5.....	Labor Day
October 6.....	First Quarter Ends
October 7.....	Professional Learning Day/Student Holiday
November 8.....	Election Day (Student/Staff Holiday)
November 21 – 25.....	Thanksgiving Holidays
December 19 & 20.....	Secondary Early Release Days (Noon)
December 20.....	Second Quarter Ends
December 21 - January 2.....	Christmas Holidays
January 3	Professional Learning Day/Student Holiday
January 4.....	Classes Resume
January 16.....	MLK Holiday
February 20	Presidents' Day Holiday (or Inclement Weather Make up Day)
February 21.....	Professional Learning Day/Student Holiday
March 9.....	Third Quarter Ends
March 10.....	Student Holiday (or Inclement Weather Make-up Day)
April 3 – April 7.....	Spring Break
May 23 & 24.....	Secondary Early Release Days (Noon)
May 24	Last Day of School
May 25.....	CHS Graduation

Section I: Callaway High School Policies

CHS MISSION STATEMENT

The mission of Callaway High School is to provide a safe and disciplined learning environment so that our students will become productive citizens of the 21st century.

Callaway High School believes that our graduates should be:

- Caring and concerned citizens who are involved with their families and communities
- Lifelong learners and trustworthy friends
- Academically and technologically literate as to compete in today's post-secondary institutions and the work place
- Quality researchers and efficient problem solvers
- Self-disciplined, articulate students and leaders who value honor and truth

Be a Cavalier



Be Courteous

Be Capable

Be Cooperative

Be Callaway!

CALLAWAY HIGH SCHOOL'S ALMA MATER

CAVALIER PRIDE

Verse 1:

We come from many places
With nothing but a dream
From all around Georgia's Troup County.
We built a mighty school here.
With learning as our theme
Now through wisdom, we're living out our dream.

Chorus:

Let Callaway shine for Georgia,
A school great and strong;
United as one, we shall stand
And with this pledge of loyalty
We have to say
The Cavaliers are here to stay!

Verse 2:

Some will soon arrive here
And some will soon be gone
All will grow in knowledge along the way
We are Cavaliers
Who seek a brighter morn
As we reach for our dreams every day.

Repeat Chorus

MASCOT AND SCHOOL COLORS

Callaway High's mascot is the Cavalier, and the school's colors are red, black, and white.

REGULAR BELL SCHEDULE

8:00	Released from cafeteria
8:03	Warning Bell
8:10-9:00	Period 1
9:06-9:59	Period 2 (announcements at beginning of class)
10:05-10:55	Period 3
11:01-12:20	Period 4
	Lunch 1: 10:55-11:20
	Lunch 2: 11:25-11:50
	Lunch 3: 11:55-12:20
12:26-1:17	Period 5
1:23-2:14	Period 6
2:20-3:17	Period 7 (announcements at end of class)
3:17	Students Dismissed

Callaway High School Attendance Procedures

An absence is defined as non-attendance (except for in-school activities excused by school personnel) in a regularly scheduled class or activity, regardless of the reason for such non-attendance. Parents or guardians shall send a note of explanation to the school the day the student returns to school and the notes must be turned into Student Services. The attendance of all students shall be checked daily. Students may be counted in attendance only if they are actually present for 50% of the school day or if they are away from school on field trips or other activities sponsored by the school and are under the actual supervision of school authorities.

The principal is responsible for checking the attendance of students and for encouraging regularity and promptness. The system social worker and appropriate staff shall assist the principal in enforcing the compulsory attendance law, in encouraging regular attendance of all students, and in alleviating hardship conditions which contribute toward absenteeism within the resources available to him.

SCHOOL ARRIVAL

The school building opens each day at 7:30 a.m. When a student arrives on campus he/she is expected to enter the school building promptly. There is to be no loitering or standing in the parking areas. Students are to enter the building through the front of the school or through designated areas. Prior to 8:00 am, students are to report directly to the cafeteria. Once a student arrives on campus he/she may not leave the campus for any reason (walking or driving) without checking out through the Attendance Secretary in Student Services.

ABSENT FOR PART OF A DAY

A. Arriving at school after school day begins:

1. Sign in at the Tardy Machine if you arrive after 8:10 a.m.
2. Receive a pass to attend class.
3. Go to class period that is in session.
4. Present tardy admittance slip to your teacher

B. Leaving school before day ends:

1. Students who wish to check out during the school day must present a written, signed request which includes parent contact information to Student Services. Confirmation of the request will be verified. **For security reasons phone checkouts will not be allowed.**
2. Sign out with Student Services office at the designated time.
3. Only adults listed on a student's registration form may check out student. A photo ID is required.
4. Medical appointments, illness, death of family member, and court summons are the only excused absences for part of the day. You must bring the summons, appointment cards, or written verification to Student Services.
5. Students may not check out for lunch.
6. Parents or guardians picking up students must come in to sign out students.
7. Students will not be called for check-out after 3:00.

TARDIES

Punctuality to school and to class is important for effective individual learning and an orderly learning environment for all students. Students are expected to arrive at school on time and to be in class on time. Students have sufficient time to reach each of their classes and MUST have a pass in order to join a class after the tardy bell. The following plan shall guide the staff's response to students' tardiness to school/class. Student drivers should be aware that habitual tardiness to school can result in suspension/loss of parking privileges. Tardies are cumulative and will start over at the beginning of second semester.

- Upon receiving a 6th and 9th tardy (adding all classes together) students will receive an after-school detention.
- Upon receiving the 12th tardy and every 3rd tardy thereafter, students will be referred to the office and receive one day of ISS.
- Tardy counts will be for one semester.

DISMISSAL

Students should exit the building when the dismissal bell rings at 3:17. There should be no loitering in the hallways after dismissal. Any student not participating in a school sponsored activity should leave the building promptly. Car riders who are waiting on their ride should wait in the front lobby and should be picked up no later than 3:45. Students who are participating in an after school sponsored activity should be under adult supervision at all times. Car riders/drivers are not permitted on the bus landing in the afternoons. The building will be secured and locked each day at 4:30 p.m.

Guidance

The counselors at Callaway High School are available to help students with their educational programs, with career plans, and with their personal and social development. The counselors are also available to work with parents and faculty to help provide the best possible education for each student. Students who want to meet with their counselor should make an appointment through the guidance office secretary. Counselors may also be contacted via email.

<u>Counselor</u>	<u>Initial of Students' Last Names</u>
Debra Jackson.....	A-H
Dr. Douglas McCoy.....	I-Z

MOVE ON WHEN READY (MOWR)

Students and/or parents should consult with their counselor regarding eligibility for the MOWR program which allows students to pursue postsecondary studies while receiving dual high school and college credit for courses successfully completed.

GEORGIA SCHOLAR PROGRAM AND GOVERNOR'S HONORS

The Georgia Scholar Program provides recognition for exceptional achievement and special leadership. The Governor's Honors Program is a four-week summer school program at no cost to the student selected. A selected student must be entering his/her junior or senior year. Contact your counselor for details.

COLLEGE AND CAREER INFORMATION

College and career information is available through Georgia College 411. Counselors can assist students in setting up an account with GA College 411. Representatives from various colleges, universities, branches of the armed services, technical colleges, and other post-secondary schools visit Callaway High School during the school year. Students can speak with representatives during their lunch period. Students may not miss class to visit with a college representative.

COLLEGE AND CAREER ACADEMY

THINC College & Career Academy shapes students to be "work savvy" when entering the workforce or college. These students are highly desirable to businesses and colleges not only because they're equipped with technical and career-specific skills, but because they understand the soft skills of business – a firm handshake, a strong work ethic, and critical thinking skills.

The concept for a Troup County career academy was born out of the Workforce Development Committee of the Troup County Center for Strategic Planning. With substantial input from the business community, the committee identified a host of strategies to improve recruiting, hiring and retention of highly qualified employees, with a college and career academy top of the list.

SCHOLARSHIPS

Scholarship opportunities will be announced once they are received by the office of Student Services. Students will be notified of scholarship opportunities via email, announcements, postings, and the school website. Applications that are not available on-line will be available in Student Services.

ACTIVITY ABSENCES FOR COLLEGE VISITS

College-Day activity absences are limited to juniors and seniors and are arranged through the students' counselor. Students are allowed a cumulative total of six (6) college visits during their junior and senior years. No more than four (4) college visits can be used in a year. If a student is not on track for graduation, is not passing a course(s), or has disciplinary referrals, then college visit absences may not be granted. Official documentation of college visits must be returned to the Attendance Secretary the following day after the absence, and documentation is required in order for absences to be counted as exempt for attendance and final exemption purposes. In addition, it is the student's responsibility to make up any work missed.

REMEDIATION OPPORTUNITIES

There are three different remediation opportunities; Intercession, Credit Repair, and Credit Recovery. Specific criteria must be met for each program. Please speak with a guidance counselor or graduation coach for the criteria, details and registration procedures. Student applications will be prioritized and assignments made accordingly.

TRANSCRIPTS

Requests for transcripts can be secured from Student Services. There is a \$4.00 charge for paper transcripts sent to post-secondary schools and/or prospective employers. Transcripts can also be requested through GA College 411, at no cost for most Georgia colleges.

STUDENT AWARDS AND HONORS

Each year Callaway High School honors students who have achieved academic excellence. CHS recognizes special awards/achievements at an awards ceremony in the spring. In addition to special recognitions, students with all A's and students with all A's and B's for the first 3 nine weeks will be honored.

Testing

SAT

The Scholastic Aptitude Test (SAT) of the College Board is given seven times during the school year. Most four-year colleges and universities require either the SAT or ACT scores for admission. Registration deadlines and test dates are available at www.sat.collegeboard.org. Information is also available in Student Services and on the school web page. Free test preparation is available at www.gacollege411.org and at www.kahnacademy.org.

ACT

The American College Testing (ACT) is given six times during the school year. Most four-year colleges and universities require either SAT or ACT scores for admission. Registration deadlines and test dates are available at www.actstudent.org. Information is also available in Student Services and on the school web page. Free test preparation is available at www.gacollege411.org.

COMPASS

The Compass test is a placement test used by technical colleges for admission purposes and by other colleges for placement. Students should contact individual colleges for testing information. Study guides and tutorials are available at www.gacollege411.org and at www.act.org/compass/sample/index.html

PSAT

The Preliminary Scholastic Aptitude Test (PSAT) will be administered to all 10th grade students. 9th and 11th grade students who wish to take the test for a \$14 fee must see their counselor prior to September 30. The PSAT measures reasoning abilities important to academic performance in college. Scores from the 11th grade students' exams are used for the National Merit Scholarship Qualifying Program which enables students to compete for scholarships.

GEORGIA MILESTONE ASSESSMENTS

Georgia Milestones measures how well students have learned the knowledge and skills outlined in the state-adopted content standards in language arts, mathematics, science, and social studies. High school students will take an end-of-course assessment for each of the eight courses designated by the State Board of Education. Features the Georgia Milestone Assessment System include: open-ended (constructed-response) items in language arts and mathematics; a writing component (in response to passages read by students) within the language arts assessment; norm-referenced items in all content areas and courses, to complement the criterion-referenced information and to provide a national comparison; and transition to online administration over time, with online administration considered the primary mode of administration and paper-pencil as back-up until the transition is complete. Students enrolled in Algebra I, Geometry, U.S. History, Economics, 9th Grade Literature, American Literature, Biology, and Physical Science must take an end-of-course assessment (EOC). These tests are comprehensive standardized tests developed by the Georgia Department of Education and the results of each test count 20% of the related course grade for all students. EOCs may not be exempted, and credit will not be issued for a course in which a student has not completed a required EOC.

ASVAB

All 10th, 11th, and 12th grade students may take the Armed Services Vocational Aptitude Battery (ASVAB) in October. The test is given by a test administrator from the Federal Government, with the assistance of representatives from the various branches of the Armed Services.

END OF PATHWAY ASSESSMENT

End of Pathway Assessment (EOPA) is an evaluation tool used to ascertain the level of technical skills attained by career pathway completers. This will assist Georgia students in their quest to leave high school with valuable credentials needed to enter the workforce or to pursue other postsecondary options.

EXTRA-CURRICULAR ACTIVITIES

Every student is encouraged to participate in extra-curricular activities sponsored by the school. Our activities program is designed to offer opportunities for exploring, developing, and widening the student's range of interests and to help the student develop character and leadership. Participation enables students to learn how to better plan and work with others. All clubs must have a teacher as sponsor as well as a constitution, a list of officers, a working budget, and a membership roster. A comprehensive list of the clubs and extra-curricular activities is listed below. For additional information, please see our website. Participation in extra-curricular activities is controlled by whether the activity is competitive or non-competitive. A competitive activity occurs when one or more students from one school compete against one or more students from another school. For a student to be involved in a GHSA sanctioned activity, the student must:

1. Pass at least 5 of 7 classes the semester preceding participation. Summer Credit Recovery is an extension of spring semester.
2. Earn the required number of units to be on track for timely graduation per the GHSA.

ATHLETICS

1. Students participating in athletics must have a current medical examination on file certifying the student is physically fit for participation.
2. Athletes are required to purchase athletic school insurance as a condition of their practice and participation in interscholastic competitive athletics.
3. Students who are not eligible to participate may not practice or travel with a team or activity.
4. Band students are required to purchase athletic school insurance. Band camp participation and fees may be applicable for participation in marching band.

GHSA Teams include: Baseball, Basketball, Cheerleading, Competition Cheerleading, Cross Country, Football, Golf, Literary Team, One Act Play, Soccer, Softball, Swimming, Tennis, Track, Volleyball, and Wrestling.

CLUBS AND STUDENT ORGANIZATIONS

Clubs and student organizations include: Academic Team, Air Force ROTC, Diamond Dolls, Family, Career, & Community Leaders of America (FCCLA), Drama, Fellowship of Christian Athletes (FCA), Future Business Leaders of America (FBLA), Key, Marching Band, Educator's Rising Club (FEA), Art Club, Bass Club, History Club, Future Farmers of America (FFA), National Honor Society, SKILLS USA, Step Team, Student Council, Travel Crew, Secretary of State Student Ambassador Program, and Yearbook Staff.

HOMECOMING COURT REQUIREMENTS/INFORMATION

Underclassmen: Any girl in the 9th-11th grade is eligible to run for Homecoming Court. However, the administration has the right to remove anyone from the Homecoming Court for any discipline issues. Underclassmen representatives should ask a male from her same grade level to be her escort. There will be 2-3 girls selected from each class. The number of representatives will be determined by the principal and Student Council Advisor.

Seniors: Any senior girl or boy is eligible to run for Homecoming Court. However, the administration has the right to remove anyone from the Homecoming Court for any discipline issues. Seniors will either be assigned or choose a member of the opposite sex to be his/her escort. The Student Council Advisor reserves the right to make changes as necessary. Six girls and six boys will make up the Senior members of the court.

Homecoming Court Dress Code

1. For the parade: pants or a long dress or skirt are recommended.
2. Assembly: Ladies should be able to sit comfortably in front of an audience and remain modest.
3. Ceremony (on the field): All dresses need to be one piece with no cut-outs or mesh. No two piece ensembles are acceptable.

Senior Superlatives

Faculty members will vote on the top 6-8 girls and 6-8 boys; these students should embody the "Callaway" ideal. The principal and yearbook advisor will decide the number selected prior to the faculty voting. There are no specific requirements for selection; however, it is implied that the students selected will have a solid GPA with no discipline issues.

Mr. and Miss CHS

Juniors and seniors who would like to participate in Mr. and Miss CHS need to have at minimum 3.0 GPA with no discipline that resulted in ISS or OSS in the current school year. Students will participate in an interview on the day of the ceremony. The dress code is business. In the evening students will be asked to answer a prepared question and one random question chosen from an acceptable list supplied by the principal or student council advisor. The dress is normally formal; however, no 2 piece dresses or dresses with cut-outs or mesh are acceptable.

Student Council Officers

Students interested in student council or class officer should have a minimum 3.0 GPA with no discipline referrals resulting in ISS or OSS for the PREVIOUS and current school year. Each class may have a class representative; these students must have a minimum of a 2.5 GPA with no discipline referrals resulting in ISS or OSS for the PREVIOUS or current school year. Ninth (9th) grade candidates will have their discipline checked from his/her previous school.

National Honor Society

To be considered for NHS, a student must have a 3.75 simple GPA, be enrolled in accelerated or AP course of study, in the top 20% of class, and in good discipline standing. The selection process occurs when the NHS Advisor meets with the counselor and/or registrar to review sophomore & junior transcripts at the end of the 3rd marking period.

SEE THE CALLAWAY WEB PAGE FOR ADDITIONAL INFORMATION.

OTHER CHS POLICIES

ACADEMIC HONESTY

Students must demonstrate honesty and ethical choices when fulfilling academic obligations. Cheating and plagiarism will not be tolerated.

Cheating is defined as using dishonest methods to gain an advantage. A student shall not cheat on tests, examinations, projects, homework, or reports by giving or receiving unauthorized assistance. This includes utilizing any kind of secretive means of gaining information for use of quizzes, tests, or homework.

Plagiarism is the intentional or unintentional use of another person's ideas, opinions, or theories in one's own work without clearly and accurately acknowledging the source of the information. Plagiarism occurs when one submits work that has been written by someone else, purchased or retrieved from electronic sources, or summarized or paraphrased from other print or non-print sources. When a student knowingly submits someone's work as his own, he is guilty of intentional plagiarism. When a student fails to acknowledge the source of information due to oversight or fails to provide accurate reference data for the source of information, he is guilty of unintentional plagiarism. Regardless of intent, plagiarism is dishonest and unethical.

Any student who is guilty of any of the above will receive a zero on the suspect assignment and may be referred to the office for disciplinary purposes. Disciplinary consequences will be based on the number and severity of offenses. Consequences may include parent conference, detention, ISS, and/or OSS.

CAFETERIA

Callaway High School is committed to preparing nutritious meals for students. Cashiers do not make change; any balance will be credited to a student's account for future purchases. Callaway High School discourages charging of meals; however, if a student cannot pay on a given day, a meal will be provided on that day with the understanding that the cafeteria will be reimbursed the next day as a condition of receiving another meal the next day. Families who may be eligible for free or reduced-price meals are encouraged to complete an annual application. Please see a cashier.

Lunch Rules:

1. No student is permitted to leave school during lunch. Off-campus lunch passes are the exception.
2. No food purchased from a restaurant is allowed to be consumed in the cafeteria.
3. All students are required to eat in the cafeteria whether they bring their lunch or purchase a lunch.
4. No food or drink is to be taken out of the cafeteria.

- Students must stay in the cafeteria during their lunch period. Students must have a pass signed by a teacher or administrator in order to leave the cafeteria during lunch. Leaving the cafeteria without permission will be considered skipping class for disciplinary purposes.

Breakfast

Full Price 1.25
Adults 1.75

Lunch

Full Price 2.60
Adults 3.75

Extra milk and juice will be .55 each. Please check our website for monthly menus.

FOOD & DRINK

Food and drink are allowed only in the cafeteria and courtyard. Food and drink are not allowed in the hallways or classrooms and should be stored appropriately. Food should not be taken out of the cafeteria. Please be certain all trash and food related items are discarded appropriately. While bottled water is allowed in classrooms, it is prohibited in the media center and computer labs.

CLASS CHANGE

During class change, students should move quickly to their next classes. No standing and talking in the hallways is permitted. A strict "walk and talk" policy will be enforced. **For safety reasons, students will not be allowed to wear headphones/earbuds on the school premises.** Please use time wisely; i.e. restroom, lockers, water, etc.

STUDENT HANDBOOK/HALL PASS

Students who need to leave the classroom for any reason must have a valid pass, signed by their teacher. A hall pass page is found in this handbook. Every student in a group must have a pass. Students caught forging passes in any way are subject to punishment for forgery under school policy. Passage shall be by the shortest and quickest practical route without stopovers at the phone, vending/coke machines, or other classrooms. **A "no handbook-no pass" policy will be enforced.** Every student must use his/her own handbook. Students found in the hall without a pass will be subject to disciplinary action. Students who lose their handbooks **MUST** purchase another at a cost of \$5.00. See the secretary in Student Services in order to purchase a new handbook.

LOCKERS

Each student may request a locker. Students should know their locker combinations and use their assigned lockers. Students should not "jam" locks or share lockers. Lockers should be kept clean and locked at all times as the school is not responsible for any valuables stolen from lockers. Locker inspection will be held periodically, and the school reserves the right to inspect lockers at any time. A student will be responsible for restitution for any damage to a locker.

MEDIA CENTER

The media center is open to all students during regular school hours, Monday through Friday, 7:45 a.m. to 3:45 p.m. Students do need a pass before school, but not for after

school. During school hours a student must have a planner hall pass from a teacher to visit the media center. Students should sign in and out at the circulation desk.

- Absolutely no book bags are allowed in the media center during school hours.
- Students who wish to come to the media center during their lunch time for reading, studying, etc. must have a media center issued pass.
- Students can secure lunch passes in the media center before school each day.
- Books may be borrowed for two weeks and renewed once unless reserved by another student.
- Magazines (except latest issues), pamphlet file materials, checkout encyclopedias, and literary criticism books are limited to overnight check-out. A fine of ten cents a day for each overdue book is charged on two-week loans. There is a grace period of two days; therefore, the minimum fine on a regular overdue book is \$0.30. Overnight materials are charged \$0.25 per day when overdue. The grace period does not apply to overnight materials.
- Students with a Media Center fine may not check out books until the fine is paid.
- Exam exemption is denied to students who have outstanding overdue books or fines owed to the media center. A student must also clear all fines before graduation.
- There is access to the Internet in the media center. **Please remember INTERNET ACCESS IS A PRIVILEGE--NOT A RIGHT.** Misuse of the privilege will result in cancellation of the student's Internet privileges. See TCBOE Policy IFBG/IFBG-R on pages 47 and 48 of this planner.

MEDICATIONS AND ILLNESS AT SCHOOL

Students who become ill at school shall report to the school nurse or to the front office. Students should have their pass page in their handbooks signed by their teacher stating the need to call or go home due to illness. It is the student's responsibility to notify the teacher of an illness. A parent/guardian will be contacted before a student will be given permission to leave school. Students who require medication at school should complete a form from the front office to be signed by the parent. The medication form should be returned to the main office. Students may not possess prescription or over-the-counter medications at school.

PARKING REGULATIONS

Driving and parking on campus is a privilege, not a right. Each vehicle must be registered at a cost of \$25.00 with a parking permit placed on the rearview mirror. The following rules apply, and the owner of a vehicle is responsible for all regulations being followed by any occupant of his/her vehicle. Vehicles not complying with parking regulations will be subject to being towed at the owner's expense.

1. Students must have cleared all fines, dues, lost books, etc. in order to purchase a parking permit.

2. Each driver will be assigned a numbered parking space in a designated lot. Parking is limited to designated student parking areas. Students may not park in lots reserved for teachers.
3. Cars must be operated in accordance with state and local laws, common rules of courtesy, and consideration of others. All students must be licensed and covered by insurance.
4. Vehicles must be parked immediately upon entering the campus and all occupants need to vacate the vehicle promptly. All students must leave the parking areas immediately and enter the building. There is to be no loitering or visiting in the parking areas.
5. At the time a vehicle enters the parking area; all occupants of the vehicle are considered present at school. In order to leave the campus (walking or driving) for any reason students must check out through the attendance secretary in Student Services.
6. Being tardy to school six (6) times will result in loss of parking privileges for a minimum of 3 days. Habitual tardiness to school may result in additional days of parking suspension.
7. Students who use their car to leave school without permission and/or transport others without permission will forfeit parking privileges for a minimum of 5 days.
8. Students are not to return to any vehicle during the day without the permission of an administrator.
9. Students' vehicles may be subject to search by school administration if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present in the vehicle.
10. Students must wear a seat belt. Failure to wear a seat belt on campus will result in the suspension of the parking permit.
11. Students will not ride in the back of pick-up trucks on campus.
12. The school is NOT responsible for the vehicle or its contents.
13. Refrain from excessive noise (loud music, honking horns, etc.) in the parking areas.

SEARCHES/METAL DETECTORS

As a part of an overall plan to protect the health, welfare, and safety of students, faculty, staff, and visitors to our school, and to reinforce provisions of the code of student conduct, metal detectors may be used to screen for firearms and other weapons in order to locate and deter their use. Police canine units may be used to screen for illegal drugs in order to locate and deter their use. Random searches may be conducted with minimal disruption to the educational program.

TEXTBOOKS

Textbooks are issued at the beginning of each semester by the teacher. Each book is numbered by the teacher and distributed to individual students. Students are responsible for each book. The cost of lost or damaged textbooks will be determined by the Central Office Administration. The minimum amount charged will be \$5.00

VISITORS

All visitors must sign in with the Front Office and obtain a visitor sticker before visiting the school. Students will not be allowed to bring visitors to school or visit other Troup County Schools without proper permission. See pg. 53 for additional information.

WORK PERMIT

Work Permits may be secured in the front office. Workers less than 15 years old are required to have a permit prior to employment.

WORK-BASED LEARNING

Work-based Learning is available for 11th and 12th grade students who qualify. A student who drives to school must leave immediately when released to work. Students must sign out in Student Services. Students waiting on a ride must be picked up in front of school. See your guidance counselor for details and registration.

CALLAWAY HIGH DISCIPLINE POLICIES

DISRUPTIVE BEHAVIOR

Maintaining a safe and orderly environment that is conducive to learning is the number one priority of the Callaway High School faculty and staff. Any behavior that is disruptive to the learning environment will not be tolerated. When participating in classroom activities remember to be courteous, capable and cooperative. While in the hallways please remember that learning is taking place in classrooms. Move quickly and quietly to your destination.

DEFIANT BEHAVIOR

Courtesy and cooperation are a vital part of Callaway High School's motto and philosophy. Staff members will at all times work with students in a respectful manner when redirecting disciplinary concerns. It is essential to the good order of the school climate that students at all times comply with staff member requests. Therefore, defiant behavior is unacceptable. Students who refuse to follow the directions of staff will be suspended from school. Students are reminded at all times to be Courteous, Capable, and Cooperative. Be Callaway.

PROFANITY

Callaway High School is committed to creating a wholesome and professional atmosphere for students and staff. The use of profanity is unacceptable in a professional setting. Students utilizing profanity will be assigned after school detention. Extreme profanity or profanity directed at staff members may result in more severe consequences.

FIGHTING

Maintaining a safe and orderly environment that is conducive to learning is the number one priority of the Callaway High School faculty and staff. Fighting and all forms of

physical violence are unacceptable behaviors. Students who fight will be removed from Callaway High School for remainder of the academic semester or longer.

ELECTRONIC DEVICE POLICY

Electronic devices may be used in all areas of the building during non-instructional time. After the tardy bell rings and instructional time begins, devices should be out of sight and turned off. If a device is used during an unauthorized time teacher will confiscate the device. 1st offense – returned at the end of the day. 2nd offense – returned at the end of the second day or pick up by a parent. 3rd offense – parent/guardian must retrieve. If a student refused to give a device to a teacher, a referral will be generated. The referral will result in ISS. **The use of headphones/ear buds will not be allowed on school premises. No music should be heard from electronic devices at any time.**

DRESS CODE

The policy of Callaway High School is that good grooming and personal appearance are essential elements in the teaching and learning processes. Furthermore, dress and personal appearance will not be disruptive or interfere with the legitimate interest and welfare of the students. Callaway High School will enforce the dress code adopted by the Troup County Board of Education as found on page 25 of this handbook. Hats are not permitted in the building and all pants must be worn at the waist, secured with a belt if necessary.

1 st & 2 nd offense	Warning/Dress Code Referral /Call home for change
3 rd offense & subsequent	Discipline referral & 1 day ISS

****Students may be detained in ISS until parent/guardian arrives with a change of clothes.**

DETENTION

Administrators and teachers have the authority to keep students after school hours to serve disciplinary detention. In the case of students whose immediate detention would pose transportation problems, a 24-hour notice will be given before detention takes place. Administrative Detention will be held on Tuesdays and Thursdays from 3:30 – 4:00 in the cafeteria.

1. Any student who is tardy for detention will receive another day of detention. Students must bring school assignments and/or study materials to detention. Any student who is off task during detention will receive another day of detention.
2. Disruptive behavior during detention will result in OSS or ISS.
3. Students assigned detention may not leave detention except in the case of an emergency.
4. Any student who skips, misses, or does not serve an assigned detention shall be assigned ISS.
5. The student and their parent are responsible for transportation home.

IN-SCHOOL SUSPENSION

Students are assigned ISS by the school administrator. The school administrator will inform the student of the starting date in ISS. Students and parents will be provided

with a copy of the discipline referral forms. A student assigned to ISS must follow the following procedures:

1. If you have been assigned to ISS it is your responsibility to have all books and materials when you enter the ISS classroom.
2. The day prior to entering ISS you will need to take all your materials home with you or put them in the ISS room before you leave school.
3. Students assigned to ISS are to report directly to ISS at the 8:00 bell. Students are not to be in other parts of the building.
4. There will be no sleeping, leaning against the sides of the carrel, or putting your head down in ISS.
5. When an assignment has been completed, fold it in half and write your name and your teacher's name on the outside of the assignment. Turn in the assignment to the ISS teacher.
6. There is no talking in ISS. If you have a question, raise your hand and wait for a response from the teacher. Do not speak out and do not turn around.
7. Do not write and pass notes. Do not write or carve on the desk, chairs, or walls of the carrel.
8. Do not bring food, drink, or candy into the ISS room.
9. There will be 2 restroom breaks per day. Lunch will be at 10:45. While in the lunchroom, students will be assigned seats and will sit quietly while eating. All students should be facing the serving lines.
10. In order to exit ISS, all assignments must be complete. Days absent, time from early check-outs and late check-ins must be made up prior to being released from ISS.
11. **If a student assigned to ISS is disrespectful, disruptive, or refuses to cooperate with the above stated rules, they will be subject to further disciplinary actions.**

SENIOR DISCIPLINE

Disciplinary actions may impact a senior's ability to graduate with his/her class. During the last months and weeks of the school year, seniors who are referred to the office may lose the privilege of marching with his/her class and/or may be required to complete community service prior to receiving his/her diploma. Seniors are required to participate in graduation rehearsal as a condition of participating in the graduation ceremony. All fines must be cleared prior to graduation. If fines are not cleared students may lose the privilege of participating in the graduation ceremony.

SECTION II – TROUP COUNTY POLICIES AND INFORMATION

GRADING AND GRADUATION REQUIREMENTS

Troup County grades student progress on a semester basis. Credit is awarded at the end of each semester if a student successfully completes requirements of the class. **Required classes that have a failing grade must be repeated.** Grades for each grading period are determined by the grades received in several categories: tests,

homework, daily class work, projects, term papers, etc. A course syllabus will be supplied to each student which will explain how grades are determined for each class.

MINIMUM GRADES

Teachers will not enter in the grade book a grade less than 40 for any work attempted. If a student scored below a 40 for a grade, the actual grade should be placed in the comments area. Students will receive a "0" for work not attempted. This includes but is not limited to: not turning in the assignment, not filling in any answer blank, filling in answer blanks with answers not related to the topic, bubbling in a Scantron/HALO form in a pattern or with all one answer, answering less than half of a test, etc. Final grades will not be less than 40. Work submitted where a student has cheated or plagiarized will receive a 0.

MAKE-UP WORK

Students are encouraged and allowed to make up all missing work due to absence. Students who are absent, regardless of the reason, may schedule to make up work missed with 5 days of their return to school. This includes absences due to ISS and OSS (Out of school suspension). (Refer to Board policy IHA). If a student is present and fails to turn in work, the student may submit the work based on the teacher's discretion and classroom policy.

GRADE CALCULATION - Under review. Policy subject to change

1. Grades will be determined as follows:
 - a. Class I – 40% (Unit tests, mid-unit tests, benchmarks, major projects, essays, performance tasks, SLO Post-tests, etc.)
 - b. Class II – 30% (Quizzes, minor projects, minor writing assignments, vocabulary quizzes, etc.)
 - c. Class III – 10% (Homework, classwork, participation grades, signed papers, etc.)
 - d. Final Exam/EOC – 20%
2. Number of grades per grading period in each category shall be at least:
 - a. 3 Class I grades per 9 weeks
 - b. 5 Class II grades per 9 weeks
 - c. 1 Class III grade per week
3. Prior to the last four weeks of the first semester and the last six weeks of the second semester, teachers within their building will administer a common performance assessment (replacement test/project) over all standards that have been taught during that time as a replacement grade. The replacement test score will replace one Class I grade where it will have the most positive impact. If the grade fails to positively impact the student's average, then the replacement grade will not be used.
4. Teachers must immediately remediate students following an unsuccessful Class I or Class II assessment (differentiated instruction).
5. Student Learning Objective (SLO) post-tests, final exams, replacement tests, benchmark tests and End-of-Course Assessments (EOCs) (unless directed by the state) may not be retaken or replaced in any way.

6. High school Advanced Placement classes will have neither minimum grades nor replacement tests. All work will be scored as per the teacher's syllabus submitted to College Board.
7. Teachers should give serious consideration to any final grades ending in a 9. A grade of 69, 79, or 89 may not be given without consulting the principal.
8. The grading scale is as follows:

90 – 100	A
80 – 89	B
70 – 79	C
Below 70	F

GRADE POINT AVERAGE/RANK IN CLASS

Under review. Policy subject to change.

Every graduate's final transcript will reflect their Grade Point Average/Rank in Class computations:

- The Simple Grade Point Average (SGPA) is determined by converting all grades earned to honor points and dividing them by the total number of classes attempted. The 4-point scale (A=4, B=3, C=2, F=0) is used and this number is recorded on the permanent record.
- Numerical Simple Grade Point Average (NSGPA) is determined by averaging the number grades earned in all courses taken.
- The Academic Rank in Class is determined by converting grades earned in English, Foreign Language, Mathematics, Science, Social Studies, Advanced Fine Arts and all Advanced Placement classes to honor points. Grades used to determine the Academic Rank in Class will be those from the ninth grade through the midterm of the spring semester of the senior year. Grades earned during the spring semester of the senior year will count as semester grades. The sum of the honor points of all seniors will be ranked in descending order and will determine the Academic Rank in Class. This rank is recorded on the permanent record as upper 5%, upper 10%, upper 15%, upper 20%, upper 25%, upper 50% or lower 50%. Each student's grades are computed at the completion of the 11th grade and again at the end of the midterm of the spring semester of the senior year to determine his/her academic rank. The top 15% of each senior class will be honored at graduation as honor graduates.
- Students participating in Post-Secondary Option (PSO) must have a minimum of four (4) semesters of full-time school attendance in the designated high school from which they will graduate in order to be eligible for consideration as the Valedictorian.
- The following index of honor points is utilized to determine the Academic Rank in Class.

<u>Classes</u>	<u>A</u>	<u>B</u>	<u>C</u>
Advanced Placement	6	5	4
Regular Courses	4	3	2

- Students enrolled in Post-Secondary Options classes from the academic area will earn honor points in the same weight as Advanced Placement classes.

GRADUATION

Seniors who are candidates for graduation must satisfy all Troup County BOE requirements to participate in the graduation ceremony. Students and parents will be required to sign a behavioral contract prior to the event. Failure to abide by the terms of this agreement will result in disciplinary action. Only official regalia is permitted, and students must dress appropriately for the occasion. Noisemakers, balloons, and other distracting items are prohibited at the ceremony. Thank you for making graduation a special time in the lives of our students and their families.

GRADUATION REQUIREMENTS

It is recommended that each student declare a pathway. All students must meet all stated requirements before earning a diploma in Troup County. All requirements for graduation will be explained to students and parents at their first academic advisement session. Graduation requirements are located in Policy IHF and may be retrieved from the school system's website or obtained from a counselor.

All Troup County Board of Education requirements, including all required courses, state assessments and credits must be satisfied prior to participating in graduation ceremonies.

STAR STUDENT

Each year, the senior with the highest SAT score on a single new SAT test is named Star Student. This student must have taken the new SAT by the December test date and must score higher than the national averages on both the math and the verbal portions of the exam. Also, the student must be in the top 10% of the senior class academically.

VALEDICTORIAN, SALUTATORIAN, DISTINGUISHED HONOR GRADUATES, AND HONOR GRADUATES

Under review. Policy subject to change.

RESIDENCY REQUIREMENTS

For the graduating class of 2015 and beyond, the Valedictorian and Salutatorian graduates are the honor graduates of the senior class and represent the best performance in the local high schools; therefore, attendance in classes at the local high school for a minimum of four (4) semesters is a requirement. No more than two (2) semesters of full-time Post-Secondary Option (PSO) enrollment is allowed during the combined junior and senior high school years. Selection of Valedictorian, Salutatorian and honor graduates will be based on the criteria described below.

CRITERIA FOR SELECTION OF HONOR GRADUATES OF EACH HIGH SCHOOL:

Honor Graduates and Distinguished Honor Graduates will be determined at the conclusion of the third nine weeks of the senior year. The grade that is received in the

registrar's office on this date is the grade that will be used in determination of honor recipients. Class rank of students will be established using a four-point scale where four (4) points are given for an A, three (3) points for a B, and two (2) points for a C for all classes, each receiving equal weighting with the exception of Advanced Placement and/or PSO courses (leading to an academic program or degree) which will carry honor weights of six (6) points for an A, five (5) points for a B, and four (4) points for a C. The sum of the honor points of all seniors will be ranked in descending order. Honor graduates will be the top 15% of students using the weighted class rank previously described. Only students having attained the status of Honor Graduate will be considered for Distinguished Honor status.

In order to attain the title of Distinguished Honor Graduate, the student must first receive an A in the following categories (using any combination of half or whole credits):

- Four (4) units of mathematics
- Four (4) units of English
- Four (4) units of science
- Three and one half (3 ½) units of social studies
- Two (2) units of foreign language
- Three (3) units of fine arts; health and/or physical education; career, technical, agricultural education; or an additional foreign language unit(s).

Additionally, Distinguished Honor Graduates must take a minimum of four (4) Advanced Placement and/or PSO courses while enrolled in high school.

For any student who is graduating with less than eight semesters of coursework, a proportional ratio will be applied to the student's points based on the number of semesters the student has been in high school. The result of this calculation will be used to determine the student's honor status. For example, a student who has been in attendance for six (6) semesters out of eight (8), his/her honor points would be multiplied by 8/6.

CRITERIA FOR SELECTION OF THE VALEDICTORIAN

- The Valedictorian must be a Distinguished Honor Graduate.
- In the event where a school has no Distinguished Honor Graduate(s), the Valedictorian will be the student with the highest class rank, and by default will be a Distinguished Honor Graduate.
- Should there be more than one Distinguished Honor Graduate; the student with the highest class rank of all Distinguished Honor Graduates will be the Valedictorian.
- In the event of a tie for Valedictorian, the student with the highest combined SAT using all three sections in one sitting will be the honoree.
- In the event there is still a tie: the student with the highest Georgia High School Writing Test score will be Valedictorian.

CRITERIA FOR SELECTION OF THE SALUTATORIAN

- The Salutatorian must be a Distinguished Honor Graduate.
- In the event where a school has no Distinguished Honor Graduate(s), the Salutatorian will be the student with the second highest class rank, and by default will be a Distinguished Honor Graduate.
- In the event of a tie for Salutatorian, the student with the highest combined SAT using all three sections in one sitting will be the honoree.
- In the event there is still a tie: the student with the highest Georgia High School Writing Test score will be the Salutatorian.

PROCEDURES FOR THE ANNOUNCEMENT OF VALEDICTORIAN, SALUTATORIAN, AND DISTINGUISHED HONOR GRADUATES

•Written explanation of selection process will be provided to all high school students in the student handbook each fall.

•Each high school principal will provide the Secondary Curriculum Director information and documentation regarding the candidates for Valedictorian, Salutatorian, and Distinguished Honor Graduates for review prior to the April Board of Education meeting. Valedictorian, Salutatorian, and Distinguished Honor Graduates will be announced at the April Board of Education meeting.

ATTENDANCE POLICY

ATTENDANCE, 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:

- ✓ 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 religious holiday of the faith embraced by the student.
- ✓ Conditions 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 reasonably 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.

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. If 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 ten (10) 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.

ATTENDANCE FOR COURSE CREDIT IN GRADES 9-12:

When a student has had five (5) absences from first period, the school will notify the parents and juvenile authorities. When a student in grades 9-12 has more than seven (7) absences in a specific class in a semester, whether excused or unexcused, the student is in danger of losing credit for the specified class unless approved by the waiver committee. It is the responsibility of the student and parent to apply for a waiver at the end of the semester should a waiver be required. Students with serious medical illnesses/conditions may be eligible for home bound services.

All work missed is expected to be made up for all absences. Students are expected to make arrangements within three (3) days to make up missed work following their return to school.

A student who loses credit in a specified class due to having more than seven (7) absences in a semester may request a review of the loss of credit. The review will be conducted by a credit review committee composed of the principal or designee, counselor and a teacher. For a student to regain lost credit the student must provide an explanation of absences leading to the loss of credit and all course requirements must have been satisfied resulting in a passing grade. A parent or student must submit a request in writing to the principal within ten (10) school days following the last day of the semester.

Ignorance of the rule shall not be considered sufficient cause for setting aside its effects.

FINAL EXAM EXEMPTION POLICY

The Exemption Policy is currently under review. Information will be provided at a later date.

MAKE-UP WORK

Students are encouraged and allowed to make up all missing work due to absence. Students who are absent, regardless of the reason, may schedule to make up work missed with 5 days of their return to school. This includes absences due to ISS and OSS (Out of school suspension). (Refer to Board policy IHA). If a student is present and fails to turn in work, the student may submit the work based on the teacher's discretion and classroom policy.

PRE-ARRANGED ABSENCES

Pre-arranged absences are unexcused unless the criteria of excused absences are met. The absences will reflect in a student's grade unless there are extenuating circumstances. Such circumstances must receive prior written approval by the principal (form available in Student Services). The prearranged request should be submitted a minimum of five (5) school days before the absence is to occur. Pre-arranged absences count within the 7- day loss of credit.

WITHDRAWAL FROM SCHOOL

Any student wishing to withdraw from school will be permitted to do so with written documentation from a parent outlining the reasons for withdrawal. A conference involving the student, principal and/or graduation coach, and a parent is required if the student is withdrawing to seek a GED. Withdrawal papers can be obtained in the Office of Student Services.

LEARNERS' PERMITS AND DRIVERS' LICENSES

A certificate of attendance is required for learners' permits and drivers' licenses. Applications are available in the Attendance/Student Records Office. Students must neatly complete the top portion of the form and submit it to office staff. Allow three days for discipline records and attendance records to be verified and for the form to be signed and notarized. Students applying for drivers' licenses will also need an ADAP (Alcohol and Drug Awareness Program) card. Replacement copies of ADAP certification may be provided for a \$2.00 processing fee. Certificates of attendance and ADAP cards are available for student pick up on Thursday afternoons. **See page 52 for more information.**

DISCIPLINARY ACTIONS AND PROCEDURES

The policy of the Troup County Board of Education is to adhere to due process when carrying out the procedures contained within the Code of Student Conduct handbook. Furthermore, the Board of Education will comply with the essential elements of due process procedures and provide each staff member

with a copy of this handbook. This handbook has been published with the following concepts in mind:

1. All rules must be clearly stated and related to the educational purposes of the school.
2. School rules must be fair and specific enough for students to know what they may or may not do.
3. Students, parents and guardians must be informed of the rules affecting behavior and discipline.
4. When serious disciplinary action is involved, school personnel and students must comply with required procedures.

Troup County School students are subject to the rules and regulations of the Troup County Board of Education during the school day while in attendance at school-related activities, and while being transported to and from school or school-related activities in school vehicles. In addition, students may be disciplined in those instances where conduct at other times and places is deemed to have a direct and immediate impact or effect on the health, safety, discipline, or general welfare of the school community.

DRESS CODE

The policy of the Troup County Board of Education is that good grooming and personal appearance are essential elements in the teaching and learning processes. Therefore, it is expected that students dress in such a manner that will ensure the health and safety of the school. Furthermore, the dress and personal appearance will not be disruptive or interfere with the legitimate interest and welfare of the students. Students should adhere to the following guidelines as described in board policy JCDB-R:

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. (Wearing shorts under or long shirts over loose fitting pants does not exempt a student from this rule.)
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. Clothing with pictures, writing, and/or symbols promoting gangs, alcohol, sex, tobacco, profanity or suggestive/crude messages is prohibited.
3. 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.
4. Biker shorts, any type of warm up that is tight and clings to the body, and clothing designed as undergarments or night wear (pajamas, flannel pants, negligee, etc.) worn as outer garments are unacceptable. This includes "leggings" or tights. If leggings or tights are worn, the outer wear covering these garments must meet the minimum requirements set forth in this dress code (i.e. shorts, skirts, tops, or dresses worn over leggings/tights must meet minimum length requirements stated in #2 above.)
5. 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.

6. All pants, shorts, and other clothing with holes at or above the knee are unacceptable.
7. Other unacceptable dress: dog chains, wallet chains, "spiked chokers", and hanging shoulder straps, or any apparel that may be used to harm or impair another.
8. 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.
9. With approval of the principal, activity sponsors may establish different rules for dress and grooming for participation in special activities.
10. Other attire deemed unsafe, inappropriate, or disruptive to the learning environment by the building principal may be subject to disciplinary action.

BUS REGULATIONS

The Troup County Board of Education is vitally concerned about the safety and welfare of the students riding buses. In an effort to inform students and parents or guardians of acts that can threaten that safety and welfare, bus rules and regulations have been adopted. The driver, together with the transportation supervisor and the school principal, shall have full responsibility for discipline on buses.

- First Violation: Student or parent conference and/or removal from the bus for up to ten days.
 - Subsequent Violations: Parent conference and removal from the bus for a minimum of three weeks and/or removal for the remainder of the school year.
1. Pupils shall obey the driver willingly and promptly. The driver is in full charge of the bus and pupils.
 2. The driver has the right to assign seats as he/she deems necessary.
 3. Pupils are to help keep their bus clean by not throwing trash on the floor.
 4. Pupils shall not throw any refuse out the windows.
 5. No pupil shall at any time extend his/her head, hands, or arms, or any part of his body out the window.
 6. Any damages done to bus or equipment must be paid for by that individual.
 7. No soft drink bottles or cans, knives, sharp objects, or any object that might endanger another student can be brought onto the bus at any time.
 8. Students must ride the bus in which they have been assigned.
 9. Students should remain seated and should face the front of the bus at all times.
 10. No food or drinks are permitted to be consumed on the bus.
 11. Pupils shall behave in an appropriate and orderly manner.
 12. Cell phones are not permitted on buses.

STUDENT BEHAVIOR AND DISCIPLINARY PROTOCOL

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.

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.

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 Cyberbullying** - Cyberbullying is defined as:
- A. A student commits the offense of cyberbullying 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 Cyberbullying: (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 socio-economic 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.

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.

DISCIPLINARY PROTOCOL AND PROCEDURE

Upon the violation of any of the offenses set forth in JCDA – Student Behavior Code, any of the disciplinary measures set forth in Policy JDD - Student Suspension/Expulsion may be imposed as provided hereafter.

A. TYPES OF CONSEQUENCES OR CORRECTIVE ACTION

As defined in Policy JDD as follows: In-School Suspension, Short-Term Suspension, Long-Term Suspension, Expulsion, Alternative Education Program and Felony or Delinquent Suspension may be imposed on a student for any violation of the Student Behavior Code.

1. In-School Suspension: In-school suspension is the isolation of a student during the school day from the regular classrooms and activities of the school with a continuation of the student's progress with classroom assignments and additional support as deemed appropriate by the ISS instructor unless otherwise identified and is not limited to academics, behavioral and/or social skills development.

2. Short-Term Suspension: Short-term, out-of-school suspension as defined in O.C.G.A. §20-2-751(3) means the denial to a student of the right to attend school and take part in any school-related functions for a period not to exceed ten (10) consecutive school days. The principal and assistant principal of any school shall have the discretionary power to impose a short-term suspension.
3. Long-Term Suspension: Long-term as defined by O.C.G.A. §20-2-751(2) means the denial and suspension of a student of the right to attend school and take part in any school-related functions for more than ten (10) consecutive school days but not beyond the current academic term. A student may receive long-term suspension only as a result of a student disciplinary hearing before a Disciplinary Hearing Tribunal. A student shall be subject to long-term suspension or expulsion for violation of the rules for student behavior, conduct and discipline as set forth in these policies but only after a hearing or opportunity for a hearing in accordance with the rules and procedures hereafter set forth.
4. Expulsion: Expulsion as defined by O.C.G.A. §20-2-751(1) means the denial to a student of the right to attend school and take part in any school-related functions beyond the current academic term, and any greater duration deemed appropriate by the Disciplinary Hearing Officer including but not limited to the remainder of the current semester, school year, an entire school year or years, or permanently. Expulsion may only be imposed by action of the Disciplinary Hearing Tribunal after the student has been afforded notice, opportunity for hearing, and other procedural rights prior to such expulsion becoming effective.

B. GENERAL DISCIPLINE PROCEDURES

All violations of the Student Behavior Code shall be investigated and punishment imposed as warranted by the nature and circumstances of the violation. A principal in his discretion may (but is not compelled) administer appropriate disciplinary action such as in-school suspension or short-term suspension for certain violations at the school level without referral to a disciplinary hearing for students committing violations of the Student Behavior Code.

However, a principal does not have the authority to impose and must refer a student to a disciplinary hearing for the imposition of long-term suspension, expulsion or assignment to an alternative education program. A principal at his discretion may refer any violation of the Student Behavior Code for a disciplinary hearing.

All third offenses for 1.01 Simple Assault, 1.03 Simple Battery, 1.07 Affray, and 7.01 Threats and Intimidation shall be referred for a disciplinary hearing as is required for mandatory hearing offenses.

When a violation of the Student Behavior Code is a non-mandatory offense, the same procedure shall be followed as in investigations of any alleged mandatory hearing offense provided hereafter.

At the beginning of each school year, the principal or other designated administrator shall conduct such convocations, student assemblies or other proceedings with all students enrolled in each school so as to explain with particularity, the Student Behavior Code and the disciplinary protocol followed to include Mandatory Hearing Offenses.

C. DISCIPLINE OF STUDENTS IN GRADES K-5

Students in grades K-5 are subject to and shall abide by the Student Disciplinary Code. However, the disciplinary hearing process including the mandatory hearing offenses shall not apply to students in grades K-3. The Superintendent shall determine the

disciplinary actions or proceedings for students in grades K-3. Students in grades 4 and 5 who commit a mandatory hearing offense will not normally be brought before a tribunal. However, the principal of each elementary school in consultation with the Superintendent may treat an offense committed by a student in grades 4 and 5 as a mandatory hearing offense based upon the nature and circumstance as well as the student involved and refer the student to a disciplinary hearing.

Alternative School placement will not be made for students in grades K-5 as the provisions of the alternative school grant does not permit the assignment of students below grades 6-12 to the Alternative School.

D. MANDATORY HEARING OFFENSES

The Troup County Board of Education believes that certain violations of the Student Behavior Code outlined herein cannot be tolerated under any circumstances and because of the nature and consequences of the violations immediate school and judicial intervention is required. Those offenses shall hereafter be defined and referred to as Mandatory Hearing Offenses. The following violations of the Student Behavior Code shall be classified as Mandatory Hearing:

Mandatory Hearing Offenses: The following are mandatory hearing offenses for all middle and high schools:

1. Middle and High Schools (Grades 6-12): 1.02 Aggravated Assault; 1.04 Battery; 1.05 Aggravated Battery; 1.06 Hazing; 2.04 Theft by Extortion; 3.01 Robbery; 3.02 Armed Robbery; 4.01 Weapons, Dangerous, Instruments or Explosive Compounds; 5.01 Possession of Drugs or Alcohol; 5.02 Sale of Drugs or Alcohol; 5.03 Use of Drugs or Alcohol; 5.05 Drug Related Objects; 7.02 Riot; 7.03 Inciting to Riot; 7.06 False Report of a Fire; 7.07 False Public Alarm; 7.09 Influencing Witnesses; 7.10 Participate in Gang Activity; 7.11 Threat of Physical Violence to School Personnel; 12.10 Public Indecency 13.01 Physical Violence of an Insulting or Provoking Nature to School Personnel; 13.02 Physical Violence Causing Physical Harm to School Personnel; 15.01 Sexual Harassment; 15.02 Sexual Battery; 15.04 Public Indecency; and 15.06 Sexual Relations.
2. Elementary Schools: There shall be no Mandatory Hearing Offenses for Grades K-5. However, the principal of each elementary school in consultation with the Superintendent may treat an offense as a Mandatory Hearing Offense based upon the nature and circumstance of the offense and the student involved. Unless specifically stated in the policy, discipline for students in grades K-5 will be at the discretion of the principal; however, discipline determinations by tribunal also apply to students in K-5 if the principal deems it to be necessary. In grades K-5, students' unstructured break time may be withheld for violation of general school discipline or for specific violation of any school rule.

E. DISCIPLINE PROCEDURES

1. Upon reasonable suspicion that a student has committed a Mandatory Hearing Offense, the principal or administrator in charge of discipline at each school shall immediately separate the student from the rest of the student body while the investigation of the conduct is being conducted pursuant to Policy JDD – Student Suspension/Expulsion and Policy JD - Student Discipline. The principal or administration in charge of discipline shall advise the student that evidence exists that the student may have committed a Mandatory Hearing Offense.

2. The school administrator shall advise the student that (1) the Mandatory Hearing Offense which the student is alleged to have committed carries the consequences of mandatory referral to a Disciplinary Hearing of the Troup County Board of Education with short term suspension pending the hearing of the charges by the Disciplinary Hearing Officer; and (2) the reporting of the alleged violation of the Student Behavior Code to the appropriate law enforcement agency in which the school is located and to the Juvenile Court of Troup County and to the Troup County District Attorney is mandatory.
3. Upon completion of the investigation of a Mandatory Hearing Offense and a determination that grounds exist for charging a student with an offense, the principal shall first, make a reasonable attempt to notify the student's parents followed by the Juvenile Court of Troup County and the appropriate law enforcement agency.
4. Imposition of Pre-Hearing Placement. For Mandatory Hearing Offenses, the principal or school administrator may impose short term suspension upon the student by removing the student from the general school population for not more than ten school days pending hearing before a Disciplinary Hearing Officer or Tribunal. Short term suspension may include placement of the student in an In-School Suspension program in addition to Out of School Suspension. Out of School Suspension should be considered and used only in situations which would place other students at risk of injury or would result in the disruption of the educational mission of the class or school in which the student is enrolled or placed pending the Disciplinary Hearing. In the event that Out of School Suspension is imposed pending the Disciplinary Hearing Tribunal, the Juvenile Court shall be notified of the Out of School Suspension.
5. Referral to a Disciplinary Hearing. Following the commission of a Mandatory Hearing Offense, the student shall be referred to a Disciplinary Hearing Officer or Tribunal of the Troup County Board of Education. The hearing of the disciplinary charges before a Hearing Officer or Tribunal shall be within ten (10) school days of the day on which short term suspension is imposed and removed from the general student population. Where extenuating circumstances exist, the hearing by the Disciplinary Tribunal may be held more than ten school days following notification of charges; provided however, that the student must be returned to the general school population at the end of the short term suspension.
6. Juvenile Court. The principal of the school in which the student is enrolled shall consult with and provide to the education protocol officer of the Troup County Juvenile Court such educational records on the student to include attendance, grades, standardized test scores, and disciplinary record as may be needed for an evaluation of the student by the Juvenile Court.
7. Cooperation with Law Enforcement. It shall be the further policy by the Troup County School System that all school administrators and personnel shall work together with law enforcement officials and Juvenile Court officials to provide counseling, joint supervision, school based community service, educational assistance, and anything necessary to prevent violence and provide for conflict resolutions and other interventions designed to address particular needs to a student who violates the Student Behavior Code.

F. PROTOCOL AND MANDATORY PUNISHMENTS FOR OFFENSES AGAINST SCHOOL PERSONNEL

1. Procedure - Any student who has alleged to have committed any act of physical violence as defined in Section 13.01 and 13.02 against a teacher, school administrator, or other school official or employee, or school bus driver shall be referred to a disciplinary hearing tribunal of the Troup County Board of Education. The student alleged to have committed such act of physical violence shall be suspended out of school pending a hearing by the tribunal. The tribunal will be composed of three teachers or certified education personnel appointed according to Board policy. The tribunal shall determine all issues of fact and intent and shall submit its findings and recommendations to the Troup County Board of Education for imposition of punishment if the student is found guilty of the charges. The tribunal's recommendations shall include a recommendation as to whether the student may return to the public school and if return is recommended, the recommended time for the student's return to Troup County Schools. The Troup County Board of Education may follow the recommendation of the tribunal or it may impose penalties not recommended by the tribunal regardless of whether such penalties may be harsher and not recommended.
2. Punishment for Violation of 13.01 - Any student found by a tribunal to have committed an act of physical violence by intentionally making physical contact of an insulting or provoking nature against a teacher, administrator, school personnel or employee, or bus driver as defined in Section 13.01 may be disciplined by expulsion, long term suspension or short term suspension as those terms are defined in the Official Code of Georgia and Troup County Board of Education Policies.
3. Punishment for Violation of 13.02 - A student found by a tribunal to have committed an act of physical violence by making physical contact which causes physical harm as defined in Section 13.02 against a teacher, administrator, school personnel or employee, or a bus driver shall be expelled from the Troup County Schools. The expulsion shall be for the remainder of the student's eligibility to attend public schools pursuant to O.C.G.A. 20-2-150. The Troup County Board of Education, at its discretion, may permit the student to attend an alternative school program for the period of the student's expulsion. If the student who commits an act of violence by making physical contact which causes physical harm as defined in 13.02 is in Kindergarten through Grade 8, then the Troup County Board of Education, at its discretion, and on the recommendation of the tribunal may permit such student to re-enroll in the regular public school program for Grades 9 through 12. If Troup County Board of Education does not operate an alternative education program for students in Kindergarten through Grade 6, the Troup County Board of Education, at its discretion, may permit a student in Kindergarten through Grade 6 who has committed an act of physical violence against a teacher, administrator, school personnel or employee, or bus driver as defined in 13.02 to reenroll in the public school system.
4. Juvenile Court Referral - Any student found by a tribunal to have committed an act of physical violence as defined in Section 13.01 or 13.02 against a teacher, administrator, school personnel or employee, or bus driver shall be referred to Juvenile Court with a request for a petition alleging delinquent behavior.

G. MANDATORY CONSEQUENCES

The following punishments shall be mandatory as required by federal or state law or policy:

1. Firearms - A student found to have violated section 4.01 Weapons, Dangerous Instruments or Explosive Compounds by possessing a firearm as defined by 18 USC 921 shall be expelled from the Troup County schools for a period of not less than one (1) calendar year. On a case by case basis, a Disciplinary Hearing Tribunal or the Superintendent are authorized to place a student determined to have brought a firearm to school in the Troup County alternative school program if extenuating circumstances are found to exist.
2. Bullying and Cyberbullying - Any student in grades 6-12 who has committed and been punished twice for the offense of bullying and cyberbullying as defined in Section 1.08 Bullying and Section 1.09 Cyberbullying who is alleged to have committed a third act of bullying or cyberbullying within a school year shall be referred to a hearing before a Disciplinary Hearing Tribunal. If the student is found guilty of a third offense by the tribunal of the offense of bullying or cyberbullying, the student shall be assigned to the Troup County alternative school program for such time as the tribunal deems appropriate; provided however, this shall not prohibit the expulsion or long term suspension of the student for the third offense. A student may also in the discretion of the school administration be referred to a disciplinary hearing tribunal for a first or second offense of bullying or cyberbullying.
3. Bus Conduct - If a student is found to have committed 1.01 Simple Assault; 1.02 Aggravated Assault; 1.03 Simple Battery; 1.04 Battery; 1.05 Aggravated Battery; 1.07 Affray; 1.09 Bullying on a public school bus, in addition to any punishment imposed, a meeting between the parent or guardian of the student and appropriate officials from the Troup County School District shall be held to form a school bus behavior contract for the student. Such contract shall provide for progressive age, appropriate discipline, penalties and restrictions for student misconduct on the bus. Contract provisions may include, but shall not be limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.
4. Nothing contained in this section shall be construed so as to limit the incidences wherein a student bus behavior contract may be required.

H. ALTERNATIVE DISCIPLINE RESOLUTION

The Troup County Board of Education supports the disciplinary hearing process and requirements established by Georgia law and, in particular, its policy to designate mandatory disciplinary hearings for certain offenses. The Troup County Board of Education believes that, in certain circumstances, a less adversarial, informal disposition of breaches of the Troup County Board of Education Student Behavior Code can produce positive changes in individual student discipline and student attitudes towards discipline. Therefore, the Troup County Board of Education institutes and authorizes the following alternative discipline resolution (ADR) process:

1. Purpose. The purpose of ADR is to allow administrators of each school and parents to meet, discuss and agree on long-term suspension, expulsion or assignment to an alternative education program as punishment to be imposed for particular offenses committed in violation of the Troup County Board of Education Student Behavior Code and to waive and forego a disciplinary hearing tribunal on the charges.

2. Applicable Offenses. ADR shall be used for all violations of the Student Behavior Code, whether mandatory or non-mandatory hearing offenses, for which long-term suspension, expulsion or assignment to an alternative education program are to be recommended by the Principal.
3. Process. Upon completion of an investigation conducted in accordance with the Disciplinary Protocol set forth above of a probable Student Behavior Code violation, the school administrator shall then notify the parent and student of the ADR process and the availability of the ADR process in lieu of a disciplinary hearing before a tribunal or hearing officer. If the parent and the student avail themselves of the ADR process, the student and parent and the school administrator shall meet to discuss the violations of the Student Disciplinary Code, to receive admissions of guilt and to discuss and impose punishment for the offenses committed. Should the school administrator determine that neither the student nor the school will benefit from an ADR, the school administrator shall proceed with a disciplinary hearing as provided for under this Student Behavior Code and other Troup County Board of Education policies. Likewise, should a student or parent determine that they do not desire to participate in an ADR, the school administrator shall then proceed with a disciplinary hearing for the offenses committed.
4. Waiver of Hearing and Appeal. If a student and parent agree to a consequence from an ADR, they will be required in writing to waive a formal hearing and to agree and waive any rights of appeal of the ADR or the punishment imposed to the Troup County Board of Education or the State Board of Education. If a student or parent refuses to waive a hearing or refuses to agree to accept ADR punishment and waive all appeals, the student shall be referred forthwith to a disciplinary hearing tribunal.
5. Punishment Imposed. As a result of an ADR, a student may be punished for a violation of the Student Behavior Code by the imposition of short-term suspension, long-term suspension, expulsion or assignment to the Troup County Hope Academy. Permanent expulsion shall not be imposed or agreed to through an ADR, such being reserved for imposition by a disciplinary hearing only.
6. Impact. The discipline of a student under ADR shall be a part of the student's disciplinary records and carry the same importance and impact as if the student was disciplined by a disciplinary hearing tribunal. ADR shall be reported for a transferring student to a receiving school system as required by Georgia law.
7. Time of ADR. ADR shall be completed within ten (10) school days of the date on which short-term suspension is imposed and the student is removed the general school population. Where extenuating circumstances exist, ADR may be held more the ten (10) days thereafter, provided however, that the student must be returned to the general school population at the end of the short-term suspension.
8. Reporting Requirements. Notwithstanding the use of ADR, the school administrator shall report all mandatory hearing offenses required by the Student Behavior Code to the appropriate law enforcement agency in which the school is located, to the Juvenile Court of Troup County and the Troup County District Attorney as required by Paragraph 2(a) of Section B. Disciplinary Protocol set forth above.
9. Alternative School Allocations. The Superintendent shall allocate a specified number of assignments for each school for students to be assigned to the Troup County Hope Academy. School administrators in the imposition of punishment

through ADR shall not exceed the allocated slots for a particular school at The Hope Academy.

10. Process Forms. The Superintendent or designee shall develop such forms, letters, and notifications as may be required to notify parents properly of the ADR, the availability of the ADR and to record the disposition thereof.

IN-SCHOOL SUSPENSION PROGRAM

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. The principal or his/her designated person(s) has the authority to assign students to the in-school suspension program for a reasonable and specified period of time. The principal and his staffs should determine the scope of in-school suspension in their respective schools. (See page 40 for more information)

OUT OF SCHOOL SUSPENSION AND EXPULSION

A student recommended for suspension will be made aware of the charges and will be given an opportunity to respond. Any time a referral that warrants suspension or expulsion is submitted, a reasonable effort will be made by the school to either contact the parent(s) or guardian by a telephone call made during school hours or by a written notice delivered by the student or the U.S. Mail. The student is responsible for notifying his/her parent(s) or guardian of all written communications from school. Failure to do so may result in further disciplinary action. The school principal or his/her designated person(s) has the authority to suspend students from school even if the student has not served ISS.

1. If a student attends a parent school and a special school and is suspended from either school, the suspension will include both schools. The principals of both schools, or their designated person(s), must notify each other of all suspensions.
2. During the suspension period, the suspended student shall not attend school functions or enter school property for any reason.
3. When a student is suspended, his/her teacher must be notified concerning the date of suspension and the number of days suspended.
4. A student who has been suspended from school is not eligible to enroll in any other school in the system until such time that he/she is reinstated in the school from which he/she was suspended.
5. A student who has been suspended from any school, regardless of the school system, is not eligible to enroll in the Troup County School System until such time that he/she is eligible to be reinstated in the school from which he/she was suspended.

Prior to suspension, the student will be made aware of the charges and given an opportunity to respond to them. Written notice will be sent to the parents or guardian stating the reason(s) action was taken. Immediate suspension of a student is justified when the student's presence would threaten other students or himself/herself, endanger school property or seriously disrupt the orderly educational process. Principals are given the authority to have the law enforcement agency remove uncooperative students.

The suspension of a student is not to exceed ten (10) days except as follows:

1. Any student who has been determined eligible for special education may be suspended, but all procedural safeguards must be adhered to as set forth in Public Law 94-142.
2. If an incident or violation causes the principal or his/her designated person(s) to recommend the expulsion of a student, the suspension shall remain in effect until such time that action upon the recommended expulsion is taken.

EXPULSION OF STUDENTS

In accordance with the State Compulsory Attendance Law, the Troup County Board of Education makes the final disposition of any expulsion recommendation. A student may be expelled for any act that is classified as a Class I, Class II, or Class III offense as defined later. The school principal is initially responsible for determining that an offense has been committed, for which expulsion may be warranted. Any student who is the subject of any expulsion action shall be granted the following rights of due process: a hearing, the right to counsel, the right to hear the alleged charge(s), the right to question all evidence, the right to speak and offer evidence in his/her own behalf and the right to have a full explanation of the applicable Board policy used to charge the student. The following steps of due process shall be observed in all expulsion actions:

1. The local school principal shall consult with the Superintendent concerning the student's infraction(s).
2. If the decision to recommend expulsion is made by the Superintendent, the parent(s)/guardian shall be notified, by letter, of the time and place of an expulsion hearing before the disciplinary Hearing Officer, and the student shall remain under suspension until the hearing is held.
3. Failure of the student and/or the parent/guardian to appear shall not nullify the process.
4. If the decision to expel the student is made, the expulsion shall be for any length of time not to exceed the remainder of the current school year plus the school year which follows immediately thereafter. The superintendent shall, by letter, notify the parent(s)/guardian of the Disciplinary Hearing Officer's decision within ten days after it is made.

Any student who has been determined eligible for special education may be expelled, but all procedural safeguards must be adhered to as set forth in Public Law 94-142.

PHYSICAL RESTRAINT

The principal or his/her designated person(s) has the authority to use reasonable force to restrain a student from abusing or attempting to abuse himself, other students, teachers, administrators, parents, guardians, or other staff members. This action may be taken when it is necessary to maintain discipline or to enforce school rules. This must be done in a reasonable fashion to protect all parties involved. Law enforcement officials may be called in to assist in the enforcement of this action.

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, request 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 of designee determines that the reported harassment should more properly be termed abuse, the reported incident of 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 parent 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.

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. Exceptions 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.

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 decided to implement Bring Your Own Device (BYOD) pilot at our school. To encourage this growth, students are encouraged to bring their own technology device to enhance their learning experiences. This document is a contract which we will adhere to as we establish this new program within our school. Please note that students who cannot bring in outside technology 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 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 student immediately complies with teachers' requests to shut down devices, close the screen, or turn the device face down on the desk.
- 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.
- ELEMENTARY ONLY: The students may not use his or her device in common areas of the school (playground, restrooms, hallways, etc.)

Please understand that the use of personal devices to support educational experience is not a necessity but a privilege. With respect of the rules, this privilege will benefit the learning environment as a whole. When rules are abused, privileges will be taken away.

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.

During registration, 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.

VISITORS TO SCHOOL

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

STUDENTS 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 (5) 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 or observation with the principal or the principal's designee prior to the visit/observation

SECTION III – STATE AND FEDERAL REGULATIONS/INFORMATION

STATEMENT OF NON-DISCRIMINATION EQUAL EDUCATION OPPORTUNITY

It is the policy of the Troup County Board of Education not to discriminate on the basis of age, race, sex, religion, national origin, disability, or handicap in its employment policies, educational programs, or activities under which it operates; and to honor all appropriate laws relating to discrimination. Any inquiries may be directed to the listed designees:

- Kitty Crawford, Coordinator of the ADA
- John Radcliffe, Coordinator of Title IX
- Dr. Penny Johnson, Coordinator of Perkins Act
- Kitty Crawford, Coordinator of Section 504
- Troup County Schools
100 North Davis Road
Lagrange, GA 30241

AMERICAN DISABILITES 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

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.

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.

PROMOTION AND RETENTION

***The Promotion and Retention Policy is currently under review. Information will be provided at a later date.**

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' 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 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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that 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, Troup County may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District 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	-Participation of officially recognized activities and sports
-Address	
-Telephone listing	-Weight and height of members of athletic teams
-Electronic mail address	
-Photograph	-Degrees, honors, and awards received
-Date and place of birth	-The most recent educational agency or institution attended
-Major field of study	
-Dates of attendance	
-Grade level	

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amendment 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**.

TITLE IX EQUITY IN SPORTS ACT

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A § 20-2-315). Students and staff are hereby notified that the Troup County Board of Education does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is: John Radcliffe, Assistant Superintendent, Troup County School System, 100 North Davis Road, Bldg. C, LaGrange, Ga., 30241. Mr. Radcliffe may be reached by phone at 706-812-7900. Inquiries or complaints

concerning sports equity in this school system may be submitted to the sports equity coordinator.

GENDER EQUITY IN SPORTS

It is the policy of the Troup County Board of Education to prohibit discrimination based on gender in its elementary and secondary school athletic programs. As a part of achieving this goal, the Troup County Board of Education annually shall notify all of its students of the name, office address, and office telephone number of the employee(s) who coordinate efforts to comply with and carry out the provisions of state law. This notification shall be included in a student handbook containing the code of conduct and distributed to all students.

An equity in sports grievance procedure is hereby adopted which provides for prompt and equitable resolution of written student complaints, including those brought by a parent or guardian on behalf of his or her minor child who is a student, alleging any action which would be a violation of the pertinent Code section. The grievance procedure shall be as follows:

1. The employee designated as the person who coordinates efforts to comply shall render his or her decision in writing no later than 30 days after receipt of the complaint, and such decision shall set forth the essential facts and rationale for the decision;
2. A copy of such decision shall be provided to the complainant within five days of the date of the decision; and
3. A complainant shall have a right to appeal such a decision to the local board within 35 days of the date of the decision.
4. A complainant may appeal a decision of the Board in accordance with the procedures specified in Code section 20-2-1160.

The Superintendent shall appoint an Equity in Sports Coordinator whose responsibility is to coordinate efforts to comply with and carry out requirements in regard to Equity in Sports.

The Equity in Sports Coordinator shall investigate any complaints communicated to the school system in regard to Equity in Sports.

TITLE II, Part A: INFORMATION/GUARANTEED 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 II, Part A: Teacher/Paraprofessional Quality (Parental Rights)

In compliance with the requirements of the Elementary and Secondary Education Act, the Troup County School System informs parents that you may request information

regarding the teacher's or 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 Mr. Jonathan Laney, Principal, at (706) 845-2070.

20 Day Parent Notification Letter (If a teacher or long-term substitute who is not "highly qualified" 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 "highly qualified" is providing core academic content course instruction to their child for 20 or more consecutive days. 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 Resources Officer, and Coordinator of Federal Programs.

Title II, Part A: INFORMATION

(Guarantee that no students have an ineffective/inexperienced teacher two years in a row.)

At the school level, principals evaluate the effectiveness of teachers on a regular basis, placing those in need on a required professional development plan. This evaluation occurs through the use of observation and both formative and summative achievement data results. The Data Support Specialist/Program Specialist for Teacher Effectiveness will aid principals in the acquisition and disaggregation of this data. Principals will use the data to determine teacher effectiveness. Steps will be taken to provide Professional Learning for identified teachers to address deficit areas. Principals will also monitor the experience level of their teachers and equitably place those with less experience. They will work with the registrars/counselors to monitor student placement to guarantee that a student is not placed with an inexperienced or ineffective teacher two years in a row.

TEENAGE AND ADULT DRIVER RESPONSIBILITY ACT (TAADRA)

School systems are required to certify student attendance and discipline records prior to the student applying for a learner's permit or driver's license. The following conditions apply:

- Is enrolled in and not under expulsion from a public or private school and has not had ten or more school days of unexcused absences in the previous academic year;
- Is enrolled in a home education program that satisfies the reporting requirements of all state laws governing such program;
- Has received a high school diploma, a general educational development (GED) diploma, a special diploma, or a certificate of high school completion;
- Has terminated his or her secondary education and is enrolled in a post-secondary school or is pursuing a general educational development (GED) diploma.

It is the responsibility of the parent to monitor student attendance.

CARL D. PERKINS VOCATIONAL AND APPLIED TECHNOLOGY ACT

The Troup County School system offers the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grades 9-12.

Agriculture Mechanics Systems
Forestry/Natural Resources Management
Forestry/Wildlife Systems
Horticulture Mechanical Systems
Plant and Floral Design Systems
Plant and Floriculture Systems
Architectural Drawing & Design
Graphic Communications
Graphic Design
Business and Technology (Administrative/Information Support)
Entrepreneurship (Small Business Development)
Early Childhood Care and Education
Teaching as a Profession
Business Accounting
Financial Services (Financial Management: Services)
Therapeutic Services/Patient Care (Therapeutic Services / Nursing)
Sports and Entertainment Marketing
Food and Nutrition
Web and Digital Design (Interactive Media)
Fashion, Merchandising and Retail Management (Fashion Marketing)
Engineering and Technology (Engineering)
Engineering Drafting and Design (Engineering Graphics and Design)
Automobile Maintenance and Light Repair (Transportation Logistical Operations or Support)
Electronics
Energy Systems
Mechatronics
Health Information Technology
Therapeutic Services/Emergency Medical Responder (Therapeutic Services/Emergency Services)
Gaming
Persons seeking further information concerning the career and technical education offerings and specific pre-requisite criteria should contact:

Dr. Penny Johnson
Secondary Education Director
100 North Davis Road, Building C
LaGrange, GA 30241
706-812-7900
johnsonpj@troup.org

Inquiries regarding nondiscrimination policies should be directed to:

Mr. John Radcliffe
Assistant Superintendent, Maintenance and Operations
100 North Davis Road, Building C
LaGrange, GA 30241
706-812-7900
radcliffejt@troup.org

ASSESSMENT SECURITY

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

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 No Child Left Behind Act 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 A, Subpart 1: Safe and Drug Free Schools and Communities
8. Title VI, Part B, Subpart 2: Rural and Low-Income Schools
9. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children
10. Title X, Part C-McKinney-Vento Education for Homeless Children and Youth

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



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.

Callaway High School

Troup County School System
Middle and High School Parent Acknowledgement Form
2016-2017

The Parent Acknowledgement/Consent Form verifies that you have received the 2016-2017 Student Handbook with the required documents, notices, administrative regulations and protocols. **Your signature below indicates that you agree to the specified regulations and protocols including all Title II components and Compliant Procedures.**

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Student Name (Please Print)

Date

Grade Level