

THE HOPE ACADEMY

FACULTY/STAFF HANDBOOK

2021-2022

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Faculty/Staff Handbook 2021-2022

Welcome to **The HOPE Academy!** The HOPE Academy serves students in grades 6-12 that have been removed from his/her home school by an Administrative Discipline Conference or a disciplinary Tribunal. Our vision is to transform the lives of our students through positive relationships and academic excellence.

This handbook has been designed to provide you with a reference manual for the daily operations and procedures of The HOPE Academy and the Troup County Schools. It is not designed to address every issue that may arise, but is intended to be used as a guide to make your job easier and our communication more effective. Our job is to provide a high quality education to the students of The HOPE Academy. The administration of The HOPE Academy has high expectations for ourselves, our faculty, staff, and our student body. We want you to have high expectations for yourself and your students. This handbook will provide you with ideas, strategies, and recommendations that will help facilitate the educational improvement expected in **OUR** school on a daily basis.

Parent/guardian involvement is essential to student success at The HOPE Academy. Parents/guardians and students are required to complete an orientation meeting and school application process prior to enrollment of the student at The HOPE Academy. Additional parent conferences and meeting days will be scheduled during the semester. Parents/guardians are expected to participate in these conferences and meetings to help ensure their child's successful completion of The HOPE Academy program. Parents are also encouraged to call the school to schedule a conference at any time they would like to discuss their child's progress or have a question or concern.

HOPE Expectations: With **H**onor, take every **O**pportunity to identify your **P**urpose and strive towards **E**xcellence.

MOTTO

Helping Our Pupils Excel in Academics, Behavior, and Citizenship

VISION

The HOPE Academy will create and maintain a positive, safe, predictable and enjoyable environment for all students and staff by demonstrating a common educational/school culture, vision, and language.

BELIEF STATEMENTS

1. Students are the primary focus of all decisions.
2. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
3. A safe and physically comfortable environment promotes student learning.
4. A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
5. Students can learn to make appropriate decisions when given a supportive and challenging learning environment.
6. Students learn in different ways and should be provided with differential instructional approaches to support their learning styles.
7. Students learn best when they are actively engaged in the learning process.
8. Assessments of student learning should guide instruction and provide students with a variety of opportunities to demonstrate their achievement of the expectations for their learning.
9. Teachers, parents, students, staff and the community share the responsibility for the support of the school's mission.

DESIRED STUDENT GOALS

- I will make today the best day that it can be.
- I will cooperate with all the people who are here to help me learn.
- I will respect others and keep a positive attitude in everything I do.
- I will accept responsibility for all my actions.
- I am here to learn.

SCHOOL SYMBOL

The **HOPE** Academy's symbol is the Lighthouse. The purpose of the lighthouse is to give guidance that each new day brings to our students on their educational journey.

OUR PROMISE TO YOU

The administration at The HOPE Academy will provide support and assist you whenever possible. Our offices will be open at all times if you need to speak with us. We will provide the leadership necessary for you to teach and for the students to learn. We **ALL** must work as a **TEAM** for our students to reach their academic potential. The **TEAM** will work together to establish a positive school climate that will enable us to improve student achievement through the use of innovative instructional approaches that address data driven results. **WE** will set high expectations for **OUR** students and **WE** will work to help them reach their goals.

ABSENCES and ATTENDANCE

Your attendance at school and in your classroom is paramount to the success of our students. We realize that there are times when you must be absent, but we ask that every effort be made for you to be at school. When you are absent, your students do not learn anything. A substitute is not the same as having a highly qualified, professional educator teaching our students. **YOUR STUDENTS NEED YOU!**

It is not permissible for teachers to use sick days for anything other than the approved reasons established by state regulations. **Sick days and personal days are completely different things and should be treated that way.**

Please refrain from making personal leave requests prior to holidays, during the week of exams, or the last two weeks of school.

When absences are arranged in advance, rather than in emergency cases, ensure that a substitute has filled the absence. If it has not been filled, work with Mrs. Sandy Melton to find a substitute or Mrs. Winn-Chappell for internal coverage.

If you need to be absent, please use the following procedures:

1. For known medical absences (scheduled surgeries, lab work, pre-op, etc.), please complete the correct section of the leave request form.
2. When you return from absence, immediately complete an employee absence report. A copy of this report is kept in your personnel file. However, you should keep a copy in your personal files. This report can be obtained from Mrs. Melton.
3. If you or an immediate family member has an emergency illness, please implement Aesop immediately and contact the Principal **and** Mrs. Melton.
4. In the event of a planned absence, notify the principal as soon as possible, or no later than one week prior to the anticipated leave. Implement Aesop to obtain a substitute teacher. In the case of professional or personal leave, please complete the appropriate leave form. The forms should be submitted for approval at least two weeks in advance and you should implement Aesop as soon as your leave is approved.
5. Emergency lesson plans may not be used for planned absences.
6. Per board policy, requests for personal leave days before or after a scheduled school holiday and during state testing are not permitted.
7. Please do not schedule routine appointments during the school day. Please see the Troup County Board of Education employee attendance policies on the Troup County School System website for additional information.

In the event that a staff member needs to leave the building during the school day on school business, he or she should notify the **Principal** and front office secretary. Staff will sign out in the staff notebook located in the front office. Please complete all information areas in the book. **Permission must be obtained from the Principal prior to leaving the building for emergency personal business.**

Personal Leave

1. Each employee is entitled to **three (3)** personal leave days per employment term. Personal leave days will be charged against accumulated sick leave days. Employees shall request personal leave from their supervisors for approval or disapproval at least **two (2)** days prior to their absence on the proper request form, if the absence is to occur on Tuesday through Thursday of a normal week.
2. Employees requesting personal leave on a Monday or a Friday or on a day or days immediately preceding or following holidays shall request personal leave from their supervisors at least **one week (7 days)** in advance on the proper request form for approval or disapproval.
3. Personal leave will be granted to employees only if the employee has accumulated sufficient sick leave to cover the personal leave absence. Approval of such leave may not be conditioned on the reason.
4. The principal shall withhold approval of personal leave when the absence of the employee would jeopardize the effectiveness of the school operation.
5. Personal leave will not be granted during pre-planning, post-planning, in-service days, or on the day before or the day after the holidays; exceptions to include but not limited to military events, graduation of immediate family, or college transition of immediate family.

Sick Leave

1. Sick leave may be used in accordance with state law and local Board of Education policy for:
 - a. Personal illness or injury.
 - b. Absence necessitated by exposure to contagious disease.
 - c. Absence due to illness or death in the employee's immediate family.
 - d. Personal reasons.
2. The term "immediate family" shall be interpreted to mean father, mother, brother, sister, child, grandchild, grandfather, grandmother, mother-in-law, father-in-law, husband or wife of the employee concerned, or a relative living in the residence of the employee.

Professional Leave

1. Professional Leave forms may be requested following board policy guidelines.
2. Professional Leave forms are available online at www.troup.org under “documents” and in a shared Google folder labeled **Teacher Documents- 2021-2022**.
3. These forms should be filled out completely and given to Sandy Melton.
4. Attach the email or other documentation about the professional leave to the form.

Professional Learning

Professional leave for educational conferences, professional development, or other in-service training may be granted if such leave is requested of the principal and approved, in advance, by the Superintendent or his/her designee. Such leave days will not be deducted from accumulated sick leave days.

SECURING A SUBSTITUTE

There is no substitute for quality instruction. When teachers must be absent it is important that students are aware that learning does not stop simply because a substitute is present.

1. **Planned Sick Leave, Personal Leave and Professional Leave** - absences need to be filled out on the Sick Leave, Personal Leave or Professional Leave (also available online) form located in the **21-22 Teacher Documents folder** and submitted to Mrs. Melton in advance for approval.
2. Once you fill out and turn in the paperwork, you may then submit the absence to Aesop. See Mrs. Melton for questions regarding entering an absence in Aesop.
3. **Emergency Absences**- notify your supervising administrator and put absences in Aesop. Evening phone calls/texts should be made prior to 9:30 p.m. or after 6:00 a.m. in the morning. Absences can be entered in Aesop throughout the night but may not be entered past 6:30 a.m. for a substitute for the same day. Please contact Mrs. Winn-Chappell and then Mrs. Melton on the following cell numbers: Mrs. Winn-Chappell (706)668-3372 and Mrs. Melton (706) 443-6465.
4. **It is your responsibility to know how to enter and request a substitute in Aesop.**
5. For planned absences leave detailed, quality lesson plans. These plans should include enough work to fill the entire period. Work should be meaningful and related to the current curriculum. “Filler” activities may be left to help fill the period but these

activities should be related to the curriculum. Student work will be collected at the end of each period.

6. Develop and update an Emergency Lesson Plan notebook. Important information to be kept in the notebook could include the following:
 - Seating charts (update these daily or weekly as needed)
 - A daily schedule
 - Five days of emergency lesson plans to include class sets of copies (update these periodically or as they are utilized)
 - Other information which will be helpful to a substitute (notes about discipline concerns, trustworthy students to run errands, procedures specific to your classroom, etc.)
7. If you have a supervision duty, make arrangements for another teacher to cover your duty while you are out.
8. Lesson plans for substitute teachers should NOT include computer lab activities.
9. If your substitute plans include videos, all system expectations for lessons involving videos should be followed. A video approval form must be signed by your administrator and taped to your door. This form can be found by going to www.troup.org. Look under the “Employees” tab, then “Documents.” A copy of this form is also in this handbook.
10. Report any concerns you may have about substitute quality to Mrs. Winn-Chappell.

SUBSTITUTE ASSISTANCE (In-House)

Many situations will arise when we will not have substitute support sufficient to cover all needs. These situations will necessitate the need to call on teachers to cover the classes. All efforts will be made to minimize the amount of time required as well as the request frequency for each teacher.

Please be prepared to assist when called upon. Circumstances prohibiting your assistance will need to be discussed with and approved by an administrator.

SUBSTITUTE TEACHER HANDBOOKS

Substitute teacher handbooks must be updated at the beginning of each semester, or as needed based on class changes. Each teacher must also prepare Emergency Lesson Plans to cover a minimum of **five (5)** days. All materials to be used by substitute teachers should be duplicated

and labeled. The emergency plans and substitute handbooks are to be updated and submitted to Mrs. Winn-Chappell by **Friday, August 6, 2021.**

ASSEMBLY PROGRAMS

Programs may be scheduled as the need arises. All assembly programs will be held in the Cafeteria. These activities should be viewed as enrichment or motivational opportunities for students. The teacher should accompany his/her students, and monitor the students during the program.

CAFETERIA

All students are required to eat their lunch in the lunchroom, unless they have been assigned lunch detention.

Supervision of the lunchroom is a full-time responsibility. Keeping order is a difficult task. The Principal, Counselor, School Resource Officer and all teachers (as needed) are in charge of lunchroom supervision.

CLASSROOM DISCIPLINE PROCEDURES

Student discipline is everyone's concern. We are all responsible for discipline in our various supervisory roles. Each teacher is expected to develop a comprehensive course syllabus with clear expectations and consequences, among other things. The expectations and consequences should be posted in your room by **Monday, August 9, 2021.** Students should be informed of your expectations for them. Students should receive a written copy of the classroom expectations, consequences, and procedures to be followed in your classroom.

CLASSROOM MANAGEMENT PLANS

Consistency is a key component to a structured and disciplined environment. Each teacher will be required to develop a classroom management plan that will be approved by the administration prior to being distributed to students in your class. An electronic copy will be sent to you. The basic format of the plans will be similar in nature. It may be best if all middle school teachers and high school teachers follow similar plans.

Be firm, fair, and consistent when dealing with students. Teachers have better control of their classes and earn more respect from their students when behavior problems are handled on a teacher-student basis. The administration cannot control your classroom for you. We will handle the big issues and expect you to handle the small things.

A copy of this Classroom Management Plan can be found in the Teacher Documents-2021-2022 folder shared with you via Google Docs.

CLASSROOM OFFENSES

- Teachers should handle all minor discipline incidents in the classroom.
- Contact the parent(s)/guardian(s) if the student is causing problems in the classroom.
- Record any parental contact in the contact log for documentation located in Infinite Campus. Contact with parents may be an e-mail, phone call, face-to-face conversation, letter home, etc.
- Each teacher should refer to the checklist below before referring the child to the office for minor offenses:
 1. Have you documented conferences with the student?
 2. Has the student been referred to the counselor?
 3. Have you documented contact with the parent(s)/guardian(s)?
 4. Have you had a parent/teacher conference?
 5. Have you assigned detention(s)?
 6. What other measures have you taken in an attempt to correct the behavior?

Any behavior deemed to be more serious in nature should be referred to an administrator. Please do not send students to the office unsupervised and do not leave students unattended outside of your classroom.

CLASSROOM ORGANIZATION

Classroom maintenance is a joint responsibility shared by teachers, students, and custodian.

Teachers should:

1. Keep all areas of the classroom, including shelves and closets, neat and orderly. This sets a positive example for students and presents a professional appearance.
2. Keep furniture and related items to the minimum necessary for the classroom to function effectively and efficiently. Extraneous items require more maintenance and also present a safety hazard.
3. Display standards related information, classroom procedures, and student work with teacher commentary as appropriate for secondary school level.
4. Administer light dusting and cleaning.
5. Inspect student desks regularly for writing, chewing gum, and graffiti. Keep them clean at all times.
6. Inspect student textbooks regularly for writing and other damage.
7. Request that students pick up all paper and books around their desks at the end of the class period.
8. Report any needed repairs or cleaning problems to the front office secretary by email.
9. Refrain from eating or drinking in the classroom except for water.
10. Use only approved means for attaching materials to classroom walls. **Please do not use hot glue to secure things to doors and walls.**

Computer Use

1. No one, including staff members, should eat or drink in the computer lab.
2. Students may participate in educational games and videos as described in your standards based specific written lesson plan. This lesson plan must be available for review by the principal. Use of computers as a reinforcement for positive behavior must be consistent with the school-wide discipline plan and/or behavior intervention plans.
3. High school on-line classes have priority for the computer lab.
4. The assigned lab time must be observed. The computer lab assistant should be notified if the lab will not be needed at the scheduled time.
5. Students must be monitored by the teacher for appropriate computer lab behavior. Teachers, paraprofessionals, and substitutes are expected to walk around the computer lab and actively monitor students, as well as, using the Blocks software.

CLASSROOM TEACHERS

Attendance must be taken and posted at the beginning of each class period. If a student is not in your room, and does not show up as absent or checked out, notify the office immediately. Attendance must be taken daily and it must be accurate.

CLASSROOM ATTENDANCE

Attendance **must** be taken for all class periods. Post all attendance Infinite Campus (IC) as soon as possible at the beginning of the class period. Attendance must be done daily and it must be accurate. Please be prompt in posting attendance. Students will receive admit slips for check-ins from Mrs. Melton in the office. Students must check in with Mrs. Melton, if arriving at school late.

GRADE BOOKS

Putting grades in Infinite Campus is **NOT** optional. All grades must have an explanation that helps identify the activity and grade. **Grades should be updated on a weekly basis.** Grades will be checked periodically during the school year. **PLEASE KEEP A HARD COPY OF ALL GRADES.** Attendance and classroom tardies should also be kept in the grade book.

LESSON PLANS

Lesson plans are to be completed either weekly or by units. Teachers should submit the plan either by midnight on the Sunday prior to the weekly lesson plan or on the day prior to a new unit. Mrs. Winn-Chappell will review all Lesson Plans.

CLOSED CAMPUS/VISITATION

The HOPE Academy will operate on a “closed campus” basis. We do not permit visitation in the classrooms during the instructional day. Special permission from the principal could be given to parents or college students in regards to observations. These individuals are required to obtain proper clearance through the office and secure a dated visitor’s pass to be clearly displayed on the visitor’s person.

All visitors are required to produce the proper identification before being granted entry into the building.

Anytime someone is seen on the campus that does not belong, a teacher should ask him or her to show a visitor’s pass. If the visitor does not have a pass, he or she should be immediately escorted to the office. If the teacher feels uncomfortable about the visitor, he or she should notify the main office by intercom or telephone. Faculty and staff are asked not to invite, bring, or entertain visitors for personal reasons.

FACILITIES AND LIABILITY

Teachers are to report all potentially dangerous maintenance or repair problems to Mrs. Winn-Chappell, as soon as possible. Teachers must take immediate steps to eliminate any potential hazard or harm to students, teachers, and staff.

GRADING SCALE

The grading scale for the Troup County Schools and The HOPE Academy is as follows:

A	90-100
B	80-89
C	70-79
F	69-below

IN-SCHOOL SUSPENSION (ISS)

From time to time, students are placed in ISS as a consequence of making poor choices. An assignment to ISS is not meant to be punitive in nature, but as a learning tool to help students make better choices. Teachers are responsible for assigning work for students to complete while in ISS. Additionally, it is a requirement that teachers will check on his/her student(s) while in ISS. Teachers will be required to sign in daily with the ISS staff to ensure internal accountability measures are in place.

MAKE-UP WORK FOR STUDENTS

The teacher will formulate a plan that is consistent with the Troup County Schools’ policy for make-up work by students. This schedule should be explained and posted in each classroom.

PARENT/TEACHER COMMUNICATION

Teachers should take an active role in communicating with parents regarding all school issues. Try to make contact with the parents of your students before problems develop. Not only does this establish a rapport with the parents, it is just good public relations. For example, unsatisfactory grades on a report card should not come as a surprise to parents. Parents should be notified if their child is having difficulty well before the report card is distributed.

Parent/Teacher conferences may be initiated by the teacher, parent, or the administration. Please come to the conference prepared to share grades, motivational problems, attendance issues, discipline matters, or any other documentation which might be requested by parents or the administration.

Effective communication with our parents/guardians is critical to the success of our students and our school.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are necessary at times. A guidance counselor should be involved in all conferences, especially when the issue is student performance. **If an administrator needs to be present, please advise Mrs. Winn-Chappell.** These conferences will be held in the teacher's classroom. Parent conferences should not be held in the lobby of the office or in the parking lot. Parent conferences will be held before school or after school. **Your class will not be interrupted to meet with a parent, except in an emergency situation.**

PROFESSIONALISM

The teaching profession is one that demands the utmost respect. Teachers are possibly the only positive role models that many of our students are exposed to on a daily basis. Students are held to high standards in regards to how they are permitted to dress. If we are to hold students to a high standard, then we feel the teachers should meet those high standards as well. We realize that there are many differences between teachers and students, but we feel that a high level of professionalism will cement the differences in the minds of our students. Therefore, the administration has developed some criteria for teachers in terms of professional dress.

Never make comments or jokes to students or colleagues that could be construed as sexual, provocative, condescending, or hurtful. It is never permissible to use profanity in the classroom, in the school building or at school functions.

PERSONAL APPEARANCE

Our appearance goes a long way in setting the tone in our classrooms and within the school. The key is looking professional, not just looking good. Clothing may not make the person, but it can be a contributing factor in unmaking a person. Wear modest

clothing associated with your status as professionals. Sweat pants, T-shirts, and blue jeans do not fall under this category. However, Fridays will be designated as school spirit days. We must provide the proper example for our students.

Notes:

- No leggings should be worn, unless covered by a skirt or dress.
- Skirts and/or dresses should be an appropriate length (no shorter than 3” inches from the knee)
- Shirts should be tucked in whenever possible.
- Comfortable shoes should be worn; however, slides and rubber, plastic, or beach style flip flops are not allowed.

Employee Dress Code Policy

Descriptor Code: GBRL

There is abundant research to show that personal appearance has a significant effect upon other people. School system personnel are professionals. The dress, grooming and mannerisms of school system staff members have an impact upon the way students and parents respond to our leadership. Staff members are expected to dress in a professional manner.

Beliefs

1. An environment that is safe, professional, and conducive to learning must begin with employees that support these attributes in their dress, grooming, and overall appearance.
2. Employee dress and appearance are more a matter of culture, values and creating an appropriate environment for youth who learn from every aspect of the school experience; not personal choices or fashion.
3. In order for students to understand the concept of an appropriate, kept, and dignified appearance, adults must lead and model the way.
4. As professional educators, we exist to serve students, the public, and represent our profession. Our choices in attire and appearance should be governed by this noble purpose.
5. Choices in dress, grooming, and overall appearance can enhance or detract from one’s interaction with students, colleagues, and the public.
6. Being selective and strategic in one’s appearance is a common expectation for most professions and work environments. Schools should seize every opportunity to coach our students in this regard.

Expectations

1. Visible body piercing allowed in the ear lobe only
2. Visible tattoos are discouraged
3. No jeans, T-shirts, or shorts when students are in attendance
4. No exposed cleavage, midriffs, or garments or styles that might be otherwise perceived as provocative
5. No strapless or halter tops
6. Shoes should be safe and compliment a professional appearance. Rubber, plastic, or beach style flip flops are not allowed.
7. We must model the student dress code and what we would have students emulate as they prepare for post-secondary opportunities. For some students, we are the only professionals they see on a regular basis

Exceptions

1. Jeans or “dressing down” for spirit days or other special occasions is permitted as directed by the principal. There may be “dress down” exceptions for attire. There are no exceptions for neatness and grooming.
2. Staff who work in physical education, lab settings or with small children may dress as necessary as guided by the principal, in the interest of safety, modesty, and serving students. There are no exceptions for neatness and grooming.

Each principal or supervisor is responsible for maintaining and enforcing acceptable standards for employees under his/her supervision.

PROTECTING INSTRUCTIONAL TIME

It is imperative that we protect our instructional time. We have a limited amount of time to provide authentic instruction for our students. The expectation is for you to utilize the entire class period everyday. Teachers are expected to design his/her instruction with an effective mix of traditional teaching and blended learning. We will teach our students everyday and to the best of our ability.

REPORTING AND DEPARTURE TIMES

1. Work hours are 7:45 a.m. until 3:45 p.m. unless assigned morning supervision duties.

2. All teachers are required to sign in on the designated document in the main office no later than 7:45 a.m. each day.
3. All staff should be at their assigned duty stations no later than 7:45 a.m. Students arrive at 8:25 a.m. and need to be closely supervised at all times while on campus. All teachers are expected to be in their doorways by 8:25 a.m. to greet students.
4. Staff may leave at 3:45 p.m., unless there is a called meeting.
5. Teachers need to check school email and his/her mailbox before leaving each day.

If it becomes necessary to leave the campus during the work day, notify an administrator and Mrs. Melton in the Front Office, and sign out at the front desk.

Work hours on professional development days (teacher work days) will be 8:00 a.m. - 4:00 p.m., unless otherwise stated.

SCHOOL EMERGENCY PLAN

All school staff must be familiar with procedures listed in the school emergency plan. Specific training will be provided to all school staff and students regarding these procedures to assure familiarity and answer questions regarding the plan. Copies of this plan are maintained by both the principal and the assistant principal. A summary of this plan listing specific areas and duty assignments by name is included in this handbook. These duties are subject to change as necessary to ensure the safe operation of The HOPE Academy.

SEXUAL HARRASSMENT

Sexual harassment is a serious offense and will not be tolerated. Please see Troup County School System policies regarding sexual harassment included in this manual.

SMOKING AND TOBACCO

No one may smoke or otherwise use any tobacco products on the school campus.

STAFF PARKING

Staff members must park in the back of The HOPE Academy facility in the designated parking area and enter through the back door by the girls' restroom or at the entrance nearest to the middle school classrooms.

SUPERVISION

Staff members are expected to supervise students in their charge at all times. **Students must never be left unsupervised.** Staff members are expected to stand in their doorways during class changes where they can observe both their classrooms and the hall and greet students as they enter the classroom.

Students must be escorted to the restroom by teachers according to the school schedule. **Under no circumstances should a student be sent to the restroom unaccompanied by staff.** In an emergency, the office should be contacted to arrange for a staff escort.

SUPPLIES AND MATERIALS

Every effort will be made to provide all staff with materials needed to instruct students. Please request these supplies from the front office secretary, as this will allow maintenance of a constant supply inventory. Staff members may request instructional materials and supplies specific to classes taught and student needs. These requests should be submitted to the front office secretary.

SUSPECTING CHILD ABUSE AND/OR NEGLECT

By law, any employee, teacher, or administrator who suspects that a child (under 18) has had any physical injury or injuries inflicted upon them other than by accidental means, or has been neglected or exploited, or has been sexually assaulted, shall report their observations to the school counselor. The counselor will contact the Department of Family and Children Services, the school social worker, and the school principal (or their designee).

Steps to Follow

1. If abuse/neglect is suspected it must be reported to the school principal (or their designee) immediately. The school principal (or their designee) will contact the Department of Family and Children Services.

**** No child should be questioned or interviewed regarding the suspected abuse.****

2. The school social worker will be notified by the principal (or their designee) upon receipt of the report.
3. A Social Worker Referral must be completed by the reporter. Reporting child abuse is mandated and all information is kept confidential between the reporter and the investigative personnel.

Definition of Child Abuse

Child abuse occurs when a child under the age of 18 is subjected to any of the following:

- o Sexual exploitation or molestation including incest, exhibitionism, child prostitution, or pornography.
- o Non-accidental serious physical injury including excessive corporal punishment.
- o Neglect, including failure to provide such basic needs as food, clothing, shelter, cleanliness, medical care, or supervision.

TELEPHONES

The school secretary's telephone should be kept free. Teachers will not be called to the telephone unless there is an emergency. Please check your mailbox for messages. **Personal cell phone calls should not be made during class or in the presence of students.** The classroom phone or a radio, if assigned, should be used to contact the front office.

Students should not be sent to the office to use the telephone. Should a student need to contact a parent in an emergency, please notify the front office secretary to make any necessary phone calls.

TEXTBOOKS

Books will be issued to all subject matter teachers. Teachers should see Mrs. Winn-Chappell regarding books and any textbook requests should be made in writing/email. All textbooks should remain in the classroom and not issued to students.

VIDEO USE

Teachers must follow the Troup County School System guidelines for the use of videos. The term "video" as used in these guidelines applies to all video formats, including DVD, streaming video, and VHS.

1. Videos must support classroom instruction rather than be for entertainment purposes only and documented in daily lesson plans. Entire class periods should not be utilized for viewing videos, even those videos of books read during English/Language Arts classes.
2. Written permission must be obtained from the principal using the district Video Usage Approval form prior to showing any videos other than those that accompany textbooks or commercial curriculum programs. This form must be submitted to the Principal or Assistant Principal for approval a minimum of **three (3)** days before planned usage and should be documented in your lesson plan. The approved form must be posted outside the classroom when a video is being shown.
3. Personally owned videos or videos rented from commercial rental stores may not be shown at school. Please see the Troup County Schools policies on instructional video use and the Video use form included in the supplementary materials in this handbook for more information.

Middle and High Schools – Required Program Documents and Board Policies for Handbooks

Americans with Disabilities Act

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

Board Policy

Descriptor Code: JCAC

Harassment

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

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

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

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

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

Date Adopted: 7/1/2001

Last Revised: 1/20/2011

Board Policy

Descriptor Code: IHE

Promotion and Retention

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

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

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

1. DEFINITIONS

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

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

- c. Grade level - standard of performance for mastery of a set of standards set forth by the Georgia Department of Education.

- d. Overall academic achievement - the overall assessment of a student's academic performance, which shall include a consideration of the student's grades, classroom performance, state assessments, attendance, and other pertinent criteria.

- e. Placement - the assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement.

- f. Promotion - the assignment of a student to a higher grade level based on the student's achievement of established criteria in the current grade.

- g. Retention - the reassignment of a student to the current grade level during the next school year.

2. LOCAL PROMOTION STANDARDS FOR GRADES K-8

Kindergarten:

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

Grades One and Two:

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

Grades Three, Four, and Five:

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

Grades Six, Seven, and Eight:

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

Grades Nine, Ten, Eleven, and Twelve:

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

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

Sophomore: 5 - 10.5 credits

Junior: 11 - 15.5 credits

Senior: 16+ credits

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

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

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

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

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

APPEALS FOR GRADE LEVEL RETENTION (K-8)

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

Troup County Schools

Date Adopted: 7/1/2001

Last Revised: 7/20/2017

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.

Board Policy

Descriptor Code: IDFA

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.

Date Adopted: 7/1/2001

Last Revised: 3/1/2010

Title II, Part A, Teacher/Paraprofessional Quality

Parental Rights

In compliance with the requirements of Every Student Succeeds Act (ESSA), the Troup County School System informs parents that they may request information regarding the teacher's or the paraprofessional's professional qualifications, including the following:

- Whether the teacher/paraprofessional has met the Georgia Professional Standards Commission's certification requirements for the grade level and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;

- The college major and any graduate certification or degree held by the teacher;
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualifications, please contact principal at phone number (706) 812-7988.

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

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

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

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

Written Complaint Procedures

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

Federal Programs for Which Complaints Can Be Filed

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

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

Assessment Security

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

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

Board Policy

Descriptor Code: ID

Special Education Programs

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

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

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

Date Adopted: 7/1/2001

Last Revised: 7/15/2010

Section 504

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

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

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

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

Education Program for Gifted Students

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

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

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

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

The Georgia Board of Education has two options for eligibility:

Option 1 – Psychometric approach – (cognitive ability and achievement) or

Option 2 – Multiple Criteria approach – (meeting three out of the four criteria: mental ability, achievement, creativity and motivation)

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

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

Administrative Regulation

Descriptor Code: IFBG-R

Internet Acceptable Use

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

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

The State of Georgia has passed laws which govern the use of computers and related technology.

Article 6 of Chapter 9 of Title 16 of the Official Code of Georgia Annotated, known as the Georgia Computer Systems Protection Act specifically forbids computer misuse and abuse.

Excepts are as listed below:

Computer Fraud and Abuse

1. Whoever knowingly and willfully, directly or indirectly, without authorization, accesses, causes to be accessed, or attempts to access any computer, computer system, computer network, or any part thereof which, in whole or in part, operates in commerce or is owned by, under contract to, or in connection with State, county or local government or any branch, department, or agency thereof, any business, or any entity operating in or affecting commerce for the purpose of:
2. Devising or executing any scheme or artifice to defraud, or
3. Obtaining money, property, or services for themselves or another by means of false or

fraudulent pretenses, representations, or promises shall, upon conviction thereof, be fined a sum of not more than two and one-half times the amount of the fraud or theft, or imprisoned not more than 15 years, or both.

4. Whoever intentionally and without authorization, directly or indirectly accesses, alters, damages, destroys, or attempts to destroy any computer, computer system, or computer network, or any computer software, program or data shall, upon conviction thereof, be fined not more than \$50,000.00 or imprisoned not more than 15 years, or both.

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

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

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

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

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

1. Accessing, sending, creating, or posting materials or communications that are damaging to another person's reputation, abusive, obscene, sexually oriented, threatening, demeaning to another person's gender or race, harassing, or illegal.
2. Violating any local, state or federal statute.
3. Vandalizing, damaging, or disabling the computer and/or related equipment of any individual or organization.
4. Using the school's computer hardware or network for illegal activity such as copying software or violation of copyright laws.
5. Making illegal copies of software on any school's computer or computer network.
6. Copying or downloading copyrighted software for one's own personal use.
7. Violating copyright or otherwise using the intellectual property of another individual or organization without permission.
8. Using the network for private financial or commercial gain.
9. Loading or using any unauthorized software programs on any school's computer or computer network. Examples include games, public domain, shareware, etc.
10. Intentionally infecting any school computer or network with a virus or program designed to damage, alter or destroy data.
11. Attempting to gain or gaining unauthorized access to network resources.
12. Invading the privacy of other individuals by gaining unauthorized access to their files or documents.

13. Using or attempting to use another person's user name (User I.D.) or password without authorization. Passwords must be kept confidential and must not be shared by anyone.
14. Posting or plagiarizing work created by another person without their consent.
15. Posting anonymous messages.
16. Using the network for commercial or private advertising.
17. Forging electronic mail messages.
18. Attempting to access, alter, delete, or copy the electronic mail of other system users without authorization.
19. Using the school's computers, network or Internet link while access privileges are suspended.
20. Using the school's computers, network or Internet link in a manner that is inconsistent with the 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 standards that their children should follow when using media and information sources. To that end, the Troup County School System supports and respects each family's right to decide whether or not to permit a child Internet access.

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

Date Issued: 3/1/2003

Last Revised: 8/7/2013

Technology Letter

Dear Parent(s),

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

Definition of "Technology"

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

Internet

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

Security and Damages

Troup County School System is not liable for any device that is stolen or damaged. Responsibility to keep the device secure rests with the individual owner. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. Devices will be registered at school; however, it is also recommended that parents record device serial numbers and keep them in a secure place at home. We recommend that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

Acceptable Use Policy (AUP)

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

Teachers' Role

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

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

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

Troup County BYOD Guidelines

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

Please read carefully and initial every statement:

- The student takes full responsibility for his or her device. The school is not responsible for the security of personal technology.
- Personal devices cannot be left on campus before or after 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.
- The student may not use his or her device in the restroom and locker room areas of the school.

Internet/Email Opt Out

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

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

Board Policy

Descriptor Code: JCDA

Student Behavior Code

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

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

1. On the school grounds during and immediately before or immediately after school hours or off school grounds while enroute to or from school.
2. On the school grounds at any other time when the school is being used by a school group or at school related functions.
3. Off the school grounds at a school activity, function, or event.
4. Enroute to and from school on a school bus or other school vehicle or while waiting off school

grounds at a designated school bus stop for a school bus to transport a student to or from school or a school activity.

5. Off school grounds when the prohibited conduct is directed, because of a school-related connection, against the person, family, property, privacy or tranquility of an employee of the Troup County Board of Education.
6. Apply to conduct by student whether directed to or committed upon another student or a teacher, administrator, or other school personnel or toward persons attending school related functions.
7. Apply to any off-campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at school or which disrupts the educational process.

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

C. STUDENT BEHAVIOR CODE

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

OFFENSES INVOLVING THE PERSON

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

1.02 Aggravated Assault (Mandatory Hearing Offense) - A student commits the offense of aggravated assault when he/she assaults: (1) with intent to rob; or (2) with a deadly weapon or with any object, device, or instrument which, when used offensively against a person, is likely to or actually does result in serious bodily injury.

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

1.04 Battery (Mandatory Hearing Offense) - A student commits the offense of battery when he/she intentionally causes substantial physical harm or visible bodily harm to another. The term "visible bodily harm" means bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or their facial or body parts, or substantial bruises to body parts.

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

1.06 Hazing (Mandatory Hearing Offense) - A student commits the offense of hazing when he/she subjects another student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity, in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.

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

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

1.09 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 characteristics, 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, telephones, mobile phones, and pagers, and any type of communication, including, but not limited to, emails, instant messages, text messages, picture 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 obtained 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 the 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, nunchuck, 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 spray, 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 a 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 grounds 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 grounds for believing that such 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 health of another by disregarding a substantial or unjustifiable risk that the student's conduct will cause harm or endanger another. Such reckless conduct includes but is not limited to such conduct as throwing objects, propelling objects with a rubber band, spitting, transmitting bodily fluids or excessive horseplay.

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

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

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

13.02 Physical Violence Causing Physical Harm to School Personnel (Mandatory Hearing Offense) - No student shall commit any act of physical violence against any teacher, administrator, other school personnel employee or bus driver employed by the Troup County Board of Education. Physical violence in this offense is defined as intentionally making physical contact which causes physical harm to another unless such physical contact or harm were in defense of himself or herself.

OFFENSES INVOLVING BUS CONDUCT

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

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

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

OFFENSES INVOLVING SEXUAL MISCONDUCT

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

Sexual harassment may include, but not limited to, unwelcome sexual advances, touching of a sexual nature, graffiti of a sexual picture, displaying or distributing of sexually explicit, drawings, pictures and written materials, sexual gestures, sexual or “dirty” jokes, pressure for sexual favors, touching oneself sexually or talking about one’s sexual activity in front of others, spreading rumors about or rating other students as to sexual activity or performance, pinching, hugging, cornering, and kissing or as defined by Title X of the Education Amendment of 1972.

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

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

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

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

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

D. VIOLATIONS OF STUDENT BEHAVIOR CODE – All violations of the Student Behavior Code shall be processed in accordance with Troup County Board of Education Policies JCDA(1) – Disciplinary Protocol and Procedure; JCEB – Student Hearing Procedure; and any other applicable policies or administrative regulations.

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Date Adopted: 1/1/2000

Last Revised:
7/17/2014

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.

Automobile Maintenance & Light Repair
Agriscience Systems
Horticulture
Agricultural Mechanics Systems
Architectural Drawing & Design
Carpentry
Audio, Visual & Film
Graphic Communication
Graphic Design
Animation & Digital Media
Business & Technology
Entrepreneurship
Early Childhood Education
Teaching as a Professional
Mechatronics
Business Accounting
Financial Services
JROTC
Allied Health
Sports Medicine
Hospitality, Recreation & Tourism
Sports Entertainment Marketing
Food & Nutrition
Programming
Information Support & Services
Health Information Technology
Cybersecurity
Game Design
Marketing & Management
Fashion Marketing & Retail Management
Marketing Communications & Promotions

Engineering & Technology
Engineering Drafting & Design
Energy Systems

Persons seeking further information concerning the career and technical education offerings and specific prerequisite criteria should contact:

Secondary Education Director
100 North Davis Road, Building C
LaGrange, GA 30241
706-812-7900

Inquiries regarding nondiscrimination policies should be directed to:

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

Teenage and Adult Driver Responsibility Act (TAADRA)

Students must request a Certificate of School Enrollment form from the school office in order to be eligible for a learner's permit or a driver's license. The school must certify that a student is enrolled in and not under expulsion from a public or private school.

TROUP COUNTY SCHOOL SYSTEM
MIDDLE AND HIGH SCHOOL ATTENDANCE PROTOCOL
Absences, Tardies, Early Dismissals

Georgia law requires all pupils of school age to be in regular attendance. A student who misses school is not able to benefit from important academic instruction that he or she will need in order to be successful in school and ultimately to be a successful citizen.

Pursuant to the Georgia Compulsory Attendance Statute, O.C.G.A. 20-2-690.1, a parent, guardian or other person residing within this state having control or charge of a child (hereinafter referred to as the "Responsible Person") who fails to send his or her child to school may be charged with a misdemeanor. At its discretion, a court having jurisdiction may subject the Responsible Person to a fine not greater than \$100.00 and/or imprisonment not to exceed thirty (30) days if found guilty of violating this statute. Each day's absence shall be considered a separate offense as related to the penalty.

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

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

- ü The student is ill, and attendance in school would endanger his/her health or the health of others.
- ü A death in a student's immediate family.
- ü Celebrating a religious holiday of the faith embraced by the student.
- ü Conditions which render attendance impossible or hazardous to a student's health or safety (such as severe weather).
- ü Medical, dental or court appointments, but only for the portion of the day reasonable necessary to attend the appointment.
- ü 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 seven (7) or more unexcused absences, the school may elect, as an alternative to sending a warrant request or in addition thereto, to file a complaint for educational neglect or a Child in Need of Services complaint.
8. Attendance related information obtained by Law enforcement will be provided to the school and kept on file at that school.

Board Policy

Descriptor Code: KM

Visitors to School

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

Student Auditing Classes

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

Classroom Observations

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

Date Adopted:

7/1/2001

Last Revised:

3/15/2012

Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

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

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

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

Board Policy

Descriptor Code: JR

Student Records

It is the policy of the Board of Education that all employees shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Pupil Protection Rights Amendment (PPRA). The Superintendent shall implement procedures whereby every principal is directed to develop a means to notify, on an annual basis, students and parents, including non-English-speaking parents, of their rights under FERPA and 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 is 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 the 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 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 on 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 materials accessible through the Internet). The term does not include academic tests or academic assessments.

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

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

Requirements:

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

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;

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

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

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

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

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

Date Adopted:

7/1/2001

Last Revised:

4/21/2016

Board Policy

Descriptor Code: GAEB

Harassment

It is the policy of this school district that 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 shall not be permitted. Any such act by a student or an employee shall result in prompt and appropriate discipline, including possible termination of employment or suspension or expulsion of the student.

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment for a student or an 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 GAAA/JAA, who will implement the Board's discriminatory complaints procedures as specified in that policy.

Students may also report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

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

Date Adopted: 7/1/2001

Last Revised: 4/21/2011

The Code of Ethics for Educators

Effective January 1, 2018

505- 6 -.01 THE CODE OF ETHICS FOR EDUCATORS

(1) Introduction. The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Georgia Professional Standards Commission has adopted standards that represent the conduct generally accepted by the education profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of students and educators, and assuring the citizens of Georgia a degree of accountability within the education profession.

(2) Definitions (a) “Breach of contract” occurs when an educator fails to honor a signed contract for employment with a school/school system by resigning in a manner that does not meet the guidelines established by the Georgia Professional Standards Commission. (b) “Certificate” refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Professional Standards Commission. (c) “Child endangerment” occurs when an educator disregards a substantial and/or unjustifiable risk of bodily harm to the student.

(d) “Educator” is a teacher, school or school system administrator, or other education personnel who holds a certificate issued by the Professional Standards Commission and persons who have applied for but have not yet received a certificate. For the purposes of the Code of Ethics for Educators, “educator” also refers to paraprofessionals, aides, and substitute teachers.

(e) “Student” is any individual enrolled in the state’s public or private schools from preschool through grade 12 or any individual under the age of 18. For the purposes of the Code of Ethics for Educators, the enrollment period for a graduating student ends on August 31 of the year of graduation. (f) “Complaint” is any written and signed statement from a local board, the state board, or one or more individual residents of this state filed with the Professional Standards Commission alleging that an educator has breached one or more of the standards in the Code of Ethics for Educators. A “complaint” will be deemed a request to investigate. (g) “Revocation” is the invalidation of any certificate held by the educator. (h) “Denial” is the refusal to grant initial certification to an applicant for a certificate. (i) “Suspension” is the temporary invalidation of any certificate for a period of time specified by the Professional Standards Commission.

(j) “Reprimand” admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.

(k) “Warning” warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.

(l) “Monitoring” is the quarterly appraisal of the educator’s conduct by the Professional Standards Commission through contact with the educator and his or her employer. As a condition of monitoring, an educator may be required to submit a criminal background check (GCIC). The Commission specifies the length of the monitoring period. (m) “No Probable Cause” is a determination by the Professional Standards Commission that, after a preliminary investigation, either no further action need be taken or no cause exists to recommend disciplinary action.

(3) Standards (a) Standard 1: Legal Compliance - An educator shall abide by federal, state, and local laws and statutes. Unethical conduct includes but is not limited to the commission or conviction of a felony or of any crime involving moral turpitude; of any other criminal offense involving the manufacture, distribution, trafficking, sale, or possession of a controlled substance or marijuana as provided for in Chapter 13 of Title 16; or of any other sexual offense as provided for in Code Section 16-6-1 through 16-6-17, 16-6-20, 16-6-22.2, or 16-12-100; or any other laws applicable to the profession. As used herein, Conviction includes a finding or verdict of guilty, or a plea of nolo contendere, regardless of whether an appeal of the conviction has been sought; a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted; and a situation where an adjudication of guilt or sentence was otherwise withheld or not entered on the charge or the charge was otherwise disposed in a similar manner in any jurisdiction.

(b) Standard 2: Conduct with Students - An educator shall always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes but is not limited to:

1. committing any act of child abuse, including physical and verbal abuse;
2. committing any act of cruelty to children or any act of child endangerment;
3. committing any sexual act with a student or soliciting such from a student;
4. engaging in or permitting harassment of or misconduct toward a student that would violate a state or federal law;
5. soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student;
6. furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student; or
7. failing to prevent the use of alcohol or illegal or unauthorized drugs by students under the educator's supervision (including but not limited to at the educator's residence or any other private setting).

(c) Standard 3: Alcohol or Drugs - An educator shall refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice. Unethical conduct includes but is not limited to:

1. being on school or Local Unit of Administration (LUA)/school district premises or at a school or a LUA/school district-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs; and
2. being on school or LUA/school district premises or at a school-related activity involving students

while under the influence of, possessing, or consuming alcohol. A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum i.e. Foreign Language trips, etc).

(d) Standard 4: Honesty - An educator shall exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to, falsifying, misrepresenting, or omitting:

1. professional qualifications, criminal history, college or staff development credit and/or degrees, academic awards, and employment history;
2. information submitted to federal, state, local school districts and other governmental agencies;
3. information regarding the evaluation of students and/or personnel;
4. reasons for absences or leaves;
5. information submitted in the course of an official inquiry/investigation; and
6. information submitted in the course of professional practice.

(e) Standard 5: Public Funds and Property - An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to:

1. misusing public or school-related funds;
2. failing to account for funds collected from students or parents;
3. submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent or purchased degrees, documents, or coursework);
4. co-mingling public or school-related funds with personal funds or checking accounts; and
5. using school or school district property without the approval of the local board of education/governing board or authorized designee.

(f) Standard 6: Remunerative Conduct - An educator shall maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to:

1. soliciting students or parents of students, or school or LUA/school district personnel, to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local board of education/governing

board or authorized designee;

2. accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
3. tutoring students assigned to the educator for remuneration unless approved by the local board of education/governing board or authorized designee; and
4. coaching, instructing, promoting athletic camps, summer leagues, etc. that involves students in an educator's school system and from whom the educator receives remuneration unless approved by the local board of education/governing board or authorized designee. These types of activities must be in compliance with all rules and regulations of the Georgia High School Association.

(g) Standard 7: Confidential Information - An educator shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes but is not limited to:

1. sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;
2. sharing of confidential information restricted by state or federal law;
3. violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.; and
4. violation of other confidentiality agreements required by state or local policy.

(h) Standard 8: Required Reports - An educator shall file reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. §19-7-5), or any other required report. Unethical conduct includes but is not limited to:

1. failure to report all requested information on documents required by the Commission when applying for or renewing any certificate with the Commission;
2. failure to make a required report of a violation of one or more standards of the Code of Ethics for educators of which they have personal knowledge as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner; and

3. failure to make a required report of any violation of state or federal law soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports include but are not limited to: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual exploitation of a minor, any offense involving a controlled substance and any abuse of a child if an educator has reasonable cause to believe that a child has been abused.

(i) Standard 9: Professional Conduct - An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the education profession. Unethical conduct includes but is not limited to a resignation that would equate to a breach of contract; any conduct that impairs and/or diminishes the certificate holder's ability to function professionally in his or her employment position; or behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students.

(j) Standard 10: Testing - An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to:

1. committing any act that breaches Test Security; and
2. compromising the integrity of the assessment.

(4) Reporting

(a) Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct.

Complaints filed with the Georgia Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, or other LUA/school district employee, etc.).

(b) The Commission notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.

(5) Disciplinary Action

- (a) The Georgia Professional Standards Commission is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to monitor the educator's conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder.

Any of the following grounds shall be considered cause for disciplinary action against the holder of a certificate:

1. unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-11 -10 (GaPSC Rule 505-6-.01);
 2. disciplinary action against a certificate in another state on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-11 -10 (GaPSC Rule 505-6-.01);
 3. order from a court of competent jurisdiction or a request from the Department of Human Resources that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A. §19-6-28.1 and §19-11-9.3);
 4. notification from the Georgia Higher Education Assistance Corporation that the educator is in default and not in satisfactory repayment status on a student loan guaranteed by the Georgia Higher Education Assistance Corporation (O.C.G.A. §20-3-295);
 5. suspension or revocation of any professional license or certificate
 6. violation of any other laws and rules applicable to the profession (O.C.G.A. §16-13-111); and
 7. any other good and sufficient cause that renders an educator unfit for employment as an educator.
- (b) An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or, in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics.

The superintendent and the educator designated by the superintendent/Local Board of Education shall be responsible for assuring that an individual whose certificate has been revoked, denied, or suspended is not employed or serving in any capacity in their district. Both the superintendent and the superintendent's designee must hold GaPSC certification. Should the superintendent's certificate be revoked, suspended, or denied, the Board of Education shall be responsible for assuring that the superintendent whose certificate has been revoked, suspended, or denied is not employed or serving in any capacity in their district.

Authority O.C.G.A. § 20-2-200; 20-2-981 through 20-2-984.5

Board Policy
Descriptor Code: GAAA
Equal Opportunity Employment

The School District does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act and all accompanying regulations.

Any employee, student, applicant for employment, parent or other person who believes he or she has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

COMPLAINTS PROCEDURE

Complaints made to the School System regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure:

Any student, employee, applicant for employment, parent or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated by the Board of Education.

If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.

If the alleged offending individual is the coordinator designated by the Board of Education, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent.

The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the Superintendent or his or her designee.

If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five working days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.

The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.

If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right, within fifteen work days of the receipt of the written response of the Superintendent, to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons he or she disagrees with the response of the Superintendent and the action the complainant is requesting the system to take. The complainant shall also include in the written response a request that his or her complaint be referred to the Board of Education.

Within thirty work days of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall review the original complaint, the response of the coordinator or designee, the response of the Superintendent, and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.

The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system.

This policy is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the local Board of Education, specifically the policy designed to implement Official Code of Georgia Annotated 20-2-989.5, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia. The complainant retains at all times the right to contact the Office of Civil Rights or the Equal Employment Opportunity Commission with regard to any allegations that the system has violated the statutes described above.

The school system shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, applicants for employment and employees through appropriate procedures.

No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.

The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

Date Adopted: 7/1/2001

Last Revised: 4/21/2011

Board Policy

Descriptor Code: GAMA

Drug-Free Workplace

DRUG AND ALCOHOL ABUSE

I. - Statement of Purpose

The employees of the Board of Education are a valuable resource and their health and safety is therefore a serious concern. The Board will not tolerate any drug or alcohol use which imperils the health and well-being of its employees or operations, purposes and mission of the school system.

The use of illegal drugs and abuse of other controlled substances, on or off duty, is inconsistent with law abiding behavior expected of all citizens. Employees who use illegal drugs or abuse other controlled substances or alcohol, on or off duty, tend to be less productive, less reliable, and prone to greater absenteeism resulting in the potential for increased cost, delay and risk for the school system functions.

Furthermore, employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and drugs. Employees who abuse alcohol or drugs are a danger to themselves and to other employees.

The Board of Education is therefore committed to maintaining a safe and healthy workplace free from the influence of alcohol and drugs. In addition, the Board will vigorously comply with the requirements of the Drug Free Workplace Act of 1988.

II. - Drug Awareness Information

To assist employees and their families to understand and to avoid the perils of drug and alcohol abuse, the Board will make efforts to inform employees and their families about: (1)the dangers of alcohol and drug abuse in the workplace; (2)the Board's Alcohol and Drug Abuse Policy; (3) the availability of treatment and counseling for employees who voluntarily seek such assistance; and (4) the sanctions the Board will impose for violations of its Alcohol and Drug Abuse Policy.

III. - Substance Abuse As A Medical Problem

The Board of Education recognizes that substance abuse is a medical problem which can be successfully treated. Almost all substance abusers deny they have a problem, however, and ordinarily do not seek treatment voluntarily. This denial is the single most significant obstacle to successful treatment. Recognizing this reality, although the Board encourages voluntary drug and alcohol abuse treatment, it will take strong action against employees who do not seek treatment on their own. This strong action is designed to break through the denial barrier and convince substance abusing employees of the need for treatment.

IV. - Assistance In Overcoming Alcohol Or Drug Abuse For Employees Who Voluntarily Seek Help

Early recognition and treatment of alcohol or drug abuse is important for successful rehabilitation, for economic return to the workforce, and for reduced personal, family, and social disruption. The Board encourages the earliest possible diagnosis and treatment for alcohol or drug abuse. The Board supports sound treatment efforts. Whenever feasible, the Board will assist employees in overcoming drug or alcohol abuse. However, the decision to seek diagnosis and accept treatment for alcohol or drug abuse is primarily the individual employee's responsibility.

V. - Supervisory Training

The Superintendent or Designee will train the system's supervisors in (a) identifying and documenting job performance and on-the-job behavior that may reflect the impact of drug and/or alcohol abuse, (b) identifying evidence of on-the-job use of, or impairment by alcohol or drugs, (c) procedure for referral for testing of employees suspected of violating the Board's Alcohol and Drug Abuse policy, (d) drug testing procedures and technology, (e) procedures for conducting workplace inspections, and (f) procedures for encouraging voluntary referrals for treatment.

VI. - Authorized Use Of Prescribed Medicine

Employees undergoing prescribed medical treatment with any drug which may alter their behavior or physical or mental ability must report this treatment to the Supervisor and the Department of Personnel, which will determine whether the Board should temporarily change the employee's job assignment during the period of treatment. Employees must keep all prescribed medicine in its original container, which identifies the drug, date of prescription, and prescribing doctor (Sec.. O.C.G.A. 16-13-75).

VII. - Arrest Or Conviction Under Criminal Drug Statute

As soon as reasonably practicable, but in no event any later than five (5) days, employees must notify their principal or immediate supervisor and the Chief Human Resource Officer of any arrest or conviction under any criminal drug statute or ordinance.

VIII - Prohibitions

Board of Education policy prohibits the following:

1. Use, possession, manufacture, distribution, dispensation or sale of illegal drugs or drug paraphernalia on Board premises or Board business, in Board supplied vehicles, or during working hours;
2. Unauthorized use or possession of a controlled substance on Board premises or Board business, in Board supplied vehicles, or during working hours; manufacture, distribution, dispensation or sale of a controlled substance on Board premises or Board business, in Board supplied vehicles, or during working hours;
3. Unauthorized use, manufacture, distribution, or sale of alcohol at a Board workplace during working hours or while operating a Board vehicle.
4. Being under the influence of an unauthorized controlled substance or illegal drug on Board premises or Board business, in Board supplied vehicles, or during working hours; being "under the influence" of an unauthorized controlled substance or illegal drug is defined as testing positive at a specified ratio of milligrams per liter.

5. Being under the influence of alcohol at Board workplace during working hours or while operating a Board vehicle being "under the influence" of alcohol is defined as a blood alcohol content of .04 or higher.
6. Use of alcohol off Board premises that adversely affects the employee's work performance, his own or others' safety at work,
7. Possession, use, manufacture, distribution, dispensation or sale of illegal drugs off Board premises that adversely affects the employee's work performance or his own or others' safety at work.
8. Switching or adulterating any urine sample submitted for testing;
9. Refusing consent to testing or to submit a breath, saliva, urine or blood sample for testing when requested by appropriate Board officials;
10. Refusing to submit to an inspection when requested by Board officials;
11. Failing to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled;
12. Conviction under any criminal drug law;
13. Arrest under any criminal law under circumstances which adversely affect the Board's regard or reputation in the community;
14. Failure to notify the Principal or immediate supervisor and Chief Human Resource Officer of any arrest or conviction under any criminal drug law within five days of the arrest or conviction;
15. Failure to report to the Principal or immediate supervisor and Chief Human Resource Officer the use of a prescribed drug which may alter the employee's behavior or physical or mental ability;
16. Failure to keep prescribed medicine in its original container;

17. Refusal to complete a Medical Questionnaire and Consent Form prior to testing;
18. Refusal to complete the Toxicology Chain of Custody Form after submission of a urine or blood specimen.

IX- Drug and Alcohol Testing

Whenever the Board reasonably suspects that an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or drugs, the Board may require the employee to submit a breath, saliva, urine and/or specimen for alcohol and drug testing. An employee who tests positive for alcohol or drugs as a result of such a test will be in violation of this policy.

The Board will randomly test law enforcement employees and security personnel who are directly involved in drug interdiction or enforcement of related laws and/or who carry firearms. An employee who tests positive for alcohol or drugs during a random test will be in violation of this policy.

Whenever the Board's standard policy requires an employee (as defined in the paragraph next above) to undergo a physical exam, that examination will include a breath, saliva, urine and/or blood test for alcohol and drugs. An employee who tests positive for alcohol and drugs during such a physical examination will be in violation of this policy.

Whenever the Board has reasonable suspicion to believe that an employee may have contributed to an on-the-job accident involving a fatality, bodily injury, or damage to property, the Board may require the employee to submit a breath, saliva, urine and/or blood specimen for alcohol or drug testing. An employee who tests positive for alcohol or drugs as a result of such test will be in violation of this policy.

The Board will afford applicants and employees subject to testing the opportunity, prior to testing, to list all prescription and non-prescription drugs they have used in the last thirty days and to explain the circumstances surrounding the use of such drugs.

Applicants and employees subject to testing must sign, prior to testing, an approved form consenting to the testing and consenting to the release of the test results to the Board's Department of Human Resources.

Prior to taking any action, the Board will give all applicants and employees who test positive for alcohol or drugs the opportunity to explain the test results.

The Chief Human Resource Officer will report all positive alcohol or drug tests to the Superintendent and other administration officials on a need-to-know basis.

X - Inspection

Employees may be assigned Board-owned offices, vehicles, lockers, desks, cabinets and cases for the mutual convenience of the Board and its personnel. Employees have no expectation of privacy in any such vehicles, desks, etc. nor in any personal belongings which they may place in such areas.

If it is reasonably suspected that any employee's work performance or on-the-job behavior has been affected in any way by alcohol or drugs, the Board may search the employee, the employee's locker, desk or other Board property under the control of the employee.

Whenever the Board reasonably suspects that an employee has sold, purchased, used or possessed alcohol, drugs or drug paraphernalia on Board premises, the Board may inspect the employee, the employee's locker, desk or other Board property under the control of the employee.

Inspections under this policy are limited to investigations into work related misconduct and offenses against the employment relationship. Any searches for law enforcement purposes must comply with all applicable criminal procedure standards.

XI - Consequences For Violation Of This Policy

Violation of the Board's Alcohol and Drug Policy may result in severe disciplinary action, including discharge for a first offense, at the Board's sole discretion. The Board will routinely discharge an employee in the following cases:

- When the employee uses, possesses, manufactures, distributes, dispenses, or sells illegal drugs or drug paraphernalia on Board premises or Board business, in Board supplied vehicles, or during working hours;

- When the employee uses or possesses without authorization, manufactures, distributes, dispenses, or sells a controlled substance on Board premises or Board businesses in Board supplied vehicles, or during working hours,
- When the employee stores in a locker, desk, automobile or other repository on Board premises any illegal drug, drug paraphernalia or any controlled substance whose use is unauthorized;
- When the employee is convicted under any criminal drug statute for a violation occurring on or off the job;
- When the employee switches, tampers or adulterates, or attempts such switching, tampering or adulteration, of a urine sample provided for testing;
- When the employee refuses to consent to testing or to submit a breath, saliva, urine or blood sample for testing when requested by management;
- When the employee refuses to submit to an inspection when requested by the Superintendent or his designee;
- When the employee fails to notify the Principal or immediate supervisor and the Director of Personnel of any arrest or conviction under any criminal drug statute within five days of arrest or conviction;
- When the employee refuses to sign a statement agreeing to abide by the Board's Alcohol and Drug Abuse policy;
- When the employee refuses to complete a Medical Questionnaire and Consent Form prior to testing;
- When the employee refuses to complete the Toxicology Chain of Custody Form after submission of a urine or blood specimen.

XII - Condition Of Employment

Compliance with the Board's substance abuse policy is a condition of employment. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection or test, or follow any prescribed course of substance abuse treatment will be grounds for termination.

XIII - Reservation Of Rights

The Board of Education reserves the right to interpret, change, or rescind this policy in whole or in part.

XIV - Review Of Policy

The Board shall conduct an annual review of the program to:

- a. determine its effectiveness and implement changes to the program if needed; and
- b. ensure that the disciplinary sanctions imposed are consistently enforced.

XV - Consent

I have carefully and thoroughly read the Board of Education's Alcohol and Drug Abuse Policy. I agree, without reservation, to follow that policy.

Employee's Signature

Employee's Name (Printed)

A copy of this policy shall be disseminated to all employees either directly or through employee handbooks, annually.

Date Adopted: 7/1/2001

Last Revised: 4/21/2011

**The HOPE Academy
Faculty/Staff Handbook
2020-2021
Acknowledgment Page**

1. I have read and understand the expectations as outlined in the HOPE Academy's faculty / staff handbook, including the student handbook.
2. I understand the procedures for securing a substitute. I know whom to notify if I am absent and that I must leave quality lesson plans for a substitute.
3. I understand the system's policy for professionalism and professional dress.
4. I understand my supervision duties and the importance of supervision.
5. I have read and understand the system's new grading policy. I understand how to report grades using Infinite Campus and that this should be done on a weekly basis.
6. I understand I must report my attendance / tardies in Infinite Campus during the first 15 minutes of every class period.
6. I understand my work hours and the need to sign in and out every day in the front office. I also understand the need to check email and my mailbox at least twice daily, but not during instructional time.
7. I have read the discipline portion of the handbook. I understand the importance of being consistent, keeping documentation, and how to write a referral.
8. I understand the Code of Ethics for educators as outlined in the Teacher Handbook and through the faculty presentation.

Printed Name _____

Signature _____

Date _____