



Student Handbook
2021-2022

Troup County Career Center

MISSION STATEMENT

Our Mission

Troup County Career Center supports each student to achieve their highest academic goals, while preparing each student for success as they develop their career path.

**220 Fort Drive Bldg. F
LaGrange, Georgia 30240
Phone: 706-668-6820
Fax: 706-756-6520**

Web Site: troup.org/24/home

Each student is to wear the required student ID issued by base school. Replacements are available according to base school policy

SCHOOL COLORS

School Colors – Green/Black

ADMINISTRATION:

Mr. C. Jeff Little..... Principal

GRADUATION COACHES:

Lee Phelps..... Callaway High School
Mike Pauley LaGrange High School
Mason Brackett.....Troup High School

SECRETARIES:

Gerrie Lynn Wiker

COORDINATORS/ CERTIFIED STAFF:

Dr. Kathy Bowen- Registrar
Mr. Christopher Lee- Work Based Learning Coordinator
Ms. Frances Mitchell- Math/Testing Coordinator
Mr. Darrell Battles- ELA
Ms. Charlene Lambert- Exceptional Education

INSTRUCTIONAL STAFF

Tabitha Atcherson-Cooper
Rogelio Benn
Maria Davis
Joshua Mezick
Jenna Rice

TABLE OF CONTENTS

SECTION I SCHOOL SPECIFIC			Final Exemptions	43
Mission/Belief Statements	2,19		Grading Policy	40-41
Mascot/School Colors	2		Graduation Requirements	47-49
Bell Schedule	4		Honor Graduates / Honor Roll	49
Accreditation	6		Make Up Work	49
Work-Based Learning	5		Medication	41-42
Arrival/Dismissal Policy	6		Promotion/Retention	47-49
Attendance	7-8		Rank In Class / GPA	57
Cafeteria	9		Residency Policy	18
Cell Phone / Electronic Devices	10		Harassment	49-50
Cheating	9		Special Education Programs	46
Detention (Lunch)	9		Mentoring/Tutoring	50
Ethics, Code of	10		Star Student	50-53
Emergency Management	11		Student Records	50-53
Extra-Curricular Activities	11		Suspension / ISS	53-55
Food/Drink Policy	11		Suspension / OSS	53-55
Guidance and Counseling	12-15		Transportation	55-56
Discipline Code	23-33		Valedictorian	49,56-59
School Calendar	17		Weapons	11,25--44
Parking Guidelines	15		Withdrawal from School	60-65
Tardy Policy	16		SECTION III STATE/FEDERAL	
Textbooks	16		ADA	61
Visitor Policy	16		Carl D. Perkins Vocational Act	65
Website	16		FERPA	61
SECTION II TROUP CO POLICIES			Gender Equity in Sports	40
Mission Statement	2,19		Gifted Education Services	62
Calendar, School	17		IDEA	62
Assessment Security	18		Parental Rights	62-63
Attendance	20-22		Section 504	63
Behavior	23-33		State Required Certificates	63
BYOD	34-35		Title IX / TAADRA	64-65
Computers & Internet Use	34,36-39		Title II	64-65
Cyberbullying	24-46		Written Complaints	64-65
SECTION IV STUDENT SPECIFIC				
Dress Code	9,39-40		Student Access Memo	66
Expulsion	23-46,68		Student Check-Out Protocol	67
Visitors	59		Handbook Acknowledgement Form	68
			Extracurricular Form	11

**SECTION I/ SCHOOL SPECIFIC
SCHEDULE**

8:25 AM	1st Period
9:20 AM	2nd Period
9:40 AM	Break
10:15 AM	3rd Period
11:00 AM	1st Lunch
11:10 AM	4th Period
11:30 AM	2nd Lunch
12:00 PM	3rd Lunch
12:05 PM	5th Period
1:00 PM	6th Period
1:25 PM	Break
1:55 PM	7th Period
2:50 PM	End of Day

REV 7/12/21

SECTION I/ SCHOOL SPECIFIC
WORK-BASED LEARNING

Students at the Troup County Career Center will also focus on employability skills and preparation for the working world. Students will be offered opportunities for Work Based Learning (WBL), Youth Apprenticeship (YAP), and Dual Enrollment. Work Based Learning and Youth Apprenticeship are successful programs for students who want real world experience in a career that they have shown interest in during school. Our programs offer the opportunity for hands-on learning in an actual work environment while getting class credit. We appreciate all of the local businesses and community organizations, large and small, that have opened their doors to work with our WBL program and students. WBL helps students focus on advancing their development in specific employability skills, such as communication, critical thinking, leadership, teamwork, and work ethic. Students interested in WBL should speak with their parents and counselors, then complete the application process. There are WBL program personnel on-site to assist with this process.

SECTION I/ SCHOOL SPECIFIC
PERFORMANCE LEARNING CENTER

The purpose of the Troup County Career Center is to support recommended students in an individualized, academic, non-traditional, self-paced credit recovery program that allows them to get back on track toward graduation. The Career Center will also help students become involved in work-based learning programs, investigate internships, and develop employability skills. Student progress will be monitored by the TCCC staff and the base school Graduation Coach. The TCCC staff will provide academic assistance to students as needed. Students will be pre-tested to evaluate their prior knowledge of course material. Courses will be individualized based on student performance on these pretests. Instruction within the TCCC setting will be provided by the Odysseyware online platform.. An individualized schedule will be produced for each student to ensure all credits needed for graduation will be attainable prior to the student's scheduled graduation date.

SECTION I/ SCHOOL SPECIFIC

ACCREDITATION

Troup County Career Center Students will graduate from their base school which is accredited by the Georgia Accrediting Commission and AdvandED, formerly the Southern Association of Colleges and Schools

SECTION I/ SCHOOL SPECIFIC ARRIVAL/ DISMISSAL

When a student arrives on campus by bus or by car, he/she is expected to report to their assigned classroom. Breakfast should be eaten at base school prior to arrival. School building will open for students at 8:10. There is to be no loitering or visiting in the parking areas. When a student arrives on campus (regardless of the time of day), he/she may not leave the campus for any reason (walking or driving) without checking out through the front office. This is considered 'skipping.' Should a student need to go to their car after arriving on campus, the student should obtain administrator approval and sign out in the front office. Due to lunch time restrictions, students will not be permitted to go to their vehicles during lunch period.

Car riders are to be picked up and dropped off in the front of the building at the Main Entrance. When waiting to pick up your student, we ask drivers to please not block driveways or otherwise hinder other vehicles from entering or exiting.

Busses will unload/ load in the bus lane in the front of the school. This is a no parking area.

All students should go directly to their designated area for afternoon departure and leave as soon as transportation is available. There should be no student on the TCCC campus after 3:20 pm that is without the direct supervision of a teacher or other school personnel. Parents providing transportation should make arrangements for pick up no later than 3:05 pm or 15 minutes after the end of any scheduled event. (ex: E2020, athletic practices, athletic events, etc.) Students will not loiter after school. Transportation is available to all TCSS students. Therefore, anyone who cannot have their ride here before 3:05 pm must ride the bus to their base school.. Students remaining on campus after 3:05 pm may be required to wait in a classroom or in the front office for their rides, and parents may be contacted.

SECTION I/ SCHOOL SPECIFIC

ATTENDANCE/ABSENCES

(See also TCSS Attendance Policy)

EARLY CHECK OUT

Students leaving school early must check out in the front office. A parent/guardian note, doctor appointment note, court appearance summons, or other certified documentation must be presented to the front office for administrative verification **BEFORE THE START OF SCHOOL**. Once verified, a check out slip will be available for pick-up by the student in the front office during class changes. The student will present their check out slip to their teacher at the appropriate time and sign out in the front office before leaving campus. The note must have a phone number whereby the parent can be reached by an administrator for verification. Students without notes must be signed out by a parent or guardian. The parent or guardian signing out a student must be on the 'Infinite Campus' check out list. Students will not be checked out of school via telephone requests, emails, or facsimiles.

Failure to "sign out" appropriately in the front office will result in a disciplinary referral for skipping.

Students are required to sign in upon their return to school.

Work study students must sign in / out at the office every day.

It is necessary that we know where to reach a parent or guardian at all times. Home numbers, cell phone numbers, work numbers, and email addresses must be updated by the enrolling parent/ guardian at registration or in the Registrar's Office during the first week of school. Should changes occur, the school should be notified immediately. To improve the partnership between school and home, an automated communication system may be used to share attendance and general announcements via email and text messaging. Parents may opt out of this service.

The student's attendance record is always available for parent review in Infinite Campus or upon request in the front office. Several cell phone providers offer APPs that are compatible with Infinite Campus and offer automatic notification of absences and the posting of grades. Contact the base school media center for more information.

ABSENCES

Students who miss school are expected to bring a written excuse to the front office at the beginning of the day that they return to school. An excused absence will be granted for the following state-approved reasons: illness, death in immediate family, court appointment, required church observance, and exclusion because of exposure to a contagious disease. Failure to bring a note results in an unexcused absence. **A student must bring a note within three days of the absence or the absence may remain permanently unexcused.** All absences, other than those for school-sponsored activities, count toward a student's final exemption status. TAADRA requires a student to be attending school regularly to qualify for and to keep their driver's license.

ATTENDANCE FOR COURSE CREDIT IN GRADES 9-12:

When a student has had five (5) unexcused absences, the school will notify the parents and juvenile authorities. When a student in grades 9-12 has more than seven (7) absences in a specific class in a semester course, whether excused or unexcused, the student is in danger of losing credit for the specified class unless approved by the waiver committee. It is the responsibility of the student and parent to apply for a waiver at the end of the semester should a waiver be required. A parent or student must submit a request in writing to the principal within ten (10) school days following the last day of the semester. Students with serious medical illnesses/conditions may be eligible for homebound services.

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

A student who loses credit in a specified class due to having more than seven (7) absences in a semester may request a review of the loss of credit. The review will be conducted by a credit waiver review committee composed of the

principal or designee, counselor and a teacher. For a student to be considered to regain lost credit, the student must provide an explanation of absences leading to the loss of credit and all course requirements must have been satisfied resulting in a passing grade. A parent or student must submit a request in writing to the principal within ten (10) school days following the last day of the semester. For any student with more than seven (7) unexcused absences, a waiver will not be granted.

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

Attendance Recovery Program

Students who will lose course credit due to absences may participate in their base school's Attendance Recovery Program. The Attendance Recovery Program will be held on twelve designated Saturdays throughout the school year from 8 AM until 12:00 PM. Each day a student participates in this program will replace one school absence. Students will be able to recover a maximum of twelve days of attendance.

Absences due to a school sponsored activity are excused, and **do not count toward exam exemptions**, provided that the student has the activity absence form completely filled out by teachers and parents prior to the absence. **A student cannot have more than 10 Activity Absences in a school year. Absences beyond 10 will count as regular absences and count toward exemption status.**

ABSENCES COLLEGE DAY

College-day activity absences are limited to Juniors and Seniors, and they are arranged through student counselors. Juniors will be allowed a maximum of two (2) such absences per year. Seniors will be allowed four (4) such absences each year. **Official documentation** of college visits **must be returned to the student's counselor**. Documentation is required in order for absences to be counted as an activity absence and for final exemption purposes.

ABSENCES PRE-ARRANGED

The principal **may** approve absences for special events provided requests are made a minimum of 5 days in advance. Pre-arranged absences for reasons not recognized by state or local policy are still considered unexcused and count toward exemption status. **Pre-arranged activity absences afford students the opportunity to complete work in advance or to make up work missed without credit penalty.** Pre-arranged absence forms are available through the front office.

EXCUSED NOTES

The reason for an excused absence must be stated in writing and be signed by the parent/guardian of the student or a school official. The written excuse must be received by the school within three days after the absence or tardy. A student found guilty of misrepresenting the validity of an excuse or permit is subject to campus disciplinary action.

Excuse notes are explanations of the reason behind an absence. The administrator(s) determines if the absence is excused according to policy or decides to excuse the absence according to circumstance. Pre-notification of an absence does not automatically excuse an absence, nor does the successful completion of make-up work either before or after the absence.

After 5 handwritten parent notes in a semester, administrators or a designee may require a doctor's note. A doctor's note may also be required after three consecutive parent notes.

SECTION I/ SCHOOL SPECIFIC

CAFETERIA

- All students are required to report to the lunchroom during their assigned lunch period.
- **FOR SAFETY AND MANAGEMENT REASONS, PARENTS ARE HIGHLY DISCOURAGED FROM ALLOWING STUDENTS TO CHECK OUT DURING LUNCH.**
- A student's failure to report to the cafeteria during assigned lunch time will be considered skipping.
- Students are not allowed to leave campus for/during lunch.
- **OUTSIDE LUNCH DELIVERIES ARE PROHIBITED.**
- Students are not allowed to take food or drink from the cafeteria. Bottled water is permitted.
- Every student is allowed to apply for free/reduced lunch.
- Plan to purchase only the number of lunches you will eat. No refunds will be given for unused prepaid lunches.
- Students are not allowed to charge lunches. Up to thirty (30) lunches may be credited in advance.
- Students who bring their lunch are encouraged to keep it with them during the day. Microwaves are available in the cafeteria for student use.
- **Meal vouchers are available for those students who do not have enough money on their meal account.** Meal vouchers must be approved by one of the supervisors on duty. Meal vouchers are to be paid the following day of school. Only one meal voucher is allowed at a time.

Meal prices for the 2020-2021 school year are as follows:

BREAKFAST

\$1.25	Paid Student
No Charge	Reduced Student
\$1.75	Adult
\$0.75	Milk

LUNCH

\$2.95	Paid Student
No Charge	Reduced Student
\$4.25	Adult
\$0.75	Milk

SECTION I/ SCHOOL SPECIFIC

CHEATING

Students who are caught cheating will not receive credit on their assignment and will receive a referral to the office. Students receiving consequences for cheating will be given an opportunity to re-do the assignment, quiz, or test at a time to be determined by the teacher. The student will receive an assignment to ISS. A copy of the referral will be mailed to the parent. Plagiarism and use of an electronic device during an assessment without the teacher's permission will be considered cheating.

SECTION I/ SCHOOL SPECIFIC

LUNCH DETENTION (LD)

Lunch Detention (LD) may be assigned to students by administrators for minor disciplinary infractions (ex: tardies, dress code, food/drink violations, etc.) Lunch Detention is a consequence that does not require a student to miss class. Instead the consequence is imposed during a non-instructional (lunch) time. While in LD, students are not allowed to socialize with their friends or use their cell phones.

SECTION I/ SCHOOL SPECIFIC

ELECTRONIC DEVICE/CELL PHONE

Troup County Career Center is a BYOD (bring your own device) school. To be eligible to use electronic devices for academic purposes, a student and their parent/guardian must sign a BYOD agreement, and follow all district (See policies: IFBG, JCDAF, JCDAD, and IFBGE), school, and classroom rules.

Cell Phone use is permitted before school, during break periods, at lunch time, and after school. By definition, a cell phone is an electronic device. Per the BYOD (Bring Your Own Device) agreement, “the student will only use the BYOD wireless connection while in school and will not attempt to bypass the network restrictions by using a mobile network.”

Improper use of a cell phone will result in a discipline referral. Consequences may include loss of network access, and/or progressive discipline that may include OSS or confiscation of the cell phone/electronic device.

The school is not responsible for the loss or damage of personal property. Students MUST secure their electronic devices at all times. TCCC staff will not investigate the theft of personal property. Improper use of an electronic device may result in the loss of an opportunity to participate in the BYOD program and/or progressive disciplinary consequences that may include ISS, OSS, or confiscation of the electronic device. (See also TCSS BYOD Policy)

SECTION I/ SCHOOL SPECIFIC

ETHICS/CODE OF CONDUCT

We believe in the value of:

HONESTY

Honesty is fairness and straightforwardness of conduct. It is truthfulness and sincerity.

INTEGRITY

Integrity is the adherence to a code of moral values.

RESPECT

Respect is to honor or to esteem. It is to show high consideration for something or someone.

EXCELLENCE

To achieve excellence is to achieve greatness. To be the best. It is the objective of our every pursuit.

The application of these four qualities of good citizenship will foster a better learning environment for students at TCCC. Students will apply these qualities to school authorities, fellow students, and themselves.

SECTION I/ SCHOOL SPECIFIC

EMERGENCY MANAGEMENT

TCCC and the Troup County Board of Education have developed an emergency management plan to address hazards which threaten the safety of students. This plan provides appropriate direction in the event of an imminent or actual disaster. Situations addressed in this plan include, but are not limited to, severe weather, evacuations, intruders, assaults, and weapons. In the event of an emergency or emergency drill, the doors to the school will be locked in accordance with the safety plan. Parents will have access to their student upon the all clear signal.

STUDENT ID'S

Student ID's will be issued by their base school and must be worn using a lanyard or ID/Badge. As a component of our school safety plan, all students **MUST** wear their ID badges and be visible at all times. If lost, replacement ID's must be purchased from the student's base school. Failure to wear student ID could result in disciplinary action.

SECTION I/ SCHOOL SPECIFIC

EXTRA CURRICULAR ACTIVITIES

Troup County Career Center extracurricular activity is limited to WBL CTSO. If eligible students may participate in activities at their base school.

ATHLETICS

If eligible, TCCS students may participate in athletics at their base school. Scholastic eligibility is governed by the Georgia High School Association. Students must have passed 5 of 7 courses the previous semester and be on track for graduation. All participants must have a physical examination by a doctor, return the concussion form, and must be covered by school insurance before participating in any athletic team practice. Students will need to contact the Athletic Director at their base school to discuss eligibility.

NCAA CLEARINGHOUSE

Any senior wishing to participate in athletics on the college level after graduation from high school **MUST** submit high school transcripts and eligibility papers to the NCAA Clearinghouse during his/ her senior year. **All courses taken through the credit recovery program DO NOT meet NCAA Clearinghouse standards. For more information, see your guidance counselor.**

STUDENT INSURANCE

Student athletes and students participating in Band or Band Auxiliaries may be required by base school policy to have athletic insurance coverage. Athletic insurance does not cover injuries incurred during the school day. School-time insurance and twenty-four hour coverage is available through the Troup County School System.

OTHER EXTRACURRICULAR ACTIVITIES

TCCC students may participate in other activities based on the eligibility requirements at their base school. See base school's student handbook for more information.

SECTION I/ SCHOOL SPECIFIC

FOOD/ DRINK POLICY

Troup County Career Center prides itself on having a clean learning environment. In order to keep our school clean and bug-free, the consumption of food and / or drinks is not permitted in halls, classrooms, or other areas of the building other than the cafeteria. Students are allowed to have water in class in an original resealable bottle. Fast food lunch deliveries and consumption of remaining breakfast items in first period classes is prohibited. Students bringing lunch or food / drink for after- school consumption are expected to have such food / drink contained (in their book bags, plastic bag, purse, locker, etc.) at all times. Failure to adhere to the TCCC Food/Drink Policy will result in disciplinary consequences.

SECTION I/ SCHOOL SPECIFIC

GUIDANCE AND COUNSELING

Students are assigned a Counselor from his/her base school according to the base school policy and will remain with the same counselor throughout their high school years. Students and parents are encouraged to work through the student's assigned counselor to address any course requirements or graduation requirement problems, concerns, or questions that might arise.

Parents may call and make an appointment to see the counselor at any time during the school day. **Requests to change counselors will not be granted.** Registration conferences are held annually with parents and students. Parents will receive written notification of conference dates. Parents are highly encouraged to attend scheduling / guidance conferences with their student(s).

Please review the base school's handbook for Guidance and Counseling Policy.

SCHOLARSHIPS / FINANCIAL AID

Obtaining funding for college is a major concern for our college-bound seniors. Students and parents should begin planning toward this end early. Timing is most important in obtaining scholarships and grants.

The first step in preparing for college is to take the PSAT. It is given in October and may be taken by sophomores, Juniors, and freshmen may request to participate at the student's expense. This test is the qualifying exam for juniors who apply for the National Merit Scholarships and the National Achievement Scholarships. Students should listen for announcements and sign up for the test in the Counseling Department. Scholarship seekers may need to take the SAT/ACT several times beginning in the spring of their junior year because few colleges will grant scholarships to students having SAT scores below 1000. Counselors have SAT/ACT applications.

It is important to apply to the college of one's choice early in the senior year. Many colleges have November and December application deadlines for their best scholarships. After the student has been accepted to the school of his choice, he should contact the school's financial aid office immediately for information about scholarships for which he may apply. The great majority of scholarship aid comes from the college itself. Applications must be submitted for consideration.

Grants and loans are also available to students who qualify. Again, it is necessary to begin seeking aid early. Free Application for Federal Student AID (FAFSA) should be mailed in January, as soon as the parents' tax forms are completed. FAFSA forms are available in January in the Counseling Department. Parents and students should know that many schools have March deadlines for all financial aid applications, so early filing is important.

SCHOLARSHIPS - HOPE

Georgia residents have many options for getting an education through the HOPE - *Helping Outstanding Pupils Educationally* - Scholarship. There are scholarships offered for Georgia Public Colleges or Universities, Georgia Public Technical Institutes, and private colleges or universities. Contact your counselor or call 1-800-546-HOPE for more information.

VIRTUAL LEARNING

Virtual learners have the personal responsibility to follow their individual learning plan.. Progress will be assessed and communicated weekly. To access the online program use the bookmark provided on chromebooks with the app for **Odysseyware**. It may also be typed in the address bar as <https://troup.owschools.com>. The main page will prompt each user for an ID which is the student's first name, middle initial, and last name typed in sequence. For example if the student's name was John Q. Doe, their logon would be **johnqdoe** entered as all lowercase letters. The password will be the number zero followed by the student's five digit ID **012345**.

For students who have no internet access please contact the school Principal.

Assessments will be scheduled on Monday, Wednesday, and Friday from 1-2:30 PM. Lessons and quizzes may be opened by the instructor 8 AM -3 PM Monday through Friday. Individual and group assistance is available by request from the following instructors: Please contact them when you are having difficulty with academic content.

Frances Mitchell, Math Coordinator/ Virtual Learning Teacher
mitchellfc@troup.org

Darrell Battles, ELA Coordinator
battlesdj@troup.org

Additionally, students will utilize the CANVAS platform as the interactive learning management system (LMS) to share help sessions and other information.

What are my Username and Password?

Username: Your school email *first name middle initial last name@students.troup.org*

- Ex. Student's name is John T Young the email is johntyoung@students.troup.org
- Password: Student id number

Where do I go to login to Canvas?

If you are using your TCSS issued Chromebook, login to the Chromebook. When the Chrome Browser opens, there will be a tab labeled Dashboard. Click on it and you will automatically be logged in.

- If you are using a different device login to this website: troup.instructure.com

Using the CANVAS program students will be able to access electronic tools and assignments from their instructors.

Students needing additional help with the CANVAS program should research this page

<https://community.canvaslms.com/community/answers/guides/canvas-guide/getting-started/pages/student>

or contact Mr. Battles.

Google Meets will be the prescribed live video resource for real time learning. Your instructor will need to invite you to a meeting in order to join it. When they've done so, you'll receive an email invitation, or Google Calendar event, that has a join link.

To join a meeting:

1. When it's time to join the meeting, click the link in the email/calendar event and the meeting will open in Meet.
2. Click the More Options button, which looks like three stacked dots to the bottom-right, and adjust audio and video settings as desired.
Click the "Join meeting" button when ready.
3. When the meeting is over, click the Leave Call button, which looks like a phone, to exit

TROUP COUNTY CAREER CENTER PROGRESSIVE DISCIPLINE PLAN

To promote consistency in the handling of disciplinary matters, the administration of TCCC has developed the following guidelines. Students are expected to behave appropriately at all times; however, when misconduct occurs, the following progressive discipline plan shall guide the assignment of consequences for given infractions. Administrators may exercise discretion and adjust consequences in cases involving mitigating circumstances.

OFFENSE	1st	2nd	3rd	4th
Bullying	1 Day OSS	2 Days OSS	Mandatory Hearing	Mandatory Hearing
Bus Conduct	Discretion	Discretion	Discretion	Discretion
Car Rider Violation	Warning	Warning	Warning	1 Day OSS
Cell Phone/ Electronic Device	Warning	1 Day Lunch	3 Day Lunch	1 Day OISS
Cheating	1 Day OSS	2 Day OSS	3 DaysOISS	Discretion
Damage to Property	Discretion	Discretion	Discretion	Discretion
Disruptive Behavior	OSS 1 Day	OSS 2 Days	OSS 3 Days	Discretion
Dress Code	Warning	3 Days Lunch	5 Lunch Detention	1 OSS
Drugs/ Alcohol Use	Mandatory 10 OSS 5 ISS	Mandatory Hearing	Mandatory Hearing	Mandatory Hearing
Drug/ Alcohol Possession	Mandatory HOPE Academy	Mandatory Hearing	Mandatory Hearing	Mandatory Hearing
Drugs/ Alcohol Sale	Mandatory HOPE Academy	Mandatory Hearing	Mandatory Hearing	Mandatory Hearing
Eating and Drinking	Warning	1 Days Lunch	3 Days Lunch	1 Day OSS
False Statement	1 Day OSS	2 Days OSS	3 DaysOSS	5 Day ISS
Fight	10 Days OSS	10 OSS	Hearing	Hearing
Horseplay	Discretion	1 Day OSS	2 DaysOISS	5 DaysOISS
Inappropriate language	1 Day Lunch	3 Day Lunch	5 Day Lunch	Hearing
Inappropriate Website	Warning	1 Day OSS	1 DayOSS	Discretion
Instigating	1 Days OSS	2 Days OSS	5 DaysOISS	Discretion
lack of effort	Warning	1 Day Lunch	3 Day Lunch	Discretion
No Student ID	5- 1 Day Lunch Det	10- 3 Days Lunch	15-5 Days Lunch	1 Day ISS
Obscene Gesture	3 Day Lunch	1 Days OSS	2 DaysOSS	Discretion
Out of Area	ISS 1 Class Period	1 Day ISS	3 DaysOSS	5 Days OSS
PDA	Warning	3 Days Lunch Det	1 Day OSS	2 Day OSS
PDA Kissing	1 Day ISS	3 Days ISS	5 Days OSS	Discretion
Profanity	3 Days Lunch Det	5 Days Lunch Det	1 Day OSS	Discretion
Profanity#	5 Day Lunch	1 Day OSS	3 Days OSS	Discretion
Profanity Teacher	2 Day OSS	3 OSS	Hearing	Hearing
Public Indecency	Discretion	Discretion	Discretion	Discretion
Reckless Conduct	Discretion	Discretion	Discretion	Discretion
Refusal to cooperate/ Defiance	1 OSS	2 OSS	5 OSS	Discretion
Rude Disrespectful	1 day OSS	2 OSS	5 OSS	Discretion
Sexual Battery	Mandatory Hearing	Mandatory Hearing	Mandatory Hearing	Mandatory Hearing
Sexual Harassment	Mandatory Hearing	Mandatory Hearing	Mandatory Hearing	Mandatory Hearing
Sexual Proposition	Mandatory Hearing	Mandatory Hearing	Mandatory Hearing	Mandatory Hearing
Sexual Relations	Mandatory Hearing	Mandatory Hearing	Mandatory Hearing	Mandatory Hearing
Sexually Explicit Materials	3 OSS	5 OSS	Hearing	Mandatory Hearing
Skipping	1 Days OSS	2 Days OSS	3 Days OSS	Hearing
Slap/Hit/Push	1 Days OSS	3 Days OSS	Discretion	Discretion
Theft (Extortion Mandatory)	Discretion	Discretion	Discretion	Discretion
Threats and Intimidation	2 Days OSS	3 Days OSS	5 Days OSS	Discretion
Tobacco/ Vape	1 Days OSS	2 Days OSS	3 Days OSS	Discretion

Verbal Altercation	2 Days OSS	3 Days OSS	4 Days OSS	Discretion
Verbal/ Visual Assault	Discretion	Discretion	Discretion	Discretion
Weapons	Mandatory Hearing	Mandatory Hearing	Mandatory Hearing	Mandatory Hearing

SECTION I/ SCHOOL SPECIFIC PARKING GUIDELINES

All students parking on campus must have a parking decal. Students with reserved parking must be parked in their designated parking space on the TCCC campus. All cars must have the owner's parking decal / permit appropriately displayed. Students must notify the proper school authority in the event a car is parked in a reserved space that does not have a permit.

- Students parking in "Reserved" parking spaces must be registered with TCCC and have an assigned space
- A student parking permit decal must be displayed on his/ her vehicle.
- Students must not sit in parked cars or congregate in the parking area – either before or after school. Any tobacco and vapor product use are prohibited in all parking lots and in parked cars.
- The driver is held responsible for his/her car being vacated and should lock his/her car to protect it from any theft during the day.
- The student parking lots are **off limits** to students during the day. Students should bring all necessary items with them into the building upon arrival. There will be no returning to the parking lot during the day unless approved by an administrator.
- Parking spaces in front of TCCC are reserved for faculty and staff members.
- Vehicles parked in any unauthorized areas will be subject to towing at the owner's
- expense.
- The fee for 2020-2021 reserved parking is **\$30.00**
- Inappropriate/unsafe driving will result in disciplinary action that could include a report to law enforcement authorities and possible **revocation** of parking privileges. There will be no parking permit refunds.
- Students who drive themselves to and from school are expected to be at school on time
- each and every day.
- Parking spaces are **non-transferable**. Spaces of students who withdraw from TCCC will be reissued to students who are on the official waiting list. **Parking space fees are non-refundable.**
- Once students have been assigned and have paid for parking, they will not be allowed to change to another space during the year.
- For safety purposes, the display of large flags on student vehicles are prohibited.

Parking Violations: \$5.00 fine for first offense or 3 day Lunch Detention; \$10.00 fine for second offense or 1 days OSS; third offense revocation of parking privileges. Students' parking spaces may also be revoked for: skipping (leaving campus without permission by driving), reckless driving in the TCCC school zone and/or parking lots, repeated failure to follow any of the parking guidelines and procedures. Students whose driving privileges have been revoked as a result of disciplinary actions will not be eligible for a parking permit refund.

SECTION I/ SCHOOL SPECIFIC

TARDY POLICY

Students not inside the classroom when the tardy bell rings are considered tardy to class. A student detained by an administrator, counselor, or teacher, must have a signed note verifying the reason for the tardy. Such tardies will not count against the student. Students are required to make up any missed work due to a tardy. Students are given a warning bell prior to the tardy bell for each class period. Students are expected to be in the area of his / her next class prior to the warning bell and moving at the sound of the warning bell to avoid being tardy. A student who must leave the classroom to get materials needed for class may be counted tardy at the discretion of the teacher.

- Students that are more than 10 minutes late arriving to school must check in with the front office clerk.
- Any student going to class having arrived at school late without reporting to the Attendance Office first will be considered skipping and will be assigned to ISS according to policy.
- Students that are more than 5 minutes late to class will receive a referral for Out-of-Area

Consequences for being unexcused tardy are as follows:

By Class:

4th Tardy = a Referral and 3 days lunch detention
5th Tardy = a Referral and 5 days lunch detention
6th Tardy = a Referral and 7 days lunch detention
7th Tardy = a Referral and 1 Day OSS (Full Day)
8th Tardy = a Referral and 2 Days OSS (Full Day)

SECTION I/ SCHOOL SPECIFIC

TEXTBOOKS

Students are reminded that they are responsible for their textbooks. The books are the property of the State of Georgia and must be accounted for by the end of the year. Students should always check their book when issued and report any damage to the teacher in order to avoid being fined for book damage upon return. Students will be charged for any books lost, stolen, or missing that they were issued by the school. Records are kept on all students who owe for lost or damaged books. All financial obligations to TCCC must be cleared in order to participate in graduation exercises.

SECTION I/ SCHOOL SPECIFIC

VISITOR POLICY

All visitors must check in at the front office to receive a visitor's pass. Students are not permitted to have visitors during the school day or during lunch. Students from other schools or school districts are not allowed to accompany or visit with students during the school day. Parents are welcome.. **Please contact the school's administrator to schedule a visit.**

SECTION I/ SCHOOL SPECIFIC

WEB SITE

The Troup County Career Center web site is located at <http://www.troup.org/24/Home>. Please take advantage of this communication opportunity for up to date information concerning TCCC and related events.

TROUP COUNTY BOARD OF EDUCATION
100 North Davis Road, Building C LaGrange, Georgia 30241
706-812-7900 * Fax 706-812-7904
www.troup.org

2021-2022 School System Calendar

August 3, 4, 5, 6	Professional Learning Day/Pre-Planning (PreK-12 Staff)
August 9	First Day of School (PreK-12: ALL STUDENTS)
September 6	Labor Day Holiday
October 8	First Quarter Ends
October 11-12	Student Holiday
October 11-12	Professional Learning Day/No Students
November 22 – 26	Thanksgiving Holidays
December 17	Second Quarter Ends/Noon Release Middle/High School
December 20 – 31	Christmas Holidays
January 3	Professional Learning Days/Student Holiday
January 4	Classes Resume
January 17	MLK Holiday
February 18	Student/Staff Holiday (or Inclement Weather Make-up Day)
February 21	Presidents' Day Holiday
March 11	Third Quarter Ends
March 11	Professional Learning Day/Student Holiday (or Inclement Weather Make-up Day)
March 28 - April 1	Spring Break
May 24 -25	Noon Release Middle/High School
May 25	Last Day of School (Pre K-12: ALL STUDENTS)
May 26 – 27	Professional Learning Day/Post Planning
May 26	Callaway High School Graduation
May 27	Troup County High School Graduation
May 28	LaGrange High School Graduation
May 30	Memorial Day Holiday

NEW STUDENTS AND STUDENTS WHO HAVE MOVED WITHIN TROUP COUNTY:

*Students who have moved within Troup County or who are NEW to the Troup County School System may report to the Troup County Board of Education, Office of Student Assignment school enrollment.

Please call the Office of Student Assignment at 706-812-7900 for more information.

Troup County Board of Education, Office of Student Assignment

100 North Davis Road, Building C, LaGrange, Georgia 30241

Monday through Friday, 8 a.m. until 5p.m.

SECTION II/ TROUP COUNTY POLICIES

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.

SECTION II/ TROUP COUNTY POLICIES

RESIDENCY POLICY

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

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

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

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

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

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

SECTION II/ TROUP COUNTY POLICIES
MISSION/ BELIEF STATEMENTS



Troup County School System

Your Future Starts Today

Vision Statement

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

Mission Statement

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

District Goals

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

Beliefs

We believe that:

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

SECTION II/ TROUP COUNTY POLICIES 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:

1. The student is ill, and attendance in school would endanger his/her health or the health of others.
2. A death in the student's immediate family.
3. Celebrating a religious holiday of the faith embraced by the student.
4. Conditions which render attendance impossible or hazardous to student's health or safety (such as severe weather).
5. Medical, dental or court appointments, but only for the portion of the day reasonable necessary to attend the appointment.
6. 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.

**SISTEMA ESCOLAR DEL CONDADO DE TROUP
PROTOCOLO DE ASISTENCIA DE SECUNDARIA Y PREPARATORIA**

Ausencias, Llegadas tarde, Salidas Tempranas

La ley de Georgia requiere que todos los alumnos en edad escolar asistan regularmente. Un estudiante que falta a la escuela no puede beneficiarse de la importante instrucción académica que él o ella necesita para tener éxito en la escuela y en última instancia, a ser un ciudadano exitoso. De conformidad con el Estatuto de Asistencia Obligatoria de Georgia, OCGA y 20-2-690, et. ss., un padre o tutor legal u otra persona que se encuentra en este estado que tiene control o cargo del niño (en lo sucesivo, "la Persona Responsable") que no envíe a su hijo a la escuela puede ser acusado de un delito menor. A discreción, del órgano jurisdiccional competente el padre o tutor puede ser sometido a una multa que no exceda de \$ 100.00 por día, o de reclusión que no excederá de treinta (30) días, o ambas cosas, si es declarado culpable de violar la ley de Asistencia Obligatoria. Cada día de ausencia será considerada como delito autónomo en relación con la pena.

El director de la escuela será responsable de la designación de personal para llevar a cabo este protocolo.

Un estudiante pudiera estar ausente de la escuela por las siguientes razones:

- ☐ El estudiante está enfermo, y la asistencia en la escuela podría poner en peligro su / su salud o la salud de otros.
- ☐ Una muerte en la familia inmediata del estudiante.
- ☐ Por la celebración de una fiesta religiosa conforme a la fe practicada por el estudiante.
- ☐ Condiciones que hacen la asistencia imposible o peligrosa para la salud o la seguridad del estudiante. (Como el mal tiempo)
- ☐ Citas médicas, dentales o de la corte, pero solo un parte que sea necesidad razonable del día para asistir a la cita.
- ☐ Una Conexión militar con padre o tutor legal que requiera dé una ausencia.

La ley requiere que los padres o tutores aseguren que sus hijos asistan a la escuela, y establece sanciones por no hacerlo. El Protocolo de Absentismo Escolar del Sistema Escolar del Condado de Troup se aplicará como se indica a continuación:

1. Al comienzo del año escolar, se les pedirá a los padres o tutores, junto con los estudiantes que tienen 10 años o más que firmen el Protocolo de Absentismo Escolar del Condado de Troup y una copia del Protocolo firmado se mantendrá en archivo en la escuela.
2. Después de tres (3) ausencias injustificadas, cinco (5) tardanzas injustificadas y / o cinco (5) injustificadas salidas temprano, la escuela notificará al padre o tutor por teléfono, carta o en persona para discutir el estatus del estudiante. La documentación de contacto se mantendrá en archivo en la escuela. (1° notificación). Se solicitara una conferencia con la persona responsable y El Aviso de Ausentismo se presentara y se firmara y se desarrollará un plan para mejorar la asistencia.
3. Después de cinco (5) ausencias injustificadas, tardanzas siete (7) o más sin justificación, y/o siete (7) o más salidas temprano sin justificación, la escuela notificara a la Persona Responsable por escrito (2° notificación) de dicha ausencia y requerirá que la Persona Responsable firmar el Aviso Absentismo Escolar si no lo a echo.

23

4. Si dos (2) intentos razonables para notificar a los padres o tutor legal de ausencias, tardanzas y / o salidas tempranas no producen respuesta, la escuela enviará el Aviso Ausentismo de los padres o tutores por correo

certificado, con acuse de recibo. En su caso, una lista de los nombres de estos estudiantes será remitida al correspondiente Consejero Escolar, Asistente Familiar, Administrador o Designado.

5. Salvo en circunstancias extraordinaria se encuentra en la discreción de la escuela sobre la ocurrencia de la primera falta injustificada, tardanzas injustificadas, o salidas temprano sin justificación, siguiendo la segunda notificación; la ley será notificada.

6. Si se cumplen los intentos anteriores con el continuo incumplimiento por parte de los padres o tutor legal de un niño entre las edades de 6-16 como se evidencia por las ausencias continuas, la escuela podrá comunicarse con la policía. En cualquier momento durante el año el progreso académico de los estudiantes se ve afectado por continuas ausencias que la escuela puede proceder con un cargo de privación ocasional a la Corte Juvenil.

7. Después de siete (7) o más ausencias, puede elegir la escuela, como una alternativa a enviar una solicitud de orden, o además presentar una denuncia por negligencia educativa o Un Niño en Necesidad de Queja de Servicios.

8. Contacto del padre o tutor, o la información de cumplimiento de la ley será proporcionada a la escuela y se archivará en esa escuela.

TROUP COUNTY 교육청
중학교 및 고등학교 출석 협약서
결석, 지각, 조퇴

조지아주법에 따라 모든 연령의 학생들은 정상적으로 수업을 들어야 합니다. 수업에 빠진 학생은 교과 지도를 제대로 받지 못하여 학업을 제때 마치지 못하고, 또한 성공적인 사회 생활에 어려움을 겪습니다. 조지아주 법령 "Georgia

Compulsory Attendance Statute, O.C.G.A. and

20-2-690"에 따르면, 자녀의 등교를 태만히 하는 부모님/법적 가디언(이하 책임자로 명명)은 경범죄로 기소될 수 있습니다. "Compulsory Attendance

Statute"를 위반하여 유죄로 인정될 경우, 관할 법원은 재량으로 책임자에게 1일 \$100.00 내의 벌금 부과 및/또는 30일 이내 구속할 수 있습니다. 매번 결석 시 따로 벌칙이 부과됩니다. 각 학교장은 교직원을 지정하여 이 협약서를 지킨다. 다음과 같은 사유가 있을 경우 학생은 결석할 수도 있다. 학생의 질병으로, 등교 시 자신 혹은 타인의 건강에 해가 될 수 있음 학생의 직계 가족 사망 학생의 종교와 관련된 휴일 학생의 건강/안전에 위협하거나 등교가 불가능한 조건(기상 악화 등) 병원, 치과 약속 혹은 법원 출두로 그 해당하는 시간만큼 부모님 혹은 법적 가디언의 군대일로 인해 결석이 불가피할 경우, 학생의 이름을 교육청 카운셀러, Family Assistant,

사회 복지사, 교부 관리자 또는 관계자에게 보고한다. 법령에 따라 부모님 또는 가디언은 자녀의 출석을 살펴야 하며, 그러지 못할 경우 불이익을 당합니다. 아래와 같이 "Troup County

교육청 무단결석 협약서"를 시행한다: 1. 학년 초, 10세 이상 아동의 책임자는 "Troup County Truancy

Protocol"에서 명하고, 서명한 서류는 학교 파일에 보관한다. 2. 무단결석 3일, 사유 없는 지각 5번 또는 조퇴 5번일 경우, 학교는 책임자에게 전화, 서면 또는 직접 만나 학생의 상태 알린다. 연락한 기록을 학교 파일에 보관한다(첫 번째 경고장). 책임자와 컨퍼런스를 갖고 "무단결석 통지문-Truancy

Notice"을 보여주고, 여기에서 명하며 개선 방안을 세운다. 3. 무단결석 5일, 사유 없는 지각 7번 또는 조퇴 7번 이상의 경우, 학교는 책임자에게 경고장(2번째)을 보내고, 무단결석 통지문에서 명할 것을 요구한다. 책임자가 서명했는지 확인한다. 4. 이와 같이 책임자에게 2번 경고했는데도 불구하고 아무런 대응이 없으면, 학교는 책임자/가디언에게 우편으로 "무단결석 통지문"을 보내고 "배달 증명서"를 받는다. 경우에 따라 학생 이름을 학교 카운셀러, Family Assistant, 교육 행정관 또는 관계자에게 알린다. 5. 학교 재량에 따른 특별한 상황이 아니고서는 두 번째 경고가 있은 후 다시 "무단결석, 지각 또는 조퇴"가 발생하면 사법 당국에 연락을 취한다. 6. 6~16세 아동의 책임자가 위를 무시하고 학생이 계속 결석하면, 학교는 사법 당국에 연락하고 영장이 발부된다. 학기 중 계속되는 무단결석으로 학업에 진척이 없으면, 학교는 소년 법원에 책임자를 교육 기회 박탈죄로 고소한다. 7. 무단결석이 7일이 넘으면 학교는 영장 발송 요구 외에 교육 방침 또는 어린이 양육 태만으로 고발한다. 8. 출결과 관련된 사법 당국의 문서를 학교에서 받아 학교 파일에 보관한다.

SECTION II/ TROUP COUNTY POLICIES

BEHAVIOR

All students at Troup County Career Center are expected to display appropriate behavior and to respect school officials, other students, and the property and rights of others. **Student behaviors that disrupt the learning environment will result in immediate removal from the classroom for a specified period of time. A parent/guardian may be required to attend a conference with the administrator, teacher, and student before being allowed to return to class.** Disciplinary actions utilized by Troup County Career Center include various teacher / administrator interventions, Out of School Suspension (OSS), and Referral to the Troup County Disciplinary Hearing process. Certain offenses are identified by the State of Georgia and the Troup County Board of Education as Mandatory Hearing Offenses (MHO). Violators of these offenses will be referred to the Troup County Disciplinary Hearing process and are subject to disciplinary actions that could result in permanent expulsion from the Troup County School System. Violators of MHO policies are also subject to criminal prosecution.

The following JCDA Student Behavior Code is also available online at www.troup.org

JCDA STUDENT BEHAVIOR CODE

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

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

1. On the school grounds during and immediately before or immediately after school hours or off school grounds while enroute to or from school.
2. On the school grounds at any other time when the school is being used by a school group or at school related functions.
3. Off the school grounds at a school activity, function, or event.
4. Enroute to and from school on a school bus or other school vehicle or while waiting off school grounds at a designated school bus stop for a school bus to transport a student to or from school or a school activity.
5. Off school grounds when the prohibited conduct is directed, because of a school-related connection, against the person, family, property, privacy or tranquility of an employee of the Troup County Board of Education.
6. Apply to conduct by a 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 characteristic, socioeconomic status; or association with any person identified in Section I (2)(b)(i)-(ix).

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

D. Jurisdiction for Cyberbullying: (1) No student shall be subjected to cyberbullying by an electronic communication that bears the imprimatur of the school regardless of whether such electronic communication

originated on or off the school's campus. (2) The school shall have jurisdiction to prohibit cyberbullying that originates on the school's campus if the electronic communication was made using the school's technological resources or the electronic communication was made on the school's campus using the student's own personal technological resources. (3) The school shall have jurisdiction to prohibit cyberbullying that originates off the school's campus if: (a) it was reasonably foreseeable that the electronic communication would reach the school's campus; or (b) there is a sufficient nexus between the electronic communication and the school which includes, but is not limited to, speech that is directed at a school-specific audience, or the speech was brought onto or accessed on the school campus, even if it was not the student in question who did so.

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

OFFENSES INVOLVING THEFT

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

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

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

2.04 Theft by Extortion (Mandatory Hearing Offense) A student commits the offense of theft by extortion when he/she unlawfully 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 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 gas, or any other object which may be used to injure or harm another.

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

OFFENSES INVOLVING DRUGS, ALCOHOL AND TOBACCO

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

a student have, possess, carry, handle or exercise control over or transmit marijuana, synthetic marijuana, or any substance represented or thought to be controlled substance, dangerous drug, or alcoholic beverage.

5.02 Sale of Drugs or Alcohol (Mandatory Hearing Offense) - A student shall not sell or attempt to sell or buy or attempt to buy any controlled substance or dangerous drug prohibited by Georgia law or substances represented or thought to be drugs or alcoholic beverages of any kind.

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

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

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

OFFENSES INVOLVING FALSE INFORMATION

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

6.02 Perjury - A student to whom a lawful oath or affirmation has been administered commits the offense of perjury when, in a student disciplinary proceeding, he/she knowingly and willfully makes a false statement material to the issue or point in question.

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

OFFENSES INVOLVING SCHOOL ORDER

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

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

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

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

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

7.06 False Report of a Fire (Mandatory Hearing Offense) - A student shall not transmit in any manner to a fire department, a false report of a fire, knowing at the time that there is no reasonable ground for believing that such fire exists.

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

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

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

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

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

OFFENSES INVOLVING DAMAGE TO PROPERTY

8.01 Damage to School Property - A student commits the offense of damage to school property when he/she destroys, damages, marks or defaces school property. School property shall include, but not be limited to text books, library books, reference materials, desks, lockers, athletic equipment, school buses and school facilities.

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

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

OFFENSES INVOLVING ATTEMPT, SOLICITATION AND CONSPIRACY

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

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

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

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

OFFENSES INVOLVING ACADEMIC ACHIEVEMENT

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

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

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

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

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

OFFENSES INVOLVING COMMUNICATION WITH OTHERS

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

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

OFFENSES INVOLVING MISCELLANEOUS MATTERS

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

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

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

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

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

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

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

12.08 Outside Conduct - A student who commits any act or exhibits conduct outside of school hours or away from school which may adversely affect the educational process or endanger the health, property, safety, morals, or well-being of other students, teachers, or employees within the school system may be disciplined hereunder.

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

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

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

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

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

13.02 Physical Violence Causing Physical Harm to School Personnel (Mandatory Hearing Offense) - No student shall commit any act of physical violence against any teacher, administrator, other school personnel employee or bus driver employed by the Troup County Board of Education. Physical violence in this offense is

defined as intentionally making physical contact which causes physical harm to another unless such physical contact or harm were in defense of himself or herself.

OFFENSES INVOLVING BUS CONDUCT

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

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

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

OFFENSES INVOLVING SEXUAL MISCONDUCT

15.01 Sexual Harassment (Mandatory Hearing Offense) - A student commits sexual harassment when he/she engages in unwelcome and/or uninvited sexual conduct that creates an uncomfortable environment for a student. Sexual harassment may include, but not limited to, unwelcome sexual advances, touching of a sexual nature, graffiti of a sexual picture, displaying or distributing of sexually explicit, drawings, pictures and written materials, sexual gestures, sexual or "dirty" jokes, pressure for sexual favors, touching oneself sexually or talking about one's sexual activity in front of others, spreading rumors about or rating other students as to sexual activity or performance, pinching, hugging, cornering, and kissing or as defined by Title X of the Education Amendment of 1972.

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

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

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

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

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

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

B. DISCIPLINARY PROTOCOL

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

A. TYPES OF CONSEQUENCES OR CORRECTIVE ACTION - As defined in Policy JDD as follows:

In-School Suspension, Short-Term Suspension, Long-Term Suspension, Expulsion, Alternative Education Program and Felony or Delinquent Suspension may be imposed on a student for any violation of the Student Behavior Code.

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

Short-Term Suspension: Short-term, out-of-school suspension as defined in O.C.G.A. §20-2-751(3) means the denial to a student of the right to attend school and take part in any school-related functions for a period not to exceed ten (10) consecutive school days. The principal and assistant principal of any school shall have the discretionary power to impose a short-term suspension.

Long-Term Suspension: Long-term as defined by O.C.G.A. §20-2-751(2) means the denial and suspension of a student of the right to attend school and take part in any school-related functions for more than ten (10) consecutive school days but not beyond the current academic term. A student may receive long-term suspension only as a result of a student disciplinary hearing before a Disciplinary Hearing Tribunal.

A student shall be subject to long-term suspension or expulsion for violation of the rules for student behavior, conduct and discipline as set forth in these policies but only after a hearing or opportunity for a hearing in accordance with the rules and procedures hereafter set forth.

Expulsion: Expulsion as defined by O.C.G.A. §20-2-751(1) means the denial to a student of the right to attend school and take part in any school-related functions beyond the current academic term, and any greater duration deemed appropriate by the Disciplinary Hearing Officer including but not limited to the remainder of the current semester, school year, an entire school year or years, or permanently. Expulsion may only be imposed by action of the Disciplinary Hearing Tribunal after the student has been afforded notice, opportunity for hearing, and other procedural rights prior to such expulsion becoming effective.

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

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

All third offenses for 1.01 Simple Assault, 1.03 Simple Battery, 1.07 Affray, and 7.01 Threats and Intimidation shall be referred for a disciplinary hearing as is required for mandatory hearing offenses. When a violation of the Student Behavior Code is a non-mandatory offense, the same procedure shall be followed as in investigations of any alleged mandatory hearing offense provided hereafter.

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

D. MANDATORY HEARING OFFENSES

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

Mandatory Hearing Offenses: The following are mandatory hearing offenses for all middle and high schools: Middle and High Schools (Grades 6-12): 1.02 Aggravated Assault; 1.04 Battery; 1.05 Aggravated Battery; 1.06 Hazing; 2.04 Theft by Extortion; 3.01 Robbery; 3.02 Armed Robbery; 4.01 Weapons, Dangerous, Instruments or Explosive Compounds; 5.01 Possession of Drugs or Alcohol; 5.02 Sale of Drugs or Alcohol; 5.03 Use of Drugs or

Alcohol; 5.05 Drug Related Objects; 7.02 Riot; 7.03 Inciting to Riot; 7.06 False Report of a Fire; 7.07 False Public Alarm; 7.09 Influencing Witnesses; 7.10 Participate in Gang Activity; 7.11 Threat of Physical Violence to School Personnel; 12.10 Public Indecency 13.01 Physical Violence of an Insulting or Provoking Nature to School Personnel; 13.02 Physical Violence Causing Physical Harm to School Personnel; 15.01 Sexual Harassment; 15.02 Sexual Battery; 15.04 Public Indecency; and 15.06 Sexual Relations.

E. DISCIPLINE PROCEDURES.

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

The school administrator shall advise the student that (1) the Mandatory Hearing Offense which the student is alleged to have committed carries the consequences of mandatory referral to a Disciplinary Hearing of the Troup County Board of Education with short term suspension pending the hearing of the charges by the Disciplinary Hearing Officer; and (2) the reporting of the alleged violation of the Student Behavior Code to the appropriate law enforcement agency in which the school is located and to the Juvenile Court of Troup County and to the Troup County District Attorney is mandatory.

Upon completion of the investigation of a Mandatory Hearing Offense and a determination that grounds exist for charging a student with an offense, the principal shall first, make a reasonable attempt to notify the student's parents followed by the Juvenile Court of Troup County and the appropriate law enforcement agency.

Imposition of Pre-Hearing Placement. For Mandatory Hearing Offenses, the principal or school administrator may impose short term suspension upon the student by removing the student from the general school population for not more than ten school days pending hearing before a Disciplinary Hearing Officer or Tribunal. Short term suspension may include placement of the student in an In-School Suspension program in addition to Out of School Suspension. Out of School Suspension should be considered and used only in situations which would place other students at risk of injury or would result in the disruption of the educational mission of the class or school in which the student is enrolled or placed pending the Disciplinary Hearing. In the event that Out of School Suspension is imposed pending the Disciplinary Hearing Tribunal, the Juvenile Court shall be notified of the Out of School Suspension.

Referral to a Disciplinary Hearing. Following the commission of a Mandatory Hearing Offense, the student shall be referred to a Disciplinary Hearing Officer or Tribunal of the Troup County Board of Education. The hearing of the disciplinary charges before a Hearing Officer or Tribunal shall be within ten (10) school days of the day on which short term suspension is imposed and removed from the general student population. Where extenuating circumstances exist, the hearing by the Disciplinary Tribunal may be held more than ten school days following notification of charges; provided however, that the student must be returned to the general school population at the end of the short term suspension.

Juvenile Court. The principal of the school in which the student is enrolled shall consult with and provide to the education protocol officer of the Troup County Juvenile Court such educational records on the student to include attendance, grades, standardized test scores, and disciplinary record as may be needed for an evaluation of the student by the Juvenile Court.

Cooperation with Law Enforcement. It shall be the further policy by the Troup County School System that all school administrators and personnel shall work together with law enforcement officials and Juvenile Court officials to provide counseling, joint supervision, school based community service, educational assistance, and anything necessary to prevent violence and provide for conflict resolutions and other interventions designed to address particular needs to a student who violates the Student Behavior Code.

E. PROTOCOL AND MANDATORY PUNISHMENTS FOR OFFENSES AGAINST SCHOOL PERSONNEL

Procedure - Any student who has alleged to have committed any act of physical violence as defined in Section 13.01 and 13.02 against a teacher, school administrator, or other school official or employee, or school bus driver shall be referred to a disciplinary hearing tribunal of the Troup County Board of Education. The student alleged to

have committed such an act of physical violence shall be suspended out of school pending a hearing by the tribunal. The tribunal will be composed of three teachers or certified education personnel appointed according to Board policy. The tribunal shall determine all issues of fact and intent and shall submit its findings and recommendations to the Troup County Board of Education for imposition of punishment if the student is found guilty of the charges. The tribunal's recommendations shall include a recommendation as to whether the student may return to the public school and if return is recommended, the recommended time for the student's return to Troup County Schools. The Troup County Board of Education may follow the recommendation of the tribunal or it may impose penalties not recommended by the tribunal regardless of whether such penalties may be harsher and not recommended.

Punishment for Violation of 13.01 - Any student found by a tribunal to have committed an act of physical violence by intentionally making physical contact of an insulting or provoking nature against a teacher, administrator, school personnel or employee, or bus driver as defined in Section 13.01 may be disciplined by expulsion, long term suspension or short term suspension as those terms are defined in the Official Code of Georgia and Troup County Board of Education Policies.

Punishment for Violation of 13.02 - A student found by a tribunal to have committed an act of physical violence by making physical contact which causes physical harm as defined in Section 13.02 against a teacher, administrator, school personnel or employee, or a bus driver shall be expelled from the Troup County Schools. The expulsion shall be for the remainder of the student's eligibility to attend public schools pursuant to O.C.G.A. 20-2-150. The Troup County Board of Education, at its discretion, may permit the student to attend an alternative school program for the period of the student's expulsion. If the student who commits an act of violence by making physical contact which causes physical harm as defined in 13.02 is in Kindergarten through Grade 8, then the Troup County Board of Education, at its discretion, and on the recommendation of the tribunal may permit such student to re-enroll in the regular public school program for Grades 9 through 12. If Troup County Board of Education does not operate an alternative education program for students in Kindergarten through Grade 6, the Troup County Board of Education, at its discretion, may permit a student in Kindergarten through Grade 6 who has committed an act of physical violence against a teacher, administrator, school personnel or employee, or bus driver as defined in 13.02 to reenroll in the public school system.

Juvenile Court Referral - Any student found by a tribunal to have committed an act of physical violence as defined in Section 13.01 or 13.02 against a teacher, administrator, school personnel or employee, or bus driver shall be referred to Juvenile Court with a request for a petition alleging delinquent behavior.

F. MANDATORY CONSEQUENCES – The following punishments shall be mandatory as required by federal or state law or policy:

Firearms - A student found to have violated section 4.01 Weapons, Dangerous Instruments or Explosive Compounds by possessing a firearm as defined by 18 USC 921 shall be expelled from the Troup County schools for a period of not less than one (1) calendar year. On a case by case basis, a Disciplinary Hearing Tribunal or the Superintendent are authorized to place a student determined to have brought a firearm to school in the Troup County alternative school program if extenuating circumstances are found to exist.

Bullying and Cyberbullying - Any student in grades 6-12 who has committed and been punished twice for the offense of bullying and cyberbullying as defined in Section 1.08 Bullying and Section 1.09 Cyberbullying who is alleged to have committed a third act of bullying or cyberbullying within a school year shall be referred to a hearing before a Disciplinary Hearing Tribunal. If the student is found guilty of a third offense by the tribunal of the offense of bullying or cyberbullying, the student shall be assigned to the Troup County alternative school program for such time as the tribunal deems appropriate; provided however, this shall not prohibit the expulsion or long term suspension of the student for the third offense. A student may also at the discretion of the school administration be referred to a disciplinary hearing tribunal for a first or second offense of bullying or cyberbullying.

Bus Conduct - If a student is found to have committed 1.01 Simple Assault; 1.02 Aggravated Assault; 1.03 Simple Battery; 1.04 Battery; 1.05 Aggravated Battery; 1.07 Affray; 1.09 Bullying on a public school bus, in addition to any punishment imposed, a meeting between the parent or guardian of the student and appropriate officials from the Troup County School District shall be held to form a school bus behavior contract for the student. Such contract shall provide for progressive age, appropriate discipline, penalties and restrictions for student misconduct on the bus. Contract provisions may include, but shall not be limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

Nothing contained in this section shall be construed so as to limit the incidences wherein a student bus behavior contract may be required.

G. ALTERNATIVE DISCIPLINE RESOLUTION

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

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

Applicable Offenses. ADR shall be used for all violations of the Student Behavior Code, whether mandatory or non-mandatory hearing offenses, for which long-term suspension, expulsion or assignment to an alternative education program are to be recommended by the Principal.

Process. Upon completion of an investigation conducted in accordance with the Disciplinary Protocol set forth above of a probable Student Behavior Code violation, the school administrator shall then notify the parent and student of the ADR process and the availability of the ADR process in lieu of a disciplinary hearing before a tribunal or hearing officer. If the parent and the student avail themselves of the ADR process, the student and parent and the school administrator shall meet to discuss the violations of the Student Disciplinary Code, to receive admissions of guilt and to discuss and impose punishment for the offenses committed.

Should the school administrator determine that neither the student nor the school will benefit from an ADR, the school administrator shall proceed with a disciplinary hearing as provided for under this Student Behavior Code and other Troup County Board of Education policies. Likewise, should a student or parent determine that they do not desire to participate in an ADR, the school administrator shall then proceed with a disciplinary hearing for the offenses committed.

Waiver of Hearing and Appeal. If a student and parent agree to a consequence from an ADR, they will be required in writing to waive a formal hearing and to agree and waive any rights of appeal of the ADR or the punishment imposed to the Troup County Board of Education or the State Board of Education. If a student or parent refuses to waive a hearing or refuses to agree to accept ADR punishment and waive all appeals, the student shall be referred forthwith to a disciplinary hearing tribunal.

Punishment Imposed. As a result of an ADR, a student may be punished for a violation of the Student Behavior Code by the imposition of short-term suspension, long-term suspension, expulsion or assignment to the Troup County Hope Academy. Permanent expulsion shall not be imposed or agreed to through an ADR, such being reserved for imposition by a disciplinary hearing only.

Impact. The discipline of a student under ADR shall be a part of the student's disciplinary records and carry the same importance and impact as if the student was disciplined by a disciplinary hearing tribunal. ADR shall be reported for a transferring student to a receiving school system as required by Georgia law.

Time of ADR. ADR shall be completed within ten (10) school days of the date on which short-term suspension is imposed and the student is removed from the general school population. Where extenuating circumstances exist, ADR may be held more than ten (10) days thereafter, provided however, that the student must be returned to the general school population at the end of the short-term suspension.

Reporting Requirements. Notwithstanding the use of ADR, the school administrator shall report all mandatory hearing offenses required by the Student Behavior Code to the appropriate law enforcement agency in which the school is located, to the Juvenile Court of Troup County and the Troup County District Attorney as required by Paragraph 2(a) of Section B. Disciplinary Protocol set forth above.

Alternative School Allocations. The Superintendent shall allocate a specified number of assignments for each school for students to be assigned to the Troup County Hope Academy. School administrators in the imposition of punishment through ADR shall not exceed the allocated slots for a particular school at The Hope Academy.

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

SECTION II/ TROUP COUNTY POLICIES

BYOD - Bring Your Own Device

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

Definition of "Technology"

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

Internet

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

Security and Damages

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

Acceptable Use Policy (AUP)

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

Teachers' Role

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

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

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

Troup County BYOD Guidelines

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

Please read carefully and initial every statement:

- The student takes full responsibility for his or her device. The school is not responsible for the security of personal technology. Personal devices cannot be left on campus before or after the school hours.
- The student accesses only files on the computer or internet sites which are relevant to the classroom curriculum at the direction of the teacher.
- The 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 mobile networks.
- 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.

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

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.

SECTION II/ TROUP COUNTY POLICIES

CHROMEBOOK AGREEMENT

TCSS CHROMEBOOK PROCEDURES

All procedures are in effect before, during, and after school hours and wherever the Chromebook is being used (on or off school property).

EXPECTATIONS OF USE

- Bring Chromebook fully charged to school each day
- Follow the teacher's procedures for how/when to use Chromebook
- Use the Chromebook according to the TCSS Acceptable Use agreement in your student handbook
- Keep equipment (i.e. Chromebook, power cord, case) secure and in good condition
- Do not use Chromebooks for illegal or offensive activities, such as bullying, harassing, inappropriate content, or plagiarism or in a manner that is disruptive to other users, or equipment
- Never leave the Chromebook unattended

CHROMEBOOK CARE

- Keep Chromebook centered on the desk
- Do not balance the Chromebook on your lap
- Do not carry the Chromebook by the screen
- Keep sound muted unless otherwise instructed
- Do not close the Chromebook on any objects
- Keep the cover on the Chromebook closed at all times when in transit
- Keep the Chromebook in a case at all times to prevent bumping and accidental damage
- Chromebooks should never be placed on the bottom of a pile or in the bottom of the locker

PERSONALIZATION

The Chromebook and all accessories are the property of the Troup County School System.

Students can:

- Personalize their desktop
- Any images used for the desktop background must be appropriate for school and in line with the Acceptable Use Policy
- Students will be able to purchase a clear case to attach to the Chromebook that may be personalized and decorated

Students are prohibited from:

- Removing device identification tags
- Placing stickers or otherwise marking the Chromebook itself including the cloth case and charger in any way (this does not include the purchased clear case)

CLEANING

- Do not use Windex or other cleaning solutions on the surface or screen
- Wipe surfaces with a clean soft cloth

DAMAGED CHROMEBOOKS

- Student brings Chromebook to Media Center and an incident report will be completed
- Chromebook is examined and a determination is made whether it is accidental or intentional damage. If the damage is deemed to be intentional or negligent on the part of the student, the student may be subject to discipline and the parent / guardian may be responsible for the cost of repair or replacement.
- If the Chromebook cannot be fixed quickly a loaner Chromebook will be provided. Student will be informed when repair is complete
- Under no circumstances are students to attempt to open or tamper with the internal components of the Chromebook
- Repeated neglect/intentional damage may result in loss of privileges

SECTION II/ TROUP COUNTY POLICIES
COMPUTER, NETWORK, INTERNET, ELECTRONIC
COMMUNICATIONS, &
SOCIAL MEDIA ACCEPTABLE USE

**COMPUTER, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS, AND SOCIAL MEDIA
ACCEPTABLE USE**

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

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

Computer Fraud and Abuse

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

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

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

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

access and review by administrators or designated system technicians to maintain system integrity and insure that users are acting responsibly. These files are subject to the Georgia Open Records Act and may be accessible to others as a matter of public records.

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

1. Accessing, sending, creating, or posting materials or communications that are damaging to another person's reputation, abusive, obscene, sexually oriented, threatening, demeaning to another person's gender or race, harassing, or illegal.
2. Violating any local, state or federal statute.
3. Vandalizing, damaging, or disabling the computer and/or related equipment of any individual or organization.
4. Using the school's computer hardware or network for illegal activity such as copying software or violation of copyright laws.
5. Making illegal copies of software on any school's computer or computer network.
6. Copying or downloading copyrighted software for one's own personal use.
7. Violating copyright or otherwise using the intellectual property of another individual or organization without permission.
8. Using the network for private financial or commercial gain.
9. Loading or using any unauthorized software programs on any school's computer or computer network. Examples include games, public domain, shareware, etc.
10. Intentionally infecting any school computer or network with a virus or program designed to damage, alter or destroy data.
11. Attempting to gain or gaining unauthorized access to network resources.
12. Invading the privacy of other individuals by gaining unauthorized access to their files or documents.
13. Using or attempting to use another person's user name (User I.D.) or password without authorization. Passwords must be kept confidential and must not be shared by anyone.
14. Posting or plagiarizing work created by another person without their consent.
15. Posting anonymous messages.
16. Using the network for commercial or private advertising.
17. Forging electronic mail messages.
18. Attempting to access, alter, delete, or copy the electronic mail of other system users without authorization.
19. Using the school's computers, network or Internet link while access privileges are suspended.
20. Using the school's computers, network or Internet link in a manner that is inconsistent with teacher's directions and generally accepted network etiquette.
21. Attempting to alter the standard configuration of a computer, a network or any of the resident software on the computer or network within the assigned user environment.
22. Using personal diskettes and personal CDs and/or digital storage devices in school equipment without authorization.
23. Posting/sharing electronic messages that undermine and violate district policies and practices or become detrimental to the health, welfare, discipline or morals of others.
24. Engaging in personal social networking activities during the professional workday.
25. Posting social media and electronic messages or establishing social network sites on behalf of the district or the schools, departments, classes, personnel contained therein, without the consent of the Superintendent or his designee.
26. Violating confidentiality laws that govern student records, health, and select personnel records and information.
27. Storing personal files, photos, data, and other content on school system equipment.

The use of Troup County School System's computers or networks in violation of system policy or rules may result in loss of computer privileges and additional disciplinary actions in keeping with existing procedures and practices regarding inappropriate behavior.

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

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

SECTION II/ TROUP COUNTY POLICIES

DRESS CODE

BELIEFS

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

GUIDELINES

Students should adhere to the following guidelines:

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

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

SECTION II/ TROUP COUNTY POLICIES

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.

SECTION II/ TROUP COUNTY POLICIES

EXPULSION

In accordance with state law, it is the policy of the Troup County Board of Education that a student who commits any act of physical violence resulting in substantial physical injury to a teacher shall be suspended or expelled from all public school programs, including alternative education programs, for at least the remainder of the school semester.

Whenever events as described in paragraph one occur, the Board shall appoint a disciplinary hearing officer, panel, or tribunal of school officials to hold a disciplinary hearing pursuant to O.C.G.A. 20-2-754 regarding the suspension or expulsion.

No school in this school district may enroll any student who has been suspended or expelled by another local board of education pursuant to the provisions stated in paragraph one. Provided, however, students may be enrolled in an alternative education program established under O.C.G.A. 20-2-769.

SECTION II/ TROUP COUNTY POLICIES

GRADING POLICY

Final grades at TCCC in all courses will be determined by the student's academic performance when a course is completed, and an End of Course Test (if required). If an EOC is required, the academic performance in the course will count 80% of the final average and the EOC will count 20% of the final average.

Students' academic progress throughout the year (progress reports and report card grades) will have four components:

Lessons (25%),
Projects (10%)
Quiz (25%)
Tests (40%).

Make Up Work:

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

High School Advanced Placement classes will have neither minimum grades nor replacement grades. All work will be scored as per the teacher's syllabus submitted to the College Board.

The grading scale is as follows:

90 -100 = A

80 - 89 = B

70 - 79 = C

Below 70 = F

SECTION II/ TROUP COUNTY POLICIES

MEDICATION

A. Administration of Medication

1. All medications other than the exceptions listed in the following paragraph, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the Troup County School System.
2. All medications must be delivered to the school's office staff by the student , parent or guardian immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student , the name of the medication, the appropriate dosage, and the times for the medication to be administered.
3. Any student possessing prescription or over-the-counter medication not in accordance with this policy will be considered in violation of the School System's drug policy (JCDA) and shall be subject to the discipline policy as set forth in the student code of conduct and/ or student/parent handbook.
4. A student for whom the school has supporting medical documentation on file may at all times carry, with parental/guardian permission, inhalers for asthma, auto-injectable epinephrine (epipens) for allergic reactions and medical needs for diabetes.
5. A student who is authorized by her parent , physician and school to self-administer auto- injectable epinephrine for allergic reaction and medical needs for diabetes may possess and use such medication as follows:
 - a. While in school;
 - b. At a school sponsored activity;
 - c. While under the supervision of school personnel; or
 - d. While in before-school or after-school care on school operated property.
6. Students authorized to self-administer such medication shall be instructed not to permit any other student to handle, possess or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct .
7. No student shall sell, give, lend or administer any medication, whether prescription or over the counter, to any other student or person. The sale or gift of any medication to another shall constitute a violation of the student code of conduct set forth in Policy JCDA.

B. Parental and Physician Permission

1. In order for the student to carry and self-administer such medications, parents/guardians must provide a written statement from a licensed physician confirming that the student is able to administer the medication to himself or herself. The parent/guardian shall also provide written permission for the school nurse or designated employee to store and administer the medication for students who are unable to self-administer regardless of reason, as well as

consult with the student's doctor regarding any questions that may arise concerning the medication. (HIPPA compliance is maintained) .

2. The parent/guardian shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

C. Auto- injectable Epinephrine

1. The term "auto- injectable epinephrine" means a disposable drug delivery device that is easily transportable and contains a premeasured single dose of epinephrine used to treat life- threatening allergic reactions.

2. A school may receive and store prescription auto- injectable epinephrine on the school premises on behalf of a student who is not able to self-administer the medication because of age or other reasons if the parent or guardian provides the following:

- a. A written statement from a physician licensed under Georgia law detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken; and
- b. A written statement by the parent or guardian providing a release for the school nurse or other designated school personnel to consult with the physician regarding any questions that may arise with regard to the medication, and releasing the school system and its employees and agents from civil liability; and
- c. The written statements specified above shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

3. Nurses or other school employees are authorized to administer an Epinephrine Auto- Injector (e.g., EpiPen), if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer an Epinephrine Auto- Injector to a student in such circumstances shall be immune from civil liability.

D. Levalbuterol Sulfate

1. The term "Levalbuterol Sulfate" is an orally inhaled medication that contains a premeasured dose delivered by a nebulizer or inhaler used to treat perceived respiratory distress.

2. A school may receive and store prescription Levalbuterol Sulfate on the school premises on behalf of a student who is not able to self-administer the medication because of age or other reasons if the parent or guardian provides the following:

- a. A written statement from a physician licensed under Georgia law detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken; and
- b. A written statement by the parent or guardian providing a release for the school nurse or other designated school personnel to consult with the physician regarding any questions that may arise with regard to the medication, and releasing the school system and its employees and agents from civil liability; and
- c. The written statements specified above shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

d. Nurses or other school employees are authorized to administer Levalbuterol Sulfate, if available, to a student who is having perceived respiratory distress, regardless of whether the student has a prescription for Levalbuterol Sulfate. Any school employee who in good faith administers or chooses not to administer Levalbuterol Sulfate to a student in such circumstances shall be immune from civil liability.

SECTION II/ TROUP COUNTY POLICIES

WEAPONS

Purpose - It is the policy of the Board of Education that a student shall not possess, use, handle, exercise control over, bring, or transmit any object that reasonably can be considered a firearm, dangerous weapon, or hazardous object as defined herein and in Georgia law on property or in a building owned or leased by a school district, at a

school function, whether on or off school property and regardless of the location, or on a bus or other transportation provided by the school district.

Definitions - For the purposes of this policy the following terms shall be defined and mean as follows and shall be collectively referred to as “weapons” for the purpose of this policy:

Firearm - “Firearm” means and includes any handgun, pistol, revolver, rifle, shotgun, or other weapon of any description, whether loaded or unloaded, from which any shot, bullet, projectile, or other missile can be expelled or discharged by action of an explosive or electrical charge.

Dangerous Weapon - “Dangerous weapon” means any weapon as defined in O.C.G.A. §16-11-121 commonly known as a “rocket launcher,” “bazooka,” or “recoilless rifle” which fires explosive or nonexplosive rockets designed to injure or kill personnel or destroy heavy armor, or similar weapon used for such purpose. The term shall also mean a weapon commonly known as a “mortar” which fires high explosive from a metallic cylinder and which is commonly used by the armed forces as an antipersonnel weapon or similar weapon used for such purpose. The term shall also mean a weapon commonly known as a “hand grenade” or other similar weapon which is designed to explode and injure personnel or similar weapon used for such purpose. The term shall further mean any machine gun, sawed-off rifle, sawed-off shotgun, or shotgun.

Hazardous Object - “Hazardous object” means any object defined by O.C.G.A. §20-2-751 to include any dirk, bowie knife, switchblade knife, ballistic knife, any other knife regardless of the length of the blade, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind. The term shall also include any stun gun or taser, air rifle, air pistol, pellet rifle, or pellet pistol.

Punishment:

Firearm or Dangerous Weapon - Any student who is determined to have possessed a firearm, or dangerous weapon as defined herein, exercised control over, or brought such upon school property or to a school sponsored event or upon any school bus shall be expelled for a period of time of not less than one (1) year from the date of the violation.

The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirements on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

Hazardous Objects - Students who possess hazardous objects as described in Paragraph 2(C) herein will be subject to discipline as specified in the Student Code of Conduct.

Second Offense – Any student who is found to be in possession of a weapon as defined herein for a second time

Reporting Requirements:

School Reporting - Any employee of the Troup County School District who has reasonable cause to believe that a student possesses a weapon as defined in this policy, to include a firearm, dangerous weapon, or hazardous object, or is involved in an assault using a weapon, must report such violations to the principal or other administrator of the school. If the principal has reasonable cause to believe that such a report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority.

Parental Notification - The student’s parents or guardian will be notified immediately of his/her child’s involvement in any activity involving firearms, dangerous weapons, or hazardous objects.

Court Referral - Any student who is found to be in possession of a firearm, dangerous weapon, or hazardous object as defined herein to a school, or a school sponsored activity, served by the Troup County School System will be referred to the Troup County criminal justice or juvenile delinquency system.

Student Information - Students will be given a copy of the Code of Conduct, which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions.

SECTION II/ TROUP COUNTY POLICIES

CYBERBULLYING

I . STATEMENT OF INTENT

The Troup County Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying/ Cyberbullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited and will not be tolerated. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system. This policy against bullying/cyberbullying includes the following concepts:

- Any student who engages in bullying/cyberbullying shall be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying/cyberbullying to the principal or designee.
- Staff will promptly investigate each complaint of bullying/cyberbullying in a thorough and confidential manner .
- Retaliatory behavior against any complainant or any participant in the complaint process is prohibited.

II . DEFINITIONS

A. Bullying/Cyberbullying is an act which occurs on or off of 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 willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional 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.

B. Visible Bodily Harm in accordance with O.C.G.A. 16-5-23.1, is defined as bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or other facial or body parts, or substantial bruises to body parts.

C. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not the electronic act originated on school property or with school equipment, if the electronic communication

1. is directed specifically at students or school personnel,
2. is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and
3. creates a reasonable fear of harm to the student's or school personnel's person or property or has a high likelihood of succeeding in that purpose.

Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Cyberbullying is defined as 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.

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

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

F. 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 whether or not such electronic act originated on school property with school equipment, if the electronic communication

a. is directed specifically at students or school personnel,

b. is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and

c. creates a reasonable fear of harm to student's or school personnel's person or property or has a high likelihood of succeeding in that purpose.

3. The school shall have jurisdiction to prohibit cyberbullying that originates off the school's campus if:

1. it was reasonably foreseeable that the electronic communication would reach the school's campus; or

2. there is a sufficient nexus between the electronic communication and the school which includes, but is not limited to, speech that is directed at school-specific audiences, or the speech was brought onto or accessed on the school campus, even if it was not the student in question who did so. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

III . INVESTIGATIONS OF BULLYING/ CYBERBULLYING

A. Any report of suspected bullying/cyberbullying shall be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying/cyberbullying may have occurred. Any report of retaliation for reporting bullying/cyberbullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

B. Upon a reasonable suspicion by a school administrator that a student may have committed an act of bullying/cyberbullying, or is a victim of bullying/cyberbullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student. The school administration shall promptly proceed with the implementation of disciplinary measures and procedures as provided for in Policy JCDA – Student Behavior Code.

C. School officials may search and seize a student's personal electronic device, including but not limited to cell phones and computers if:

1. the student is possessing or using the electronic device at school in violation of rules; or

2. the school official

i. has reasonable grounds for suspecting the search will turn up evidence that the student has violated or is violating either the law or the school rules; and

ii. the search is limited in scope by being reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

3. Reasonable grounds, as set forth in section 1(ii) (1) may be established by anonymous reports.

D. Any evidence of bullying/cyberbullying discovered during an investigation should be maintained as appropriate for evidentiary purposes for use in tribunal and disciplinary proceedings. Such actions may include, but are not limited to, saving the victim's cell phone, text, or email messages; and printing or copying posts or other electronic communications available on websites before removing them.

E. If, during the course of a bullying/cyberbullying investigation, images of nude minors are discovered, those images should not be distributed or shown to any other school officials except the principal or those required to take action thereon. The school official who discovered the image should promptly notify the principal or his designee who shall contact law enforcement.

IV. REMEDIES AND PUNISHMENT FOR BULLYING

A. An individual student whose behavior is found to be in violation of this policy against bullying/cyberbullying and the Student Behavior Code will be subject to discipline. In determining the disciplinary action, the nature of the offense, the age of the student, and how many times the student has been in violation of this policy will be taken into consideration. Acts of bullying/cyberbullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Student Behavior Code. Such consequences may include and without limitation, the following:

1. Loss of a privilege
 2. Reassignment of seats in the classroom, cafeteria, or school bus
 3. Reassignment of classes
 4. Detention
 5. In-school suspension
 6. Out -of-school suspension (through appropriate due process hearing)
 7. Expulsion (through appropriate due process hearing)
 8. Assignment to the Alternative School (through appropriate due process hearing)
 - i. Upon a finding by the disciplinary hearing tribunal that a student in grades 6-12 has committed the offense of bullying/cyberbullying for a second time in a school year, the student shall be assigned to an alternative school or expelled.
- B. No student shall retaliate or make false accusations against a target or witness of bullying/cyberbullying.

V. REPORTING OF BULLYING/ CYBERBULLYING

- A. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, has reliable information that would lead a reasonable person to suspect that someone is a target of bullying/cyberbullying is to immediately report it to the school principal.
- B. Students, guardian, or other person who has control or charge of a student, either anonymously (see 3C below) or in person's name, are at the person's option, to promptly report information on bullying/cyberbullying activity to a teacher, counselor, or school administrator.
- C. Anonymous and confidential reports of bullying/cyberbullying incidents are allowed, but they will not provide the sole basis for a search of a student's personal property or for disciplinary action. Anonymous reports can be made by calling the Georgia Department of Education's 1-877 SAY-STOP (1-877-729-7867) School Safety Hot line.
- D. Students and parents will be notified of the prohibition against bullying/cyberbullying and the penalties for violating the prohibition by posting information at each school, on school and district websites, and by including such information in the student/parent handbooks.
- E. School officials may in their discretion report incidents of bullying/cyberbullying to law enforcement depending on the criminal nature of the offense, or the gravity and repetition of the offense.
- F. Parental notifications hereunder may be made in writing by U.S. Mail, by email, by telephone, or in person as deemed appropriate in the discretion of the school administrator.

SECTION II/ TROUP COUNTY POLICIES

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.

SECTION II/ TROUP COUNTY POLICIES

GRADUATION / PROMOTION REQUIREMENTS

PROMOTION/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.

GRADUATION REQUIREMENTS

SYSTEM REQUIREMENTS FOR GRADES 9- 12

ATTENDANCE FOR COURSE CREDIT IN GRADES 9-12:

When a student has had five (5) unexcused absences from first period, the school will notify the parents and juvenile authorities. When a student in grades 9-12 has more than seven (7) absences in a specific class in a semester course, whether excused or unexcused, the student is in danger of losing credit for the specified class unless approved by the waiver committee. It is the responsibility of the student and parent to apply for a waiver at the end of the semester should a waiver be required. A parent or student must submit a request in writing to the principal within ten (10) school days following the last day of the semester. Students with serious medical illnesses/conditions may be eligible for homebound services.

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

A student who loses credit in a specified class due to having more than seven (7) absences in a semester may request a review of the loss of credit. The review will be conducted by a credit waiver review committee composed of the principal or designee, counselor and a teacher. For a student consideration to regain lost credit, the student must provide an explanation of absences leading to the loss of credit and all course requirements must have been satisfied resulting in a passing grade. A parent or student must submit a request in writing to the principal within ten (10) school days following the last day of the semester. For any student with more than seven (7) unexcused absences, a waiver will not be granted.

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

Attendance Recovery Program

Students who will lose course credit due to absences may participate in the school's Attendance Recovery Program. The Attendance Recovery Program will be held on twelve designated Saturdays throughout the school year from 8 AM until 12:00 PM. Each day a student participates in this program will replace one school absence. Students will be able to recover a maximum of twelve days of attendance.

Grades Nine, Ten, Eleven, and Twelve:

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

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

Sophomore: 5 - 10.5 credits

Junior: 11 - 15.5 credits

Senior: 16+ credits

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

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

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

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

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

PARTICIPATION IN GRADUATION CEREMONY: To be eligible for graduation with a secondary school credential as defined in the State Board of Education (SBOE) Rule 160-4-2-48, High School Graduation Requirements for Students Enrolling in the Ninth Grade for the First Time in the 2008-09 School Year and Subsequent Years, students must successfully complete selected courses specified in the SBOE rule and satisfy additional requirements specified in policy IHF(6).

To be eligible for participation in graduation ceremonies, students must complete all requirements for a diploma and pass all State required tests. Students who have completed all requirements for graduation with the exception of the

State required tests are eligible to receive a certificate of attendance. In order to participate in the graduation ceremony these students must have participated in 80% of the remediation opportunities provided by the student's school and district. Eligibility for participation in graduation ceremonies will be determined by the principal or the principal's designee.

SENIOR DISCIPLINE & SENIOR FINES

Disciplinary actions may impact a senior's ability to graduate with his/her class. Any senior who ends the school year at HOPE Academy and was referred to law enforcement for the offense leading to their placement at HOPE Academy, will not participate in the graduation ceremony. During the final weeks of the school year, seniors who are referred to the office may lose the privilege of marching with his/her class and/or may be required to complete community service prior to receiving his/her diploma. Seniors are required to participate in graduation rehearsal as a condition of participating in the graduation ceremony. All fines must be cleared prior to graduation rehearsal. If fines are not cleared students may lose the privilege of participating in the graduation ceremony.

SECTION II/ TROUP COUNTY POLICIES HONOR GRADUATES

See Valedictorian / Salutatorian.

SECTION II/ TROUP COUNTY POLICIES HONOR ROLL

A simple grade point average will be used to determine eligibility for the honor roll. All final semester letter grades will be converted to honor points and the average will determine eligibility for honor roll. (A=4, B=3, C=2, and F=0) Honor roll will be posted by the following categories: 4.00, 3.5-3.99, and 3.00-3.49. Students who have a grade less than 70 (F) in any course will not be eligible for honor roll that semester.

SECTION II/ TROUP COUNTY POLICIES MAKE UP WORK

It is the student's responsibility to make up work missed due to an absence, a field trip or other causes. All work is expected to be made up for all absences. Students are expected to make arrangements with their teacher within (5) days to make up missed work following their return to school. If a student schedules a make-up assignment before or after school and fails to keep the appointment or fails to notify the teacher that he/she could not attend the make-up session, he/she is subject to forfeiting his right to work. If a student is absent on the day of an announced exam or assignment, the student will be expected to take the exam or turn in the assignment the day of returning.

MAKE UP WORK / OUT OF SCHOOL SUSPENSION

Students are REQUIRED to make up work missed due to being suspended out of school. Arrangements for turning in such work must be made with each teacher within 5 days of returning to school.

SECTION II/ TROUP COUNTY POLICIES HARASSMENT (Code: JCAC)

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

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a

hostile environment for a student or employee. There may be other speech or conduct which employees or students experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

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

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

SECTION II/ TROUP COUNTY POLICIES

MENTORING/TUTORING

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

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

SECTION II/ TROUP COUNTY POLICIES

STAR STUDENT

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

SECTION II/ TROUP COUNTY POLICIES

STUDENT RECORDS

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

A. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Confidentiality of student records shall be preserved while access is provided to parents, eligible students (those over eighteen years of age or enrolled in post-secondary educational institutions), school officials with legitimate educational interests, and those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state supported education programs or for the enforcement or compliance with federal legal

requirements related to those programs. Records will be sent to a school where the student seeks or intends to enroll or has already enrolled upon request of the school.

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

B. DIRECTORY INFORMATION

The Board of Education designates the following information as "directory information." Unless a parent or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated directory information on the individual student, such information will not be considered confidential and may be disclosed upon request.

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

Directory information is defined as follows:

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

Excluded Student Information

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

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

C. Procedures for Obtaining Access to Student Records

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

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

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

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

D. PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Definition of Terms Used in PPRA:

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

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

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

Requirements:

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

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

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

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

Parents shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent the opportunity to opt the student out of any

non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

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

SECTION II/ TROUP COUNTY POLICIES

STUDENT SUSPENSION

Students properly enrolled in the Troup County School District in accordance with Board Policy are entitled to attend classes in the schools to which they have been assigned. However, the right of students to attend schools in the Troup County School District may be suspended or removed from attendance as follows:

In-School Suspension Program

It is preferable to reassign disruptive students to individually oriented in-school suspension programs, commonly referred to “ISS”, rather than suspend or expel such students from school.

Disruptive behavior is behavior which is in violation of school rules or interferes with the student's learning or the educational process of others and requires attention and assistance beyond that which the traditional program can provide or behavior that results in frequent conflicts of a disruptive nature while the student is under the jurisdiction of the school, either in or out of the classroom.

The purposes of the in-school suspension program are to: (a) isolate the disruptive students during the school day from the regular classrooms and activities of the school; (b) continue the student’s progress with classroom assignments; and (c) provide additional support for students as deemed appropriate by the ISS instructor unless otherwise identified and is not limited to academics, behavioral and/or social skills development.

Therefore, at the discretion of the principal or his/her designee, middle and high school students who are disruptive may be assigned to the school's in-school suspension classroom in lieu of out-of-school suspension. Notice to parent/guardian of the reason(s) for the in-school suspension assignment and length of assignment shall be given.

Students assigned to a school's in-school suspension classroom shall be counted present in regular classes and shall be required to work on classroom assignments at the direction of in-school suspension personnel. Students assigned to in-school suspension may also be excluded from participation in school-related activities and events.

Short-Term Suspension

Short-term, out-of-school suspension as defined in O.C.G.A. §20-2-751(3) and commonly referred to as “OSS” means the denial to a student of the right to attend school and take part in any school-related functions for a period not to exceed ten (10) consecutive school days. The principal and assistant principal of any school shall have the discretionary power to impose a short-term suspension.

In imposing short term student suspensions, the principal or other designated personnel shall adhere to the following:

Where the principal or his/her designee did not witness the misconduct or other violation, he shall make an investigation and gather the facts, making written notes thereof where practicable.

Upon completing his investigation, he/she shall call the student before him/her and advise the student that he/she proposes to suspend the student for a specified number of days, not to exceed ten (10) consecutive school days, and advise him/her of the charges, unless the student is unwilling to discuss the matter with the principal. If this is the case, the principal has fulfilled the due process requirements.

If the student denies the charges, the principal or his/her designee shall explain to the student the evidence known to the school authorities, and permit the student a reasonable opportunity to state his/her version of the facts, but the principal need not call witnesses whether to sustain or oppose the charges, although he may do so if in his/her discretion he/she so desires. Where possible, the administrator or his/her designee shall call the parents/guardians of the student and ask that they come to the school and escort him/her away.

Within 24 hours after suspension, the parent(s)/legal guardian(s) shall be notified in writing of the suspension and stating briefly the charges upon which the suspension was based.

A principal or his/her designee may suspend a student without affording him/her the notice and hearing provided, there is reasonable suspicion that the student is intoxicated or where his/her presence otherwise poses a continuing danger to himself/herself or others or an ongoing threat of disrupting the academic process. In such cases, however, the required hearing by (2) shall be provided as soon as practicable, usually not later than the next school day.

If the Principal or his/her designee deems the offense is a Mandatory Hearing Offense, is of such gravity as to require suspension for more than ten (10) days or expulsion, he shall cause a written notice of the charges to be prepared, in the manner prescribed by rules for long term suspension and expulsion. Where the hearing is not held before expiration of the short term suspension imposed by the principal, the student shall be reinstated after expiration of the short-term suspension pending hearing and determination.

Long-Term Suspension

Long-term as defined by O.C.G.A. §20-2-751(2), out-of-school suspension means the denial to a student of the right to attend school and take part in any school-related functions for more than ten (10) consecutive school days but not beyond the current academic term. A student may receive long-term suspension only as a result of a student disciplinary hearing before a Disciplinary Hearing Tribunal. Student disciplinary hearings shall be initiated in accordance with Troup County Board of Education policy.

A student shall be subject to long term suspension or expulsion for violation of the rules for student behavior, conduct and discipline as set forth in these policies but only after a hearing or opportunity for a hearing in accordance with the rules and procedures hereafter set forth.

The decision to impose long-term suspension or expulsion shall be made only after the student involved has been given written notice of and the opportunity for a hearing before a Disciplinary Hearing Tribunal and then only after the procedural rights consistent with federal and state due process requirements have been afforded. Any such long term suspension or expulsion may be imposed by a Disciplinary Hearing Tribunal, notwithstanding the fact that short term suspension has been previously imposed by the principal or his/her designee for a violation.

Expulsion

Expulsion as defined by O.C.G.A. §20-2-751(1) means the denial to a student of the right to attend school and take part in any school-related functions beyond the current academic term, and any greater duration deemed appropriate by the Disciplinary Hearing Officer including but not limited to the remainder of the current school year, an entire school year or years, or permanently.

Expulsion may only be imposed by action of the Disciplinary Hearing Tribunal after the student has been afforded notice, opportunity for hearing, and other procedural rights prior to such expulsion becoming effective. If there is an appeal to the Troup County Board of Education, the superintendent may in his/her discretion temporarily withhold implementation of the expulsion and return the student to school during the appeal process.

Students who are subject to out-of-school suspension or expulsion are barred from all Troup County School District campuses and related extra-curricular activities during the length of their suspension or expulsion.

Alternative Education Program

Students may be allowed to attend the School District's Alternative Education Program during any period of long-term suspension or expulsion from school. A student may be assigned to the Alternate Education Program only by a Disciplinary Tribunal for violation of the Student Behavior Code.

Additional Suspension or Expulsion

The School District is authorized to suspend or expel a student who has been convicted or adjudicated delinquent for an act identified in O.C.G.A. § 15-11-28(b)(2)(A), or who engages in off-campus behavior which could result in the student being charged with a felony and which makes the student's continued presence reasonably likely to disrupt the educational process or present a danger to others.

A student who has been formally charged with violation of a criminal law or laws may be suspended from school when it is necessary to protect other students or avoid substantial disruption to school operations.

SECTION II/ TROUP COUNTY POLICIES

TRANSPORTATION

The Troup County Board of Education shall provide bus transportation for Troup County students who live more than 1.5 miles from their assigned Troup County school. Students residing along the bus routes living closer than 1.5 miles to school shall be permitted to ride the buses at county expense so long as such buses are not unduly overloaded. One-half mile shall be considered a reasonable walking distance for children to get to an established bus route.

The Superintendent/designee shall set bus schedules, routes, stops and other matters dealing with the transportation of Troup County students. In conjunction therewith, all students will be picked up at the designated bus stop nearest to their homes. All students will be delivered to the designated bus stop nearest to their homes. Students may upon the written request of their parents or guardian be picked up from or delivered to an alternate designated bus stop other than the designated bus stop nearest their homes. The alternate designated bus stop must be on the regular bus route serving the school to which the student is assigned.

Designated bus stops shall be assigned based upon state transportation policies and written policies of the Troup County Board of Education. Designated bus stops may include a student's home, a place for supervised child care (such as a relative's or baby sitter's home), or a daycare center.

Student assignment to schools is governed by Policy JBCCA and shall not be affected by this transportation policy.

The Director of Transportation under the authority of the Superintendent or designee shall direct and supervise the student transportation system for the district.

The student transportation system shall be operated in accordance with the federal mandates, state laws, and local policies governing such transportation.

BUS CONDUCT

Bus drivers under the supervision of the principal and/or the director of transportation shall be responsible for the conduct and safety of children on the bus. Students whose conduct is not acceptable should be corrected by the driver in an appropriate manner. Drivers may leave a child either at home or at school in cases of extreme misconduct. However, no child may be put off the bus for misconduct between school and the point at which the child normally boards the bus.

The authority for controlling bus behavior rests with the driver. However, drivers are instructed to consult with the principal for serious cases. Pupils may be suspended from the bus for continued misbehavior. The driver may seat the children in any arrangement.

While riding a school bus:

Students shall not engage in acts of physical violence, bullying, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;

Students shall not use any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; and

Students shall not use mirrors, lasers, flash camera, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

If a student is found to have engaged in physical acts of violence, the student shall be subject to the severe penalties. A meeting of the parent or guardian of the student and appropriate school district officials must be held to form a student bus behavior contract whenever:

A student is found to have engaged in bullying; or

A student is found to have engaged in physical assault or battery or another person on the school bus.

The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

These provisions regarding use of a bus behavior contract are not to be construed to limit the instances when other code of conduct violations may require use of a student bus behavior contract.

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Any emergency request to ride a bus or a different bus must be requested in writing by the parent/guardian and approved by an administrator. Students will be allowed off the bus only at school, home, and locations requested in writing by parents. Students who leave campus after arriving by bus will be considered leaving campus without permission and will be subject to disciplinary action.

Transportation by Parent/Car Riders

Drop-Off/Pick-up

Car riders are to be picked up and dropped off at the front of the building only. Morning drop off will utilize a single line of traffic. Drivers are to pull down as far as possible alongside the breezeway before stopping. No student is to be dropped off at any other point or location. Drivers and students are to follow the directives of school personnel directing traffic. Drivers should use extreme caution and drive slowly.

Students engaged in drop-off or pick-up in any location or manner other than that described above will be subject to disciplinary action. Drivers will be reported to the police.

Transportation by Student/Student Drivers

Students who drive are to use the front entrance of the school.(See also: Transportation - Car Riders) (See also: Parking)

SECTION II/ TROUP COUNTY POLICIES

VALEDICTORIAN

SELECTION FOR VALEDICTORIAN, SALUTATORIAN,

Distinguished Honor Graduates and Honor Graduates

For the graduating class of 2017 to 2022

RESIDENCY REQUIREMENTS

For the graduating class of 2017 and beyond, the Valedictorian and Salutatorian graduates are the honor graduates of the senior class and represent the best performance in the local high schools; therefore, attendance in classes at the local high school for a minimum of four (4) semesters is a requirement. Selection of Valedictorian, Salutatorian and honor graduates will be based on the criteria described below.

CRITERIA FOR SELECTION OF HONOR GRADUATES OF EACH HIGH SCHOOL:

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

In order to attain the title of Distinguished Honor Graduate, the student must first receive an A in the categories using any combination of half or whole credits. For the graduating class of 2019 and beyond, the combination must be earned in an increasingly rigorous course of study.

Four (4) units of mathematics

Four (4) units of English

Four (4) units of science

Three and one half (3 ½) units of social studies

Two (2) units of foreign language

Three (3) units of fine arts; health and/or physical education; career, technical, agricultural education; or an additional foreign language unit(s).

Additionally, Distinguished Honor Graduates must take a minimum of four (4) Advanced Placement and/or PSO courses in academic classes (English, Math, Science, Social Studies, and Foreign Language) while enrolled in high school.

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

CRITERIA FOR SELECTION OF THE VALEDICTORIAN

The Valedictorian must be a Distinguished Honor Graduate. Regardless of the calculated class rank, the Valedictorian will be awarded the highest class rank in the graduating class. In the event where a school has no Distinguished Honor Graduate(s), the Valedictorian will be the student with the highest class rank, and by default will be a Distinguished Honor Graduate. Should there be more than one Distinguished Honor Graduate, the student with the highest class rank of all Distinguished Honor Graduates will be the Valedictorian. In the event of a tie for Valedictorian, the honoree will be the student with the highest combined SAT using all three sections in one sitting. In the event there is still a tie: the student with the highest scale score on the American Literature test of the Georgia State Assessment will be Valedictorian.

CRITERIA FOR SELECTION OF THE SALUTATORIAN

The Salutatorian must be a Distinguished Honor Graduate. Regardless of the calculated class rank, the Salutatorian will be awarded the second highest class rank in the graduating class. In the event where a school has no Distinguished Honor Graduate(s), the Salutatorian will be the student with the second highest class rank, and by default will be a Distinguished Honor Graduate. In the event of a tie for Salutatorian, the honoree will be the student

with the highest combined SAT using all three sections in one sitting. In the event there is still a tie: the student with the highest scale score on the American Literature test of the Georgia State Assessment will be the Salutatorian.

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

Written explanations of the selection process will be provided to all high school students in the student handbook each fall. Each high school principal will provide the Director of Secondary Education information and documentation regarding the candidates for Valedictorian, Salutatorian, and Distinguished Honor Graduates for review prior to the April Board of Education meeting. Valedictorian, Salutatorian, and Distinguished Honor Graduates will be announced at the April Board of Education meeting.

SECTION II/ TROUP COUNTY POLICIES

VALEDICTORIAN

SELECTION FOR VALEDICTORIAN, SALUTATORIAN,

Distinguished Honor Graduates and Honor Graduates

For the graduating class of 2023 and beyond.

For the graduating class of 2023 and beyond, the Valedictorian, Salutatorian, and Distinguished Honor Graduates are those who have demonstrated the highest level of performance in all academic content areas in the most rigorous courses of study. These honors represent the best performance of the local high school graduating class; therefore, students must be enrolled in the Troup County School System for a minimum of four (4) semesters to be considered for Valedictorian and Salutatorian. Students receiving Honor Graduate status represent those who have maintained a high simple grade point average in their desired course of study. Selection of Valedictorian, Salutatorian, Distinguished Honor Graduates, and Honor Graduates will be based on the criteria described below.

CLASS RANK DETERMINATION:

Class rank will be used for college/scholarship applications and to determine the system's Valedictorian and Salutatorian. Transcript grades and grades that are posted to the report card at the end of the first semester of the senior year will be used to calculate class rank. Class rank of students will be established using a four point scale where four (4) points are given for an A, three (3) points for a B, and two (2) points for a C for all classes, each receiving equal weighting with the exception of Advanced Placement, dual enrollment, and identified honors courses in academic classes (English, Math, Science, Social Studies, and Foreign Language). Advanced Placement courses in academic classes will carry honor weights of six (6) points for an A, five (5) points for a B, and four (4) points for a C. Dual enrollment and/or designated honors classes will carry honor weights of five (5) points for an A, four (4) points for a B, and three (3) points for a C.

CRITERIA FOR SELECTION OF HONOR GRADUATES OF EACH HIGH SCHOOL:

Honor Graduates and Distinguished Honor Graduates will be determined using a simple GPA calculation at the conclusion of the first semester of the senior year. Students earning a simple GPA of 3.75 or above (without rounding) will receive the Honor Graduate distinction. Only students having attained the status of Honor Graduate will be considered for Distinguished Honor status.

In order to attain the title of Distinguished Honor Graduate, the student must first receive an A in the categories using any combination of half or whole credits. The combination must be earned in an increasingly rigorous course of study.

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

Additionally, Distinguished Honor Graduates must take a minimum of four (4) Advanced Placement and/or dual enrollment courses in academic classes (English, Math, Science, Social Studies, and Foreign Language) while enrolled in high school, and earn a score of 3 or above on at least (1) AP test before the beginning of their senior year.

CRITERIA FOR SELECTION OF THE VALEDICTORIAN:

- The Valedictorian must be a Distinguished Honor Graduate.
- The Distinguished Honor Graduate who has taken one or more AP class(es) in each of the four academic areas (ELA, math, science, social studies), taken at least one AP exam in each academic area, and who has the highest weighted GPA will be the Valedictorian.
- The Valedictorian will be awarded the highest class rank in the graduating class.
- In the event where a school has no Distinguished Honor Graduate(s), the Valedictorian will be the student with the highest weighted GPA, and by default will be a Distinguished Honor Graduate.
- In the event of a tie for Valedictorian, the honoree will be the student with the highest simple GPA on a 100 point scale calculated to four decimal places.
- In the event there is still a tie: the student with the highest number of Advanced Placement test scores earning a 3 or higher will be Valedictorian.

CRITERIA FOR SELECTION OF THE SALUTATORIAN:

- The Salutatorian must be a Distinguished Honor Graduate.
- The Distinguished Honor Graduate who has taken one or more AP class(es) in each of the four academic areas (ELA, math, science, social studies), taken at least one AP exam in each academic area, and who has the second highest weighted GPA will be the Salutatorian.
- The Salutatorian will be awarded the highest class rank in the graduating class.
- In the event where a school has no Distinguished Honor Graduate(s), the Salutatorian will be the student with the second highest weighted GPA, and by default will be a Distinguished Honor Graduate.
- In the event of a tie for Salutatorian, the honoree will be the student with the second highest simple GPA on a 100 point scale calculated to four decimal places.
- In the event there is still a tie: the student with the highest number of Advanced Placement test scores earning a 3 or higher will be Salutatorian.

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

- Written explanations of the selection process will be provided to all high school students in the student handbook each fall.
- Each high school principal will provide the Director of Secondary Education information and documentation regarding the candidates for Valedictorian, Salutatorian, and Distinguished Honor Graduates for review prior to the April Board of Education meeting. Valedictorian, Salutatorian, and Distinguished Honor Graduates will be announced at the April Board of Education meeting.

SECTION II/ TROUP COUNTY POLICIES
VISITORS TO SCHOOL

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

Student Auditing Classes

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

Classroom Observations

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

SECTION II/ TROUP COUNTY POLICIES WITHDRAWAL FROM SCHOOL

General Guidelines

A parent or guardian should notify the principal's office at least two days before a student is expected to be withdrawn from school.

A transcript of the student's records will be mailed to the school upon receipt of a signed request of the parent or guardian.

All books and materials belonging to the school should be returned or the school reimbursed for the cost of the items.

No-Shows

A student who is not in attendance on the first day of school but was expected based on prior year enrollment, shall be withdrawn as a no-show student and shall not be included in any enrollment or attendance counts.

Parents/Guardians must report to the Office of Student Assignment for a new school assignment.

Voluntary Withdrawal In Accordance with Procedures

When a parent, guardian or other person withdraws a student according to established withdrawal procedures, the student's withdrawal date shall be recorded as the last day of student attendance. If a student is under suspension on the date of the withdrawal, the new school of enrollment, if known, shall be notified of the terms of the suspension. If a sixteen or seventeen year old student who has not completed all requirements for a high school diploma wishes to withdraw from school, the student must have the written permission of his or her parent or legal guardian prior to withdrawing. The principal or designee will make a reasonable attempt to hold a conference with the student and parent or guardian to share the educational options available, pursuant to O.C.G.A. 20-2-690.1(e).

Involuntary Withdrawal When Withdrawal Procedures Are Not Followed

When a parent, guardian or other person does not withdraw a student from school according to established procedures and the school has proof of enrollment in a different school, school system, private school or home study program, the date of withdrawal for a student shall be the last school day of student attendance. If a student is under suspension on the date of withdrawal, the new school of enrollment shall be notified of the terms of the suspension. With no proof of enrollment in another school, school system, private school, or home study program, a student shall be withdrawn from a school after 10 consecutive unexcused absences or when the school system obtains documentation that the student no longer resides in the school's attendance zone. The student withdrawal date shall be the last day of attendance or the day the school obtains documentation validating the student no longer resides in the school's attendance zone, unless the student is allowed to continue to attend in accordance with board policy or an exception granted previously on the basis of O.C.G.A. 20-2-293 or 20-2-294. The superintendent or designee shall use his or her best efforts to notify the parent, guardian, or other person if the school system plans to withdraw the student.

A student shall not be withdrawn due to excused absences defined in Board Rule 160-5-11-.10 (JB-Student Attendance) and O.C.G.A. 20-2-690.1(a)

A student shall not be withdrawn while participating in a Hospital/Homebound Instruction Program in accordance with the requirements of the program.

The principal or designee shall record the reason for withdrawal in the Student Information System (SIS) as defined in the Department of Education's student record collection or the Georgia Statewide Student Information System (GSSIS.)

SECTION III/ STATE-FEDERAL

**ADA
AMERICAN DISABILITIES ACT**

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

**SECTION III/ STATE-FEDERAL
FERPA
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT MODEL NOTICE FOR DIRECTORY
INFORMATION**

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:

65

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

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

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.

SECTION III/ STATE-FEDERAL GIFTED EDUCATION SERVICES

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.

SECTION III/ STATE-FEDERAL INDIVIDUALS WITH DISABILITIES ACT IDEA

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.

SECTION III/ STATE-FEDERAL PARENTAL RIGHTS PARENTS' RIGHT TO REVIEW TEACHER QUALIFICATIONS

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

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

If you wish to request information concerning your child's teacher's qualifications, please contact Mr. Jeff Little at (706) 668-6820

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.

SECTION III/ STATE-FEDERAL

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.

**SECTION III/ STATE-FEDERAL
STATE REQUIRED CERTIFICATES**

IMMUNIZATION CERTIFICATE REQUIRED FOR ADMISSION

Any student seeking admission to Troup County Schools shall be immunized against diphtheria, whooping cough, tetanus, polio, measles, and rubella as required by Georgia Law. (Section 202771 of the code of Georgia, as amended). As specified by law, exemptions are provided in relation to certain physical disabilities which preclude vaccination and requirements shall not apply if immunization conflicts with religious beliefs of the parent or guardian of the student.

**ALCOHOL AND DRUG AWARENESS PROGRAM (ADAP) CERTIFICATE FOR
DRIVING LICENSE**

Students applying for a driver's license must also secure their Alcohol and Drug Awareness Program (ADAP) certification. ADAP certificates can be picked up from the attendance clerk in the front office of the student's base school. The ADAP program is included in the system Health / Physical Education curriculum.

ATTENDANCE CERTIFICATE FOR DRIVING LICENSE -

Certificates of Attendance must be issued to 15 - 17 year old students wishing to apply for a driver's license or learner's permit. Students sign up for Certificates of Attendance on Mondays, Wednesdays, and Fridays in the cafeteria during lunch and they are available for pick up at the end of the day. Students must be in good standing regarding their attendance in order to receive this certificate.

SECTION III/ STATE-FEDERAL

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.

SECTION III/ STATE-FEDERAL

TITLE IX

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: Chip Medders Assistant Superintendent, Troup County School System, 100 North Davis Road, Bldg. C, LaGrange, GA 30241. **Mr. Medders** 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.

SECTION III/ STATE-FEDERAL

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.

SECTION III/ STATE-FEDERAL

TITLE II, PART A TEACHER/PARAPROFESSIONAL QUALITY

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

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

If you wish to request information concerning your child's teacher's qualifications, please contact Mr. Jeff Little at (706) 668-6820.

SECTION III/ STATE-FEDERAL

WRITTEN COMPLAINTS

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
 - 69
 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.

SECTION III/ STATE-FEDERAL

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

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

Jonathan Laney
 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 Medders
 Assistant Superintendent, Maintenance and Operations
 100 North Davis Road, Building C
 LaGrange, GA 30241
 706-812-7900

SECTION IV/ STUDENT SPECIFIC
STUDENT ACCESS MEMO

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

The exception to this procedure is as follows: Any representative from the Troup County Sheriff's Department, LaGrange Police Department, Hogansville Police Department, West Point Police Department, Department of Family & Children Services, Troup County District Attorney's Office, Court Appointed Special Advocate (CASA) or Attorney Guardian Ad Litem is to receive immediate access to requested students for an on-campus interview, provided that they present you with a copy of this memo. When presented with a copy of this memo, accept it, fill in the information requested below and file for your records.

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

RCP:ajf

cc: Peter J. Skandalakis

Date: _____ Student: _____

School: _____ Signature of School Official: _____

Signature of Investigator: _____

Agency: _____

SECTION IV/ STUDENT SPECIFIC

STUDENT CHECK OUT PROTOCOL

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

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

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

This law poses challenges for each school that wishes to work cooperatively with each family as they seek to sign-out children during the day. Many schools have a list of who may sign their child out of school which has been signed by the custodial parent. This list will become increasingly more important in the future.

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

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

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

Troup County Career Center
2021 - 2022 Student / Parent
HANDBOOK ACKNOWLEDGEMENT

The Parent Acknowledgement/Consent Form verifies that you have received the 2019-2020 Student Handbook with the required documents, notices, administrative regulations and protocols.

Your signature below indicates that you agree to the specified regulations and protocols including all Title II components and Complaint Procedures.

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Student Name

Grade

Date