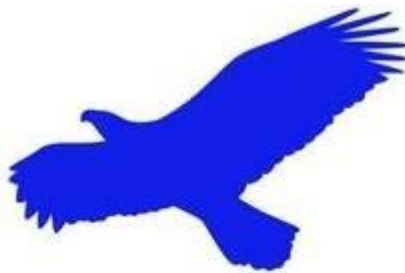


# **Student-Parent Handbook 2022-2023**



**BERTA**

WEATHERSBEE

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ELEMENTARY  
SCHOOL

## **BERTA MISSION**

The mission of Berta Weathersbee Elementary is to motivate children to attain their maximum academic and social potential by meeting the needs of individual students so they will be productive citizens in a global society.

## **PBIS MISSION**

It is the mission of BWES staff, parents, and community to use Positive Behavior Intervention and Support (PBIS) to teach students appropriate life skills to become responsible and respectful citizens.

## **BERTA PLEDGE**

**I promise to try my best at Berta. To strive to be a Soaring Eagle.**

**To take pride in myself, my school and my community. To obey my teacher and the school rules. And to always remember The BEST are at BERTA!**

## **Berta Weathersbee's Belief Statements**

We believe....

- All students can learn, achieve, and succeed when they are actively engaged in a developmentally appropriate learning process.
- A safe and physically comfortable environment promotes student learning.
- Students' self-esteem and individual performances are enhanced by challenging expectations, positive relationships, mutual respect, and the opportunity to make appropriate decisions.
- Teachers, parents, students, and community must share the responsibility for the support of the school's mission.
- Cultural diversity increases student understanding of different people and cultures.
- Exceptional students require exceptional services and resources.
- The best interest of each student drives our decision making process.
- Students, teachers, parents and the community share the responsibility for their learning as well as their actions.
- Communication and cooperation between school and home is crucial for optimal student achievement.
- All stakeholders impact the education of a child.

## **OUR GOALS AND OBJECTIVES**

- Improve academic performances of all students
- Create a community of learners by actively engaging students daily
- Involve families in the education of their children
- Connect the school with the community
- Develop critical thinkers and leaders
- Increase the level of rigor and relevance in daily instruction
- Build relationships with students and propel them toward success

## **Berta's Office Staff**

Mr. Willie Cooks	Principal
Dr. Mesha Riley	Instructional Specialist
Ms. Brittany Pierce	Counselor
Mrs. Molly Allen	Media Specialist
Mr. Kenneth Webb	ISS Coordinator
Ms. Amanda Moncus	RTI Coordinator
Mrs. Bridget Stanley	Lead Secretary
Ms. Joy Moore	Secretary
Mrs. Kathy Sewell	Food Service Manager
Mrs. Tenisha Ransom	Family Liaison

Office Number	706-883-1570
Fax Number	706-883-1573
Cafeteria Number	706-883-1615
Website:	<a href="http://www.troup/bwes">www.troup/bwes</a>

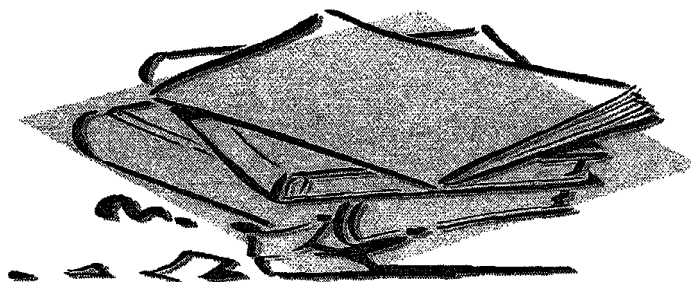
## **Berta PTO**

TBD

Volunteers needed. Please contact the school

# **PBIS Behavior Expectation Matrix**

## **SCHOOL-WIDE RULES**



1. Be Responsible
2. Encourage Others
3. Show Respect
4. Take Pride

## **School-Wide Consequences**

### **First Infraction**

- Warning and teach/ model appropriate behavior/ reflection assignment

### **Second Infraction**

- Parent contact and in school conference/ reflection assignment

### **Third Infraction**

- Visit to the office, student/ parent conference

### **Fourth Infraction**

- Opportunity Room and parent contact/ home reflection

# POLICIES AND PROCEDURES

## Arrival at Campus

**SCHOOL DOORS WILL NOT OPEN UNTIL 7:00 A.M. EACH SCHOOL DAY.** Supervision **WILL NOT** be provided for students who arrive before 7:00 a.m. Students are to report to the cafeteria for breakfast and proceed directly to their homeroom daily. School begins at 7:40 am and any time after students are considered tardy.

## Breakfast and Lunch

Breakfast is offered to students between 7:00 and 7:40 a.m. in the cafeteria. Breakfast will not be served after 8:00 unless there is a late bus. Parents are welcomed to have lunch with their child at the student's scheduled lunch time as long as they sign in at the main office and obtain an ID badge.

## Morning/Afternoon Departure

- Students who are transported to school by car in the morning must enter through the 3<sup>rd</sup>/Forrest Avenue (Auditorium) area entrance. Buses will unload on the 4<sup>th</sup> Avenue (lunchroom entrance).
- Students will be dismissed at 2:15 p.m. daily. All students must clear the school building by 2:30 p.m. The buses will begin departure at 2:20 p.m. Buses will load in front of the building.
- Students will be dismissed according to grade level. Students who walk home from school in the afternoon must exit from the south end Fourth/Forrest Avenue (lunchroom) with adult supervision.
- Cars should line up with the name tag visible to the caller.
- Students who are transported to school by car in the afternoon must exit from the Third/Forrest Avenue (auditorium) and wait for his/her name to be called. Parents are to use the Third Avenue entrance whenever picking students up in the afternoon. Students will not be allowed to walk between buses to enter cars parked. **Students must ride their assigned bus unless prior approval has been arranged.** Due to overcrowding on our buses, no exceptions will be made to this procedure. (NOTE: In the event of an emergency, it is recommended that alternate transportation arrangements be made with a relative, neighbor, or friend to be at your home to receive your child if, for some reason, you are not able to be there.)
- Transportation changes will not be taken over the phone. They must be submitted via email or note.
- For the safety of the children please use the designated drop off and pick up zones.

## Backpacks

Book bags or backpacks may be used to transport books and supplies to school each morning and home in the afternoon. Once at school the student must place his/her book bag or backpack in the classroom (if in classroom the backpacks must be stored in the front of the classroom).

## Student Telephone Use

**Students may not use cellular phones during school hours. In emergency situations, parents are NOT to contact students on their personal cellular phones. Please contact the front office at (706) 883-1570. We cannot interrupt a classroom to have your child come to the office to take a call. A message will be delivered to your child.** Therefore, students should make prior arrangements for modes of transportation to or from home, extra-curricular clubs and organizations, athletic events, appointments, etc. before coming to school. When a student needs the school's front office phone, calls are **limited to two minutes**. A student must have a pass to use the front office telephone.

## Valuables

Students may bring electronic devices to school for instruction under our BYOD to school policy. Students should not possess large amounts of cash or bring expensive items to school. Recovery of lost or stolen items is rare. The best prevention is not to bring them on campus. The school is not responsible for items lost or stolen.

## Lost and Found

Articles, books and clothing that are found must be turned in to the office. The office will make every effort to find the owners, provided the item is tagged with the student name. Unclaimed articles will be donated to a charitable organization at designated times during the school year (i.e. winter break and end of school). The school is not responsible for items lost or stolen at school.

## Visitors

All persons visiting the campus must sign in at the front office and obtain a "Visitor's Pass." Students are not allowed to have other student visitors during the day. If the Visitor's Pass is not worn and easily visible, the visitor will be asked to leave and be escorted from the building by administrative staff, school system officials or the police.

Parents are encouraged to visit their children's classes during the school day. If you wish to visit your child's classes during the school day, we ask that you adhere to the following guidelines:

- Prior to visiting your child's classroom, you must contact the teacher and/or administrator 24-hours in advance to determine availability. **Parent/Teacher Conferences should be scheduled separately.**
- Participate in classroom activities at teacher's discretion, being mindful of the learning environment.
- You may visit a classroom only when your child is scheduled for that class and present in the classroom.

The presence of persons (including students from other schools and suspended students) without authorization will not be permitted. When unauthorized persons are observed on the premises, they shall be directed by the principal/designee to leave.

If an unauthorized person is a suspended student from the school, the principal/designee will take appropriate action which may include such as the following:

- Contacting the parent/legal guardian, advising of the presence and reminding of the potential consequences, and asking the parent/legal guardian to come and take custody of the student.
- Calling the School System Police and/or City of LaGrange Police and arresting the student or individuals for trespassing.

### **Library Use**

Students are permitted access to the library with a written Berta Weathersbee library pass during the hours of 8:00 a.m. and 1:00 p.m. Books may be checked out for two weeks at a time. Computers are available for student use. Students are not to remove any material or publications, without authorization, from the library. Parents are welcome to use the library.

### **Hall Passes**

All **unsupervised** students will have a hall pass while moving throughout the building and display appropriate hall behavior and language at all times.

### **After School Events**

Students must meet the requirements to participate in after school events. All non- participating students are to leave campus and return to the event with a parent/legal guardian. Students are expected to adhere to all dress code and school-wide expectations while attending events. **No loitering or in unauthorized areas.** Students found guilty of violating these policies will be disciplined according to the Troup County's Code of Conduct. Students will not be allowed to re-enter events once exiting building.

### **Late Work (daily grades 3-5)**

Students are encouraged to hand in all assignments on the date requested by the teacher. The following procedure is in place.

1<sup>st</sup> day after the due date will result in a reduction of 11 points from the overall earned score;

2<sup>nd</sup> day after the due date will result in a reduction of 21 points from the overall earned score;

3<sup>rd</sup> day after the due date will result in a reduction of 30 points from the overall earned score.



After the 3<sup>rd</sup> day past the due date, the work will be accepted by the teacher and the grade administered will be a 50 for overall earned score.

### **Class work/Homework Assignments**

For an excused absence, students will be given one day to make up work for each day of the excused absence. If a student is absent for fewer than three (3) days or is suspended for any length of time, assignments will **NOT** be given to the students or parents in advance of the student's return.

The exception to this will only occur if the absence is for three days or more AND is accompanied by a doctor's excuse for that absence. If these conditions are met, it will be expected that the teacher have the work in the front office within 24 hours of the approved request. For an unexcused absence students will be given a **50** for all work not returned within the 5 (five days) the dates of the unexcused absence.

### **Berta Weathersbee Elementary School/Grading Policy & Procedures**

<b><u>Graded Area</u></b>	<b><u>Percentage (%) of Grade</u></b>
<b>Classwork/Participation</b>	<b>30%</b>
<b>Written Test/Performance Test</b>	<b>30%</b>
<b>Common Assessments</b>	<b>20%</b>
<b>Projects</b>	<b>10%</b>
<b>Homework (of all content areas)</b>	<b>10%</b>

### **Late Work Policy**

<b># Of Days (Daily &amp; Major Grades)</b>	<b>Points Deducted</b>	<b>Highest Grade Possible</b>
1 Day Late	11 points deducted	89
2 Days Late	21 points deducted	79
3 Days Late	30 points deducted	70
4 Days Late or Never Submitted	NA	50

Daily work is recorded as 30% of the grade for a student.  
Major Grades is recorded as 50% of the grade for a student.

- A minimum of 9-18 daily grades is required each nine weeks.
- A minimum of 2 major grades is required each nine weeks.

**\*At Berta no points will be deducted from student work for improper heading, lack of writing utensils, behavior or for using a pen in math class. All grades must be tied to academic performance only.**

### **Tutorials**

Before/ After School Tutorials will be held in the teachers' classrooms. Students must have a teacher pass or written parent permission to attend the specific teacher's tutorial session. Students must obtain a pass from the front office prior to morning tutorial.

### **Hallway Behavior**

Students are to respect classes that are in session. In order to keep the hallways safe, students are to walk in an orderly fashion on the right side and display appropriate social behavior. It is the students' responsibility to keep the hallways clean and clear (respect school property). Failure to adhere to these instructions will result in disciplinary action.

### **Supplies**

Students need to come to each class prepared with instructional supplies required by the teacher.  
**Permanent markers (Sharpies) will not be allowed in school.**

### **Textbooks/Library Books**

Textbooks and library books are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of all textbooks and library materials. All textbooks are to be correctly covered at all times and must have the student's name in ink on the inside front cover. Textbooks and other supplies are the responsibility of the student and are not to be left in the cafeteria, hall, sidewalks, etc. Teachers are not responsible for student textbooks. **Please be advised that each student, or his parent or guardian, shall be responsible for the cost of all textbooks not returned by the student or for any damages incurred while the textbooks were checked out to the student.** Any student failing to return all books shall forfeit his/her right to free textbooks until these fees are paid. Report cards will be held until all textbooks fees/fines are cleared.

### **Cafeteria Rules (PBIS)**

#### **Food/Drink**

**NO** food and drink items are to be taken outside of the cafeteria without permission

## **Assembly Behavior**

This will be review and discussed by the grade level teams.

## **Emergency/Fire Drills**

After the emergency/fire signal is given the students must follow the directions given by the teacher. There is absolutely no talking during an emergency drill.

## **Unauthorized Sales**

No items may be sold on the bus/school grounds by any individual. Only recognized group-sponsored sales approved by the principal will be permitted. Students will be subject to disciplinary action. Items confiscated may be returned to a parent or deposited into a student fund to benefit all students at Berta Weathersbee Elementary.

## **Hazardous Items**

For safety reasons, students are not permitted to bring aerosol cans, paintballs, fireworks/poppers, lighters/matches, stink bombs, etc. to school. Possession of any of these items will result in disciplinary action including suspension, alternative school assignment or referral to the police department.

## **Facilities and Grounds**

It is each student's responsibility to see that the school is clean and undamaged. If a student observes anything being done to mar the beauty or cleanliness of the school, it is his/her civic responsibility to report such actions. Any student who damages school property will be required to pay damages and will be subject to disciplinary action. **Actions involving graffiti can result in severe consequences including suspension, alternative school assignment, and arrest and/or felony charges.**

## **Bullying/Verbal/Written Abuse**

There is no place at school for any behavior that hurts another person's feelings. Name-calling, derogatory remarks, "slam" books, profanity, sexual harassment, bullying, etc. will not be tolerated. Any negative comments regarding race or ethnic background will not be tolerated. Students engaging in this type of behavior will be disciplined.

## **Discipline Record**

Any student being sent to the office for disciplinary reasons must report immediately to the appropriate principal. Failure to report immediately to the appropriate office will result in an additional referral and consequences will be administered in addition to any action which may have resulted from the original teacher referral. If action is taken on a discipline referral a copy will be delivered to the parents. If a student's behavior contributes to, or incites others to demonstrate aggressive disruptive behavior, this will result in disciplinary action.

## **Student Concerns**

Students or parents who have a concern should first discuss the matter with the teacher. It is expected that the teacher will return phone calls/email within 48 hours. If the outcome of that discussion is not satisfactory, parents should request a conference with the assistant principal. If the issue is not resolved then parents should request a conference with the building principal.

## **Dress/Hair/Tattoos/Jewelry/Grooming**

Students in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school.

Sagging pants and break away pants are not permitted. Halters, bare midriff and bare backs are not acceptable. Ripped or torn clothing, pajamas, slippers, or night wear are not allowed. All skirts and shorts worn must be no more than 3 inches above the knee. Slogans, inappropriate pictures or other graphic portrayals of violence, sex, drugs, or inappropriate language are not permitted. Gang-related attire, as determined by the administration, will not be tolerated. Bandannas, bonnets/scarves, hats, hoods, and/or visors will not be allowed. Sunglasses are not permitted to be worn during school. Students are not allowed to have money taped or pinned to their clothing.

Excessively spiked hair in excess of one inch is not permitted. Severe or distracting hair color or style will not be permitted. Jewelry that displays drugs or weapons is not permissible. No visible tattoos will be allowed. Piercing of any body part other than the ears, except for religious purposes, will not be permitted.

Violation of the dress code will result in disciplinary action. If inappropriate clothing is worn, the student will contact a parent to bring appropriate attire. PE uniforms are acceptable only during PE class. While waiting for the appropriate clothing, the student will remain in the in-school suspension (ISS) room. Additional consequences (i.e. after-school detention) will also apply for the violation of dress code. If a pattern of continued dress code violations continues, it will be deemed insubordination and consequences will become more severe.

## **Medications**

The student's parent or the school nurse/assistant that have been trained must administer all medication. All district guidelines must be followed as outlined in the beginning of this handbook. **Students are not allowed to possess (carry) or distribute (pass out) any form of medication.** Any student receiving medication in the clinic must not carry that medication out of the clinic. Possession of or distribution of controlled medication is a felony, and will result in serious consequences.

## **Computer Usage**

Prior to using District computers, the student and the student's parent must sign and return the District Student Acceptable Use Policy (AUP) Signature Page, acknowledging their understanding of the Acceptable Use Policy, responsibilities, and the consequences of violating the agreement. This information is found in an earlier section of the district handbook.

## **Attendance**

Regular attendance in school is important for a student to make adequate academic progress. When a child is absent, parents, guardians, or other persons who have control of a child enrolled in the school district should follow Troup County's Policy and Procedure. In case of extended illness (three days or more), your parents should notify the school of the reason for the absence and the date of your expected return. Students are responsible for all assignments when absences occur. Excessive absences, even though excused, are bound to affect one's grades.

A student who has been absent for any reason, upon returning to school, should present to the homeroom teacher a note or an excuse signed by the parent or guardian stating dates and reason for the absence. All students are expected to attend school daily, except when legally excused. Excusable reasons for absences are as follows: illness, (medical or dental), legal appointments, religious observance absences, death in family, quarantine, exclusion because of exposure to contagious disease and natural disaster.

When a student misses school without parent permission or without an appropriate excuse, it is considered truancy. Unexcused absences (unlawful absences) are defined as the student's willful absence from school without the knowledge of parents or guardians, or the student's absence from school without justifiable cause with the knowledge of parents or guardians. Teachers will not provide make-up work for unexcused absences unless circumstances warrant the granting of such make-up work.

## **Tardiness to School/Class**

Students reporting to school after the beginning of homeroom, but before the end of homeroom, should report to the homeroom teacher who will code their attendance card "tardy". If you arrive after 7:40 a.m., you should report to the attendance office for a tardy slip.

Students arriving after homeroom should report immediately to the main office for a tardy slip then proceed to class. The homeroom teacher will make a contact after three (3) tardies in a twenty (20) day attendance period.

A student is tardy to class if he/she is not in the classroom when the tardy bell rings. Students with tardies will receive disciplinary action. After the fourth tardy in any core/connections class, an office referral will result and the consequences will increase as evidence of persistent tardiness unfolds. Tardies are cumulative throughout the semester.

In cases of tardiness without an acceptable excuse, person(s) designated by the principal will notify the parent/legal guardian. (Acceptable excuses are those that are normally not within control of the parent/legal guardian or student.) After three (3) tardies, disciplinary action may be taken.

Upon habitual tardiness to school or class in any 20-day attendance period, the principal/designee may call a conference to be held for the purpose of determining the reason(s) for the tardiness and for providing avenues for remediation or correction. This conference must include the principal/designee, student, and parent/legal guardian, and may include teachers, counselors, or other appropriate staff in order to assist the student. As a result of this conference, actions such as the following may be taken:

- A student/parent plan developed to prevent further infractions
- Referral for Services
- Others as specified by the principal/designee

If a student is late to class due to a teacher he/she must obtain an excuse from the person responsible for their failure to get to class on time.

### **Master Schedule**

7:00—Front doors open to receive students  
 7:00—Breakfast begins / Students proceed to Homeroom  
 7:35– Breakfast Ends  
 – Tardy Bell rings  
 7:40 – **Instruction Begins**  
 2:10 – Dismissal Bell/ Car Riders /Buses  
 2:20 –Buses Leave Campus

### **Truancy**

A child who is sent to school, whose parents expect him/her to be in school, but who does not attend for other than lawful reasons is truant. Truancy is in violation of the Compulsory State School Attendance Law. Truancy will be dealt with disciplinary measures. If you are found to be truant from school you will receive an unexcused absence plus an "I" in every subject for that day and will be required to make up time missed in detention.

### **Attendance in Extracurricular Activities**

Students must be present in school on the day of an activity in order to be able to participate in that activity. If a student receives sanctions during the week of an activity/game, that student **cannot participate nor attend**. If the activity is in the evening they must attend school that day. If the activity occurs on the weekend, then the student must be present in school on the regular school day prior to the weekend activity. This policy includes performance groups.

### **Loitering on Campus**

Students not present during the academic day, will not be allowed on campus after school. Students are not to remain on campus waiting for parents after 2:30 P.M. This is not safe. Students who remain on campus after 2:30 P.M. must be under the direct supervision of a teacher. Students who loiter after 2:30 P.M. will be subject to disciplinary actions.

### **Early Dismissal**

Requests for early dismissal must be in the attendance office no later than 11:00 a.m. each morning. The following procedures must be followed. Parents must request a student's early dismissal in writing. Requests may also be given directly to the main office.

All requests must have date, destination, time to be dismissed, telephone number where parent can be reached and signature of parent. The secretary, nurse, attendance specialist or counselor may call parents to verify early dismissal and inform appropriate teachers of results.

From time to time students become ill while at school. Teachers will monitor the student's condition and will send the student to the office when the can no longer remain in the classroom. The secretaries or the school nurse will contact the parents if a student needs to be picked up from school. Only the student's parent/legal guardian or other individuals as designated by the parent/legal guardian may sign the student out of school. **All individuals must be listed on the "Early Dismissal Form" submitted at the beginning of the school year.** The parent/guardian or designee must sign the early dismissal book located in the main office and show proper **ID** before the student will be allowed to leave the building. Parents are strongly encouraged to avoid early dismissals after 1:45 p.m.

### **Student Performance and Evaluation**

Our traditional basic standards of education are enhanced by the emphasis of Interdisciplinary Instruction, with inclusion of Arts Education and integration of Technology, and other subject areas. These areas will be incorporated into our core subjects of Language Arts, Science, Social Studies, and Mathematics. The interdisciplinary approach is a means to ensure that children understand the connections between and among core subjects and connections classes. The integration of technology allows students access to the resources and tools needed to become proficient in the creation of multimedia reports and productions. Students will apply the content they have learned and use technology to solve real world problems. All students are expected to submit a project to one of the Academic Fairs. Report Cards will be mailed to the home at the end of each nine weeks (mid-semester & end-of semester). This is a means of informing parents/guardians of the student's progress in each subject. In addition, all teachers are to provide a progress report at three week intervals to keep parents abreast of student performance.

#### **GRADING SCALE (Grades K-2 uses Standards Based Report Cards)**

A= 90-100

B= 80-89

C= 70-79

F= Below 69 (Failing)

### **Deficiency Notices**

Deficiency Notices are a means of communicating to parents/guardians that their child is not progressing satisfactorily, either academically or behaviorally. Parents/guardians will be informed during the 4th week of every 9 weeks if a student is in danger of failure or is not working at his/her full potential.

### **Student Discipline**

Good behavior is essential in maintaining a positive learning environment and in developing responsible citizenship. Self-control is closely linked to academic success. Berta Weathersbee Elementary School is a school where productive learning and responsible citizenship are the norms. **You are responsible for your actions! Study the guidelines and discuss them with your**

**parents! Be sure to read the Student Conduct and Discipline Handbook provided to you by the Troup County Schools System.**

### **In-School Suspension (ISS)**

ISS is an alternative to being suspended out from school. While in ISS, a student will be allowed to remain current with class assignments and receive a grade for work completed.

The environment is intended to offer strategies of correcting inappropriate behaviors. Before a student is allowed to return to a regular class schedule, he/she must complete the assigned days in ISS unless the administrator allows an exception.

Non-compliance of a school or classroom rule will result in an additional day(s) in ISS. Students who are chronic problems or rebellious in ISS will be referred to the administration for further actions.

Students in ISS or OSS cannot attend or participate in any after-school or extracurricular activities during the days they are suspended. This includes practices, rehearsals, games, dances, school clubs, tutoring, etc. They must leave the campus immediately upon dismissal; otherwise the student will be considered trespassing.

### **Electronic Devices**

These items can be distracting to learning and are not allowed in school with the exception of BYOD, according to Board Policy. If brought to school, and used inappropriately (non-academic purposes) they will be taken and held in the school office pending conference with parents. All cell phones confiscated will not be released to the student. A parent or legal guardian must come and obtain confiscated cell phones.

### **School Bus Students**

The Troup County Schools System provides bus service for students. Parents are to help the school and bus drivers run a safe and smooth school bus service by cooperating.

Safety ensures that students are free from danger, injury or damage. It is your responsibility to ensure that safety. Bus students are under school guidelines and misbehavior on buses will result in immediate disciplinary action. There should be no running in the school building or on the school grounds at any time to get to the bus.

All bus drivers will be given a list of students that are assigned to ride their bus. All students must ride their designated buses.

### **Cancellation of School**

Radio and Television will report all official announcements concerning the cancellation of school as well as phone calls and emails from the school system. Extracurricular and other school-related activities will be canceled at all locations closed because of an emergency. The use of parent phone call, email and text messaging feature will be used as well



## PTO

The PTO is a vital part of our school program. We encourage all parents/guardians to support the PTO by becoming ACTIVE members. A successful school needs the services of an active PTO. Meetings are held September through April on a designated weekday each month.

### DEFINITION OF TERMS

**Absence:** Failure to be in attendance for at least 3 hours of the instructional day, excluding lunch.

**Aggravated Assault:** When a person threatens to use a deadly weapon or any object, devise, or instrument which, when used offensively against a person, is likely to or actually does result in serious bodily injury.

**Alternative School:** A program of instruction that is designed to meet the needs of students who have not been successful behaviorally or academically in the regular school setting.

**Arson:** Intentionally starting, or attempting to start any fire or combustion to cause damage to school property or the property of another.

**Assault:** When a person attempts to commit a violent injury to another person or commits an act which places another in reasonable apprehension of immediately receiving a violent injury.

**Battery:** When a person intentionally makes physical contact with or intentionally causes physical harm to another person.

**Burglary:** When a person, without authority and with the intent to commit a felony or theft, enters in a building.

**Bus misconduct:** Failure to comply with rules of bus safety or disturbing others.

**Class Cutting:** Absence from one's assigned class (es) without the permission of the teacher of the class or an appropriate administrative official of the school.

**Cheating:** Being dishonest or deceptive as on a test, examination, or any other school project.

**Chronic Lack of Supplies:** Repeatedly reporting to class without necessary materials such as books, physical education attire, supplies, etc.

**Classroom/School Disruption:** Behaving in a manner which interferes with educational activities.

**Compulsory Attendance Age:** Age 7-16, the age range defined by Georgia Law within which parents/legal guardians must have their children enrolled in school.

**Conference:** A meeting between school official(s) and student and/or parent(s)/legal guardian(s).

**Damage to Property (Vandalism/Graffiti):** When a person knowingly defaces/destroys property.

**Disorderly Conduct:** Behaving in a violent or seriously inappropriate manner which disrupts the educational process. (This category is used when the police are called to cite a student for extreme disruption. It is not to be used when recording classroom disorders that only result in student referrals to the office.)

**Disrespectful Behavior:** Behaving in a rude and impolite manner.

**Dress (Inappropriate):** Dressing in a manner that disrupts the teaching and learning of others.

**Drug/Alcohol/Chemical Offenses:** Any possession, sale, distribution, having the odor of, or use of controlled substance or alcohol; includes any transfer of a prescription drug or any substance alleged to be a drug, regardless of its actual content.

**Due Process:** The protection of the rights of a student through established, fair procedures. In cases involving possible short-term suspension, this may be accomplished in a conference; in cases involving possible long-term suspension or recommendation of expulsion, due process must be formalized.

**Expulsion:** Suspension or expulsion of a student from a school beyond the current school quarter or semester.

**Extortion:** Use of threats or intimidation to demand money or something of value from another (no weapon).

**False Fire Alarm:** Reporting a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists; calling 911 for false emergencies.

**Fighting:** Involves the exchange of mutual physical contact such as pushing, shoving and hitting, with/without injury.

**Gambling:** Playing any game of skill or chance for money or anything of value.

**Gang-Like or Gang Activities:** A range of gang related problems, and/or criminal behaviors such displaying paraphernalia or drawing gang symbols, signing, recruitment, physical/verbal threats, intimidations of non-gang or non-group members, group assaults, extortions, drug sales and/or use, thefts, using/carrying weapons, and any other antisocial behavior.

**Harassment/Verbal Abuse:** Any slurs, hints or other verbal or physical conduct reflecting an individual's gender, race, color, religion, ethnic or national origin, age, sexual orientation, social and family background, linguistic preference or disability, which has the purpose of effect of creating an intimidating, hostile or offensive educational environment.

**In Loco Parentis:** the status of school that gives some of the rights and duties of a parent.

**Sexual Misconduct:** Sexual advances, consensual and nonconsensual sex, request for sexual favors and other verbal or physical conduct of a sexual nature when such conduct creates an intimidating, hostile, or offensive school environment.

**Short Term Suspension:** (1-3 days); Students assigned to custody of parent(s)/legal guardian(s) for duration of his /her normal daily school schedule including all school-sponsored activities, for a maximum of three days.

**Suspension:** The involuntary exclusion, by an authorized school or school system official, of a student from the student's normal schedule in the school and/or from other school-sponsored activities.

**Student Support Team (SST):** the SST is a group of three or more professionals whose responsibility is to assist classroom teachers in a collaborative, data-based, problem solving process designed to identify a student's instructional needs; effective and appropriate strategies for the general education classroom; and, continuous monitoring procedures.

**Tardiness:** Not being in an assigned classroom at the time the official school day and/or the class is scheduled to begin.

**Terroristic Threats:** When a person threatens to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building.

**Theft/Larceny:** When a person unlawfully takes, is in possession of, or obtains by deception property belonging to another person with the intent of depriving him or her of the property.

**Truancy:** Failure to report or sign in to school without prior permission or authorization of the school or the parents.

**Unauthorized Organizations:** Participation in clubs, fraternities, sororities, or secret societies that are not sanctioned by the local school principal and Board of Education.

**Weapons:** Any carrying, concealing, displaying or using any object whether used or intended to be used to inflict bodily harm. Such objects include but are not limited to guns, knives, box cutters, razor blades, clubs, and nunchuck



## **Berta Weathersbee School's Dress Code**

1. Clothing mentioning or advertising alcohol products, drugs, promiscuity, gangs, obscene language, vulgar signs, ethnic slurs or profanity are not permitted. Plain white tee shirts are not permitted because of their affiliation with lude music lyrics and defiant behavior.
2. Tight or immodest clothing is unacceptable. Bare midriffs, backs, shoulders, excessively low necklines, nor transparent clothing are permitted. Tank tops and cut-off tops are allowed only if layered over another article of clothing. Skirts of discreet length must be worn.
3. Shoes must be worn. Sandals with backs or closed toe are acceptable, however, flip-flop type shoes and house shoes are not allowed.
4. No hats, caps, wave caps, "Do-Rags", wristbands, rubber bands or headbands may be worn in the building. Additionally, Bandanas are unacceptable due to their association with gang apparel.
5. Head scarves and other decorative materials may not be wrapped covering the entire head, unless affiliated with religious organizations or cultural beliefs. Hoodies will not cover the students head.
6. Pants or jeans with pre-cut holes or intentionally torn materials above the knee are inappropriate.
7. Sunglasses may not be worn inside the building unless prescribed by a doctor.
8. Male shirts must be tucked in and no student's shirt is to be bloused out to give the appearance of being tucked in. Jerseys may be worn over acceptable attire, but must be tucked in. Undergarments should not be visible at any time. Students who wear trousers or slacks that have belt loops must wear a belt and the belt must be visible. Pants must be worn at the waist (no sagging). A belt would assist with this.
9. Brown or black belts only.
10. Polo shirts (collared shirts) short or long sleeved in navy, light blue and yellow.
11. Navy or Khaki bottoms (to include shorts, skirts, pants and jumpers).
12. Uniforms are to be worn daily, no specific color per day.
13. Girls must wear shorts underneath their dresses.
14. All outerwear must be navy (sweaters, blazers, cardigans etc...)

## **Berta Weathersbee Elementary Faculty & Staff 2022-2023**

### **Principal**

Willie Cooks

### **Third Grade**

Adrian Cannon

Nyshunda Beasley

### **Lunchroom**

Kathy Sewell

### **Instructional Specialist**

Mesha Riley

### **Fourth Grade**

Kristen Copeland

Jaketa Stiggers

Deondra Rivers

### **Custodial Services**

Timothy Cartwright

Danny Daniel

Don Gilbert

Laydie Hutchinson

### **Counselor**

Brittany Pierce

### **Fifth Grade**

Chandra Jones

Dr. Ela Kaye Eley

Ken Webb

### **Exceptional Ed**

Dalecia Hamilton

Crystal Bolden, Assistant

Assistant

### **Family Liaison**

Tenisha Ransom

### **School Nurse**

Norma Fannin

### **Secretaries**

Joy Moore

Bridget Stanley

### **Resource**

Amanda Moncus

Tiffany Porter

Sharon Robinson

### **ISS Coordinator**

Kenneth Webb

### **Title I Resource**

Stephanie Walker

### **RTI Coordinator**

Amanda Moncus

### **Discovery**

Tiffany Porter

### **Pre-Kindergarten**

Tavita Caldwell-Debrow

Kimberly Johnson, Assistant

### **Special Areas**

John Curry- Music

Heather Smith - P.E.

Ben Stallsmith – Art

### **Kindergarten**

Dana Hurst

Yvonne Leopard, Assistant

Tiffany Martin

Cheryl Lawson, Assistant

### **Computer Lab**

Jessica Worley

### **First Grade**

Rachel Degenarro

Darla Clark

### **Media Specialist**

Molly Allen

Michele Hancock, Assistant

### **Second Grade**

Brittani Akin

April Todd

Tiszera Hrris, Assistant

### **Instructional Support**

Dr. Shaunita Strozier

Angela Smith

### **Americans with Disabilities Act**

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

### **Board Policy**

**Descriptor Code: JCAC**

### **Harassment**

It is the policy of this school district to prohibit any act of harassment of students or employees by other students or employees based upon race, color, sex, national origin, religion, age or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act by a student or employee shall result in prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student. Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment for a student or employee. There may be other speech or conduct which employees or students experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

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

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

Date Adopted: 7/1/2001

Last Revised: 1/20/2011

## **Board Policy**

### **Descriptor Code: IHE**

### **Promotion and Retention**

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

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

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

#### **1. DEFINITIONS**

- a. Absences - An excused absence is one in which the student is ill. Absences due to the death of an immediate family member (mother, father, siblings, aunts, uncles, and grandparents) are also excused absences. The principal may request documentation in order to record the absence as excused. Other excused absences include subpoena, or other governmental mandate, bona fide religious holiday, voting, registration for the draft, or other reasons specified in state board rule. The building administrator may require documentation including, but not limited to a doctor's note for absences related to illness. All other absences are unexcused.
- b. Administrative Placement team – team convened by the principal or his/her designee to include appropriate grade level teachers.
- c. Grade level - standard of performance for mastery of a set of standards set forth by the Georgia Department of Education.
- d. Overall academic achievement - the overall assessment of a student's academic performance, which shall include a consideration of the student's grades, classroom performance, state assessments, attendance, and other pertinent criteria.
- e. Placement - the assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement.
- f. Promotion - the assignment of a student to a higher grade level based on the student's achievement of established criteria in the current grade.
- g. Retention - the reassignment of a student to the current grade level during the next school year.

#### **2. LOCAL PROMOTION STANDARDS FOR GRADES K-8**

##### **Kindergarten:**

Kindergarten students will be promoted or retained based on data collected throughout the school year using state assessments, which contain data collected by the teacher throughout the school

year. Additional information to be considered may include: age, social maturity, emotional factors, number of years in school, presence of support services, and attendance.

#### Grades One and Two:

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

#### Grades, Three, Four, and Five:

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

#### Grades Six, Seven, and Eight:

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

#### Grades Nine, Ten, Eleven, and Twelve:

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

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

Sophomore: 5 - 10.5 credits

Junior: 11 - 15.5 credits

Senior: 16+ credits

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

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

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



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

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

#### APPEALS FOR GRADE LEVEL RETENTION (K-8)

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

Troup County Schools

Date Adopted: 7/1/2001

Last Revised: 7/20/2017

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

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

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

If you wish to request information concerning your child's teacher's qualifications, please contact Mr. Willie Cooks at (706)883-1570.

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

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

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

All schools in the Troup County School System provide students and parents with a handbook delineating federal, state, district, and school rules/regulations and provide stakeholders with "right to know" information, including parents' right to know the qualifications of their child(ren)'s teachers. Parents will receive a Parent Acknowledgement form at registration.

Schools maintain the signed acknowledgement forms on file as documentation of receipt of handbook. A copy of the forms and handbooks containing the above information is kept on file in the Federal Programs Office.

### **Written Complaint Procedures**

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

#### **Federal Programs for Which Complaints Can Be Filed**

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

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

### **Assessment Security**

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

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

### **Board Policy**

**Descriptor Code: IDDF**

**Special Education Programs**

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

Determinations concerning eligibility for Special Education programs and FAPE will be consistent with the requirements of the Individuals with Disabilities Education Act (IDEA) and

the Georgia Board of Education rules. Free and appropriate educational services are provided in the least restrictive environment.

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

Date Adopted: 7/1/2001

Last Revised: 7/15/2010

#### **Section 504**

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

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

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

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

#### **Education Program for Gifted Students**

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

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

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

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

The Georgia Board of Education has two options for eligibility:

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

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

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

### **Title I School Program**

Berta Weathersbee is a Title I School and participates in the Title I Systemwide Program. Title I is the largest federal education program that provides assistance to schools. Title I funds are used to provide supplementary services and resources for our schools. Title I focuses on improving teaching and learning for students. Berta Weathersbee is responsible for developing a Schoolwide Improvement Plan seeking input from parents, students, community members, and the faculty. Please review the Berta Weathersbee Parent and Family Engagement Policy that is included in the handbook. Please feel free to offer suggestions or ideas for ways to improve our parent policy. A copy of the entire Schoolwide Improvement Plan is kept in the school office/Parent Resource Center. This plan is available to parents upon request. Parents will learn more about our Title I Program at our Title I Annual Meeting. Everyone is invited to attend. The calendar in the handbook will include these dates.

### **Written Parent and Family Engagement Policy**

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

### **Student Achievement**

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

### **Title I, Part A Information**

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

### **Annual Meetings**

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

### **Administrative Regulation**

#### **Descriptor Code: IFBG-R**

#### **Internet Acceptable Use**

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

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

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

#### Computer Fraud and Abuse

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

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

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

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

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

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

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

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

Troup County School System believes that the benefits to users provided by access to the Internet far exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standard that their children should follow when using media and

information sources. To that end, the Troup County School System supports and respects each family's right to decide whether or not to permit a child Internet access.

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

Date Issued: 3/1/2003

Last Revised: 8/7/2013

### **Technology Letter**

Dear Parent(s),

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

#### Definition of "Technology"

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

#### Internet

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

#### Security and Damages

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

#### Acceptable Use Policy (AUP)

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

### Teachers' Role

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

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

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

### **Troup County BYOD Guidelines**

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

Please read carefully and initial every statement:

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



### **Internet/Email Opt Out**

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

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

### **Student Discipline: Code of Conduct, Offenses by Classification (TCBOE Protocol)**

**\*\*Please get a copy of this document from your building.\*\***

### **TROUP COUNTY SCHOOL SYSTEM RESIDENCY POLICY**

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

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

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

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

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

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

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

**TROUP COUNTY SCHOOL SYSTEM  
ELEMENTARY SCHOOL  
ATTENDANCE PROTOCOL  
Absences, Tardies, Early Dismissals**

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

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

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

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

1. At the beginning of the school year, the Responsible Persons, along with students who are 10 years or older will be asked to sign the Troup County Attendance Protocol and a copy of the signed Protocol will be kept on file at the school.
2. After three (3) unexcused absences, five (5) unexcused tardies, or five (5) unexcused dismissals, the school will notify the Responsible Person of such by phone, letter, or in person to discuss the student's status. Documentation of this contact will be kept on file at the school ("1<sup>st</sup> notification"). A conference will be requested with the Responsible Person and the Truancy Notice will be presented and signed and a plan will be developed to improve attendance. Also, if a referral is made to SBRRP and the Responsible Person elects not to participate and there is a subsequent unexcused absence, then an educational neglect complaint shall be filed in the Juvenile Court.
3. After five (5) unexcused absences, seven (7) unexcused or more tardies, or seven (7) or more unexcused early dismissals, the school will notify the Responsible Person in writing (2<sup>nd</sup> 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 2<sup>nd</sup> Notification, law enforcement intervention will be requested.
6. If the above attempts are met with continued non-compliance by the Responsible Person of a child between the ages of 6-16 as evidenced by continued absences, the school will contact law enforcement and a warrant will be issued. At any time during the year the student's academic progress is affected by continued unexcused absences, the school may proceed with Educational Deprivation charges through Juvenile Court.

7. After seven (7) or more unexcused absences, the school may elect, as an alternative to sending a warrant request or in addition thereto, to file a complaint for educational neglect or a Child in Need of Services complaint.
8. Attendance related information obtained by Law enforcement will be provided to the school and kept on file at that school.

Revised 08/16

**SISTEMA ESCOLAR DEL CONDADO DE TROUP**  
**ESCUELA PRIMARIA**  
**PROTOCOLO DE ASISTENCIA**  
**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 de 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 solicitará una conferencia con la persona responsable y El Aviso de Ausentismo se presentará y se firmará y se desarrollará un plan para mejorar la asistencia. También si se hace referencia a SBRRP y a la Persona Responsable elige no participar y posterior ausencia sin excusa, entonces una denuncia de negligencia educativa será presentada en el Tribunal de menores.
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 notificará 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 hace.
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 Nino 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

### 초등학교 출석 협약서 결석, 지각, 조퇴

조지아주 법에 따라 모든 연령의 학생들은 정상적으로 학교를 다녀야 한다. 수업에 빠진 학생은 학교 생활을 잘하고 또한 훌륭한 사회인이 되는데 꼭 필요한 교과지도를 제대로 받을 수 없다. 조지아주 법령 "Georgia Compulsory Attendance Statute, O.C.G.A. 20-2-690. 1."에 의거하여, 자녀를 등교시키지 않는 학부모, 가디언 또는 조지아주에 거주하며 학생을 돌보는 사람 (이하 모두 "책임자"로 지칭)은 경범죄로 기소될 수 있다. 이 법령을 어겨 유죄로 인정된 "책임자"는 관할 법원의 재량에 따라 \$100.00내의 벌금 그리고/또는 30일 이내 구속 수감될 수 있다. 결석 횟수에 따라 처벌에 더해진다. 각 학교장은 담당자를 선정하여 이 협약서를 이행할 책임이 있다.

학생은 다음과 같은 사유로 결석할 수도 있다.

- ✓ 학생의 몸 상태로 등교할 경우 본인 또는 타인의 건강에 해가 됨
- ✓ 학생의 직계가족 사망
- ✓ 학생의 종교와 관련된 휴일 준수
- ✓ 학생의 건강 혹은 안전에 위험하거나 등교가 불가능한 조건(기상 악화 등)
- ✓ 병원 치료 예약 혹은 병원 출두로 해당 시간 만큼만
- ✓ 부모 혹은 법적 가디언의 군복무로 인한 불가피한 결석

법령으로 부모님 또는 가디언은 자녀가 학교에 잘 다니는지 살펴야 하며, 그러지 못할 경우 처벌받는다.

"Troup County 교육청 출석 협약서에 의거하여 아래의 사항을 시행한다.

1. 학년 초에 **책임자**와 10세 또는 그 이상의 학생은 "Troup County Attendance Protocol"에 서명하고, 서명한 복사본 한 부를 학교 파일에 보관한다.
2. 무단 결석 3일, 이유 없는 지각 5번 또는 사유가 불분명한 조퇴 5번일 경우, 학교는 학생의 이러한 사정을 의논하기 위해 **책임자**에게 전화나 서신으로 또는 직접 알려드린다. 연락한 기록을 학교 파일에 보관한다 (첫번째 통지). 또한 **책임자**와 컨퍼런스를 갖고, **책임자**는 "무단결석 통지서"에 서명하고, 학생의 등교를 도울수 있는 방법을 모색한다. 또한 **책임자**에게 SBRRP를 만나볼 것을 권유했는데도 **책임자**가 이를 거부하고, 계속해서 학생이 결석할 경우, 학부모의 교육 태만 민원을 소년 법원에 제출할 것이다.
3. 무단 결석 5일, 이유 없는 지각 7번 이상, 또는 사유없는 조퇴 7번 이상일 경우, 학교는 **책임자**에게 서신(2번째 통지문)으로 이러한 상황을 알려드리고, **책임자**에게 무단 결석 통지서에서 서명할 것을 요구한다.
4. 결석, 지각 또는 조퇴와 관련해 **책임자**에게 두(2) 번 통보했음에도 불구하고 회신이 없을 경우, 학교는 등기 우편으로 **책임자** 또는 가디언에게 무단결석 통지서를 발송하고, "등기 우편물 수령증"을 제출하라고 한다. 필요할 경우, 해당 학생의 이름을 교육청 카운셀러, 가족 지원팀, 행정실 또는 관계자에게 제출한다.
5. 학교 재량에 따른 특별한 상황을 제외하고, 첫 무단 결석, 이유 없는 지각, 사유 없는 조퇴에 대한 두번의 통지에 회신이 없을 경우 법으로 집행할 것이다.
6. 6~16세 자녀의 **책임자**의 지속적인 비협조로 인해 학생이 계속 결석할 경우, 학교는 사법당국에 연락하고 영장이 발부될 것이다. 학기중 어느때고 학생의 계속되는 무단 결석으로 인해 학업에 지장이 있으면 학교는 소년 법원에 교육 기회 박탈죄로 고발한다.

7. 7일 이상의 무단 결석이 계속되면 학교는, 영장 청구 신청서 대신, 교육 태만 또는 자녀에 대한 교육 제공 불이행 서류를 제출한다.  
사법 당국에 제출된 결석 관련 서류를 학교에 보내고, 해당 학교의 서류철에 보관한다.

## **Board Policy**

### **Descriptor Code: KM**

#### **Visitors to School**

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

#### **Student Auditing Classes**

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

#### **Classroom Observations**

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

Date Adopted: 7/1/2001

Last Revised: 3/15/2012

## **Family Educational Rights and Privacy Act (FERPA)**

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

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

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

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

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

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

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

### **Board Policy**

#### **Descriptor Code: JR**

#### **Student Records**

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

#### **A. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

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

## B. DIRECTORY INFORMATION

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

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

Directory information is defined as follows:

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

### Excluded Student Information

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

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

## C. Procedures for Obtaining Access to Student Records

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

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

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

A parent or eligible student who believes the student's record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be in

error to the principal or designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be thus resolved, a parent or eligible student may request a

hearing pursuant to federal regulations at 34 C.F.R. 99.21-99.22, as well as applicable state regulations. If the hearing results in a determination that the record contained erroneous information, it shall be corrected and the parent or eligible student shall be informed in writing of the correction; if the information contained in the record is determined not to be erroneous, the parent may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

#### D. PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

##### Definition of Terms Used in PPRA:

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

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

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

##### Requirements:

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

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

A parent of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey. The Superintendent shall develop procedures for: (1) granting a request by a parent for reasonable access to such survey within a reasonable period of time after the request is received, and (2) making arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed as (1) through (8).



The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

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

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

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

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

### **Media Consent Form and Release**

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

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

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

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

**Mentoring and Tutoring**

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

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

**PARENT/GUARDIAN OPT-OUT FOR COMPUTER USE ITEMS**

Student Legal Name  
(please print): \_\_\_\_\_

School: \_\_\_\_\_

\_\_\_\_\_ I do not give permission for my child to have Internet access.

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date

.....

\_\_\_\_\_ I do not give my student permission to participate in BYOD.

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date

.....

**Troup County School System  
Parent Acknowledgement and Consent Form  
2022-2023**

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

**Internet Use**

I have read and understand the regulations in the Troup County School System Administrative Regulation Acceptable Use Form. As a parent/guardian of a minor, I understand that by signing this form, I give my child permission to use the internet and other online resources. I further understand that violation of the regulation is unethical and may constitute a criminal offense.

\_\_\_\_\_ Initial, if you agree for your child to use the internet.

**Media Release**

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

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

**Attendance Protocol – Absences, Tardies, Early Dismissals**

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

\_\_\_ Initial if you read, signed and understand the Attendance Protocol.

**Mentoring and Tutoring for Elementary Students**

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

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

\_\_\_\_\_ Initial, if you have received a list and description of Student Organization - Clubs.

\_\_\_\_\_ **Initial, if you have received a 2019-2020 Parent-Student Handbook including the following Title I and Title II components: a calendar of events, a revised copy of the TCSS and our school's Parent and Family Engagement Policies, Compliant Procedures and the Parental Rights Page.**

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Student Name (Please Print)

Grade \_\_\_\_\_ Date \_\_\_\_\_

## Berta Weathersbee Elementary School

### Parent and Family Engagement Policy & Plan for Shared Student Success

**2022-2023 School Year**

Willie Cooks, Principal  
1200 Forrest Avenue  
(706) 883-1570  
[www.troup.org/7/Home](http://www.troup.org/7/Home)

Plan Revised March 24, 2022

#### What is Title I?

*Berta Weathersbee Elementary is identified as a Title I school as part of the Every Student Succeeds Act (ESSA). Title I is designed to support State and local school reform efforts tied to challenging state academic standards to reinforce and enhance efforts in improving teaching and learning for students.*

*Title I programs must be based on effective means of improving student achievement and include strategies to support parent and family engagement.*

*Title I schools must jointly*

*develop with all parents*

*a written parent and*

*family engagement*

*policy.*

## School Plan for Shared Student Achievement

#### What is it?

This is a plan that describes how Berta Weathersbee Elementary School (BWES) will provide opportunities to improve parent and family engagement to support student learning. BWES values the contributions and involvement of families to establish an equal partnership for the common goal of improving student achievement. This plan describes the different ways that BWES will support parent and family engagement and how parents can help plan and participate in activities and events to promote student learning at school and at home.

#### How is it revised?

BWES invited all families to attend our annual School Improvement Forum last spring (2022) to review and revise this parent and family engagement policy, the school improvement plan, and the parental engagement budget. Input from our March 2022 forum was used to create the 2022-2023 plan.

Additionally, parent input and comments regarding this plan are welcome during the school year through a form available in the Parent Resource Center. The plan is posted on our school website for families to view and submit feedback throughout the year. All feedback received during the year will be used to revise the plan for the next school year.

#### Who is it for?

All students participating in the Title I, Part A program, and their families, are encouraged and invited to fully participate in the opportunities described in this plan. BWES will provide full opportunity for the participation of parents with limited English, parents with students that have disabilities and parents of migratory children.

#### Where is it available?

At the beginning of the year, the plan is included in the student handbook that is available to parents as well as online. Copies of the plan will be available at our Annual Title I Parent Meeting at the beginning of the year. The plan is housed in the Parent Resource Room and posted on the school website.

### 2022–2023 District Goals

1. Focus on student success and well being.
2. Ensure equitable opportunities for all.
3. Focus on recruiting, inducting and retaining quality staff.
4. Cultivate the capacity of the school system to function as a flexible and adaptable organization.
5. Lead in the cultivation of relationships and strategic partnerships between the school system and parents and among agencies and organizations which provide services to children.

### District Values

Connection	Equity
Achievement	Resilience
Integrity	Compassion

### School-Parent Compacts

*As part of this plan, BWES and our families will develop school-parent compacts by grade level. These agreements that parents, teachers, and students will develop explain how all parties will work together to make sure all our students reach grade-level standards and goals. The compacts will be reviewed and updated annually based on feedback from parents.*

*students and teachers during the beginning of each school year. Parents will receive a copy of the compact to keep at home. Compacts will be reviewed with parents during the year, as well.*

## Let's Get Together!

Berta Weathersbee Elementary School will host the following events to build the capacity for strong parent and family engagement to support a partnership among the school, parents, and the community to improve student academic achievement. Many meetings will be offered at 2 different times to accommodate our families. Invitations will come home in Tuesday folders, and dates will be posted on the website and mentioned in grade level newsletters. We may be able to offer childcare during meetings if needed. Please call the office about this service.

### Annual Title I Parent Meeting – Beginning of the Year

We invite you to an evening of learning and sharing about our Title I program, including our parent and family engagement policy, the schoolwide plan, the school-parent compacts, and parents' requirements.

### Parent Teacher Conferences – Fall and Spring

We will invite families to join us for conferences in the fall for K – 5<sup>th</sup> grades. Spring conferences will also be held for K – 2<sup>nd</sup> grade. Pre-K conferences will be in December and in May.

### Various Academic Workshops – Throughout the Year

BWES will host a minimum of 2 academic workshops this year for our parents. The topics will be based on parent input and school needs. These workshops will help families gain a better understanding of our curriculum and the many resources we use to strengthen our instruction for students.

### Various Family Events – Throughout the Year

We will host many family events at BWES this year. Building relationships with our families is very important to us.

### School Improvement Forum – Spring Meeting

We ask that you come and give your input after review of the School Improvement Plan, Parent and Family Engagement Policy, and Title I Budget for the upcoming school year. We value your input as our BWES parents.



### Parent Resource Center

Our parent resource center is located in a mobile unit behind the main hall. Come to look through the pamphlets on a variety of topics or use the computer to find other resources.

Hours of operation are 8:00-1:30.

## Parent and Family Engagement

BWES believes that parent and family engagement means the participation of parents in regular two-way and meaningful communication involving student academic learning and other school activities, including ensuring:

- That parents and families play an integral role in assisting their child's learning
- That parents and families are encouraged to be actively involved in their child's education at school
- That parents and families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- The carrying out of other activities as described in this plan.

*BWES is committed to helping our parents attend the parental activities listed in this plan. Please call or email us if you miss a meeting and would like a copy of the minutes.*

(706) 883-1570 or  
[www.troup.org/Home](http://www.troup.org/Home)

## The BEST are at BERTA!

Berta Weathersbee Elementary will take the following measures to promote and support families as an important foundation of the school in order to strengthen the school and reach our school goals. We will:

- ✓ Ensure that all information related to school and parent programs, meetings, and other activities is published in grade level newsletters and in Tuesday folders. We will also be sure information is posted on the school website for parents.
- ✓ Provide regular information for staff during faculty meetings and in staff updates on strategies to improve communication with parents and ideas to increase family engagement. Staff will also share best practices during regularly scheduled faculty meetings.
- ✓ Partner with Head Start and Early Reading programs by conducting joint staff meetings for parents and sending school information about parent engagement activities to help prepare parents and their child for kindergarten and improve school transition.
- ✓ Share information in grade level newsletters and on the website for parents to understand the school's academic standards and assessments as well as the ways parents can monitor their child's progress and work with educators.
- ✓ Communicate with all families and the community on a regular basis regarding schoolwide events and activities, through phone messages, social media, and flyers.
- ✓ Work with our parents to develop relevant trainings and helpful presentations to educate our staff on the importance of parent and family engagement.
- ✓ Provide necessary materials and handouts for parents at conferences, meetings, and activities to help parents work with their child to improve their child's achievement.
- ✓ Provide translated materials and interpreters during meetings and conferences to the extent possible to better serve our families.
- ✓ Use our Partners in Education, School Council, and Parent Advisory Council (PAC) to improve awareness of the activities and events listed in the school parent and family engagement policy.
- ✓ Share information about literacy and computer classes for parents to help further enhance their various educational levels.
- ✓ Collect feedback from parents at all events and post a suggestion form on the school website in order to respond to parents' requests for additional support for parent and family engagement activities.

## BWES' Family Liaison

We have a Family Liaison in our building who strives to strengthen ties between home and school. Mrs. Tenisha Ransom is an asset to our school. Her goals are to be available to parents based on their needs, coordinate parent programs, and maintain the necessary Title I documentation for the system and state. If you have not met Mrs. Tenisha Ransom, please come by the office area to meet her.

## Parent Advisory Council

BWES invites all parents to join the Parent Advisory Council (PAC) to share ideas and ways to involve other parents and to build partnerships with school, families, and the community. The council will meet several times during the school year. Dates will be posted on our website and invites to meetings will come home in Tuesday folders each month.

If you'd like to know about the PAC, please contact Mrs. Tenisha Ransom or complete the interest form and leave it in the Main Office.

## Parent Advisory Council

- ☐ Yes, I am interested and wish to join the Parent Advisory Council (PAC)
- ☐ Please contact me so I can learn more joining the PAC
- ☐ Please send me notifications about future meetings and updates

Name: \_\_\_\_\_

Child's Name and Grade: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

## Share Your Thoughts

We want to hear from you. If you have any suggestions or if there is any part of this plan that you feel is not satisfactory with the students' and the school's goals for academic achievement, please provide us with your comments in the space provided and leave this form in the Main Office:

Name: (optional) \_\_\_\_\_

Telephone Number: (optional) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





100 North Davis Road, Building C ■ LaGrange, GA 30241

www.troup.org

(706) 812-7900

## PARENT & FAMILY ENGAGEMENT POLICY

2019-2020

Revised April 9, 2019

### What is Family Engagement?

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

- (A) That parents play an integral role in assisting their child's learning.
- (B) That parents are encouraged to be actively involved in their child's education.
- (C) That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- (D) The carrying out of other activities, such as those described in section 1116 of the Every Student Succeeds Act (ESSA).



### About the Parent & Family Engagement Policy

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

When schools, families, and communities work together to support learning, children tend to do better in school, stay in school longer and enjoy school more. Title I, Part A provides for substantive family engagement at every level of the program, such as in the development and implementation of the district and school plan, and in carrying out the district and school improvement provisions. Section 1116 of ESSA contains the primary Title I, Part A requirements for schools and school systems to involve parents and family members in their children's education. The TCSS will work with its Title I schools to ensure that the required school-level parent and family engagement policies meet the requirements of federal law and each include, as a component, a school-parent compact.

### Jointly Developed

During the district meetings in the spring of 2019, the Parent Advisory Council and all parents were invited to participate and provide suggestions and ideas to improve this district policy for the 2019-2020 school year. The district used flyers, district/school websites, and other social media informing parents about the meetings. During the meetings, parents also reviewed and discussed the Consolidated LEA Improvement Plan (CLIP).

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

The district parent and family engagement policy is posted on district and school websites, included in Parent/Student handbooks each year, and made available in the schools' Parent Resource Centers in a format and language that parents can understand.



## **Strengthening Our Schools**

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

## **Reservation of Funds**

The TCSS will reserve one percent from the total amount of Title I funds it receives in FY20 to carry out the parent and family engagement requirements listed in this policy and as described in federal law. Furthermore, the TCSS will distribute 90 percent of the amount reserved to Title I schools to support their local-level family engagement programs and activities. The district will provide clear guidance and communication to assist each Title I school in developing an adequate family engagement budget that addresses their needs assessment and parent recommendations.

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

## **Opportunities for Parent Consultation**

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

### **Open House Meetings in the Schools ▪ Fall of 2019**

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

### **District Improvement Forum ▪ Spring of 2020**

All parents are welcome to hear the latest updates from the Troup County School System as well as review and provide input into the district Parent and Family Engagement Policy and the Consolidated LEA Improvement Plan (CLIP) for the 2020-2021 school year. Notices regarding this meeting will be made available to all parents in advance of the meeting. The district will also communicate information regarding this meeting on the school and district websites. If you are unable to attend the meetings, call the Federal Programs office for more information. (706) 812-7900 extension 1149

### **School Improvement Forums ▪ Spring of 2020**

Each Title I school will host a forum for parents to participate in discussions to review the schoolwide plan/school improvement plan, the school Parent and Family Engagement Policy, as well as provide input on the family engagement budget and family engagement program. Each Title I school will send a flyer home to parents notifying them about the date and time of the forum. Information regarding the School Improvement Forum will also be made available on each Title I school website and in weekly classroom newsletters. If you are unable to attend these meetings, call the school for more information.



## **Building Capacity**

### **Of Parents**

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

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

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

To ensure that information related to parent programs, meetings and other activities is available to all parents in an understandable and uniform format, each Title I school will make available a calendar of events with information for parents at the beginning of the year. Parent notifications and resources will be sent home in parents' native language, where applicable, and interpreters will be available at parent events and meetings when requested. Information posted on the district website will be translated to the extent practicable. The district will also utilize school telephone systems, school websites, local news media, and other school message systems to post information for parents.

### **Of School Staff**

The TCSS will educate teachers, pupil services personnel, principals, and other staff on how to reach out to, communicate with and work with parents as equal partners and on implementing programs to build ties between parents and schools. The TCSS will also provide information for appropriate school staff and faculty that will focus on creating welcoming environments and improving two-way communication with families. In addition, the Parental Engagement Coordinator will provide opportunities for visits to each Title I school to review and discuss parent and family engagement requirements and initiatives. The district will educate school staff, with the assistance of parents, in the value of parent and family engagement. Parents will actively share ways that ties between parents and the school can be strengthened and sustained.

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

The TCSS works hand in hand with community organizations, including faith-based organizations, to share parent and family engagement activities and to increase the knowledge base in our community of the importance of family engagement for our students overall success.



## Upcoming Dates:

### FOR PARENTS

#### Monthly Parent Advisory Council

##### Meetings- open to everyone

Dates posted on school websites  
Administrative Services Center

#### National Parent Engagement Month

November, 2019\*\* Check the website for  
special ways to get involved!

#### District Improvement Forum

March, 2020

Administrative Services Center

#### School Improvement Forums

March -May, 2020

Local School Sites

If your schedule does not allow you  
to attend the meetings, feel free to  
call the Federal Programs office for  
information- 706-812-7900,

ext 1149

### FOR SCHOOLS

#### New School Year Site Training

August, 2019

#### Principal Meetings

Monthly-Administrative Services Center

#### Family Liaison Meetings

Monthly-Administrative Services Center

## Parent & Family Engagement Evaluation

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

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

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



## Accessibility

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

## Development

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

Final revisions to this policy were made on April 9, 2019. The policy will be in effect for the 2019-2020 academic school year. The school district will distribute this policy in multiple ways to all parents of participating Title I, Part A children during the first weeks of school.