



The HOPE Academy



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2022-2023 School System Calendar

August 1-4..... Professional Learning Day/Pre-Planning (PreK-12 Staff)

August 5..... First Day of School (PreK-12: ALL STUDENTS)

September 5..... Labor Day Holiday

October 6..... First Quarter Ends

October 7..... Professional Learning Day/Student Holiday

October 10..... Professional Learning Day/Student Holiday

November 21 - 25..... Thanksgiving Holidays

December 15..... Middle and High School Early Release (Noon)

December 16..... Second Quarter Ends/Noon Release Middle/High School

December 19 - January 2.....Christmas Holidays

January 3..... Professional Learning Days/Student Holidays

January 4..... Classes Resume

January 16..... MLK Holiday

February 17..... Student/Staff Holiday (or Inclement Weather Make-up Day)

February 20..... Presidents' Day Holiday

March 9..... Third Quarter Ends

March 10..... Professional Learning Day/Student Holiday (or Inclement Weather Make-up Day)

April 3-7Spring Break

May 23 -24Noon Release Middle/High School

May 24Last Day of School (Pre K-12: ALL STUDENTS)

May 25 - 26Professional Learning Day/Post Planning

May 25Callaway High School Graduation (Evening)

May 26 Troup County High School Graduation (Evening)

May 27LaGrange High School Graduation (Morning)

~People, Purpose, Passion~
 ~Transforming our youth~ one life at a time~ from the inside out~
 Mrs. Stephanie Winn-Chappell, Principal
 Mr. Kenneth Kennedy, Assistant Principal
 Ms. Tiffany Pitts, Guidance Counselor

Greetings Parents, Guardians and Students,

We are very enthusiastic to welcome each of you to The HOPE Academy for the 2022-2023 school year. At The HOPE Academy, each student who attends will be afforded the best environment and opportunity to set and achieve personal and academic goals. We are committed to ensuring students achieve their goals with success. Our school follows a disciplined and well regulated environment that allows teachers to provide effective instruction to our students. We have high expectations of our students and teachers and disrespect and defiance will not be tolerated. Our climate is nontraditional and we take a holistic approach to ensure that our students' needs are met behaviorally and academically. Our primary goal is to ensure that we are educating the whole child and equipping our students with new skills and techniques so that the students may transition back to their base schools successfully.

The HOPE Academy's culture is positive, purposeful, healthy and productive. My expectation as the Principal, is to ensure that the time spent at The HOPE Academy is a time of self- reflection and progression towards students reaching their goals. We are confident that the team at The HOPE Academy will challenge each student to achieve personally and academically.

We also believe strongly in the parent, student, and school relationship. We encourage parents to be involved in school activities and meetings with teachers. If there are any issues please do not hesitate to contact me.

Sincerely,

Stephanie Winn-Chappell

SECTION I: THE HOPE ACADEMY INFORMATION AND POLICIES

ABOUT THE HOPE ACADEMY

The HOPE Academy is the Troup County School System secondary alternative educational program. Accredited by the Southern Association of Colleges and Schools, the school serves sixth through twelfth graders, with a maximum capacity of 90 students at any given time. Students expelled from their home schools as a result of a disciplinary tribunal or student disciplinary conference may have the opportunity to attend The HOPE Academy. Decisions regarding those students returning from incarceration at a youth detention facility or other restrictive placements are determined on a case-by-case basis.

The HOPE Academy is housed in a beautifully renovated facility designed to serve our students and staff. Up-to-date surveillance equipment is located both inside and outside the facility. The attractive landscaping in front of the facility was completed through the cooperative efforts of parents, guardians, students, and staff.

The purpose of The HOPE Academy is to **Help Our Pupils Excel** in Academics, Behavior, and Citizenship—The HOPE Academy ABC's. Intensive academic and social skills interventions are provided by highly qualified staff for those students whose needs are currently unmet through traditional school programs and services. Students who successfully complete The HOPE Academy program will be recommended by the school principal and teachers for transition to their home schools.

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

HOPE Expectations: With Honor, take every Opportunity to identify your Purpose and strive towards Excellence.

MOTTO

Helping Our Pupils Excel in Academics, Behavior, and Citizenship

VISION

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

BELIEF STATEMENTS

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

DESIRED STUDENT GOALS

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

SCHOOL SYMBOL

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

EXIT CRITERIA

1. Completion of minimum assigned time.
2. Completion of all assigned programs, such as **VIP, RESPECT, and SUPER 1**.
3. Recommendation by the principal and school staff that the student is ready to transition to homeschool. **Students with excessive absences, display lack of academic effort, and/or behavior referrals may have their assigned time extended.**

TRANSITION PROCEDURES

The HOPE Academy will assist eligible students in transitioning successfully to their home schools. At each transition period, the principal or designee will submit a list of eligible students for transition. A transition plan unique to each student will be developed by the transition team. The transition meeting normally will take place at The HOPE Academy.

Before the transition occurs, the team will meet to ensure a smooth transition. This team includes, but not limited to, the following individuals:

- The HOPE Academy Principal and/or Assistant Principal
- Behavior Assistant - Home School
- School counselor
- School social worker
- Parent (s)
- Student
- A representative from the referring school (if the referring school is a TCSS school).
Administrator or graduation coach, preferably
- Probation officer, as appropriate

The transition plan will be finalized, expectations will be discussed, and the team will sign consensus for the plan.

ATTENDANCE

Descriptor Code: JBD

Policy

The Troup County School System wishes to achieve multiple goals with the development of this Attendance Handbook and the implementation of its directives. A systematic and sustainable approach to reducing chronic absenteeism requires a combination of universal and preventive programs that build a culture of attendance throughout schools and community; early outreach that enables schools and community staff to build relationships with families; and intensive interventions that focus resources on the most high need students and their families.

a. The first goal is to provide guidance and resources to staff when dealing with attendance issues that ultimately will result in improving attendance. As a district, we recognize the importance of attendance and its direct connection to student achievement. When children are not in school, it becomes extremely difficult for them to make gains and improve their academic skills.

b. The second goal is to clarify district definitions for excused and unexcused absences and tardies and apply uniform practices to provide consistency in attendance recording throughout the district. This increases validity of the data upon which we make many decisions.

c. The third goal is in regard to families in our district. Families expect absences and tardies to be dealt with consistently regardless of which school their children attend. It is the expectation of the Superintendent that all Troup County School System staff follow the practices stated in this handbook. We realize, however, that a handbook such as this is an evolving document. The materials will be reviewed annually and, where appropriate, updates will be instituted.

All students are required by law to attend school every day and to be on time for school and all classes. Tardiness is not just being late for school as traditionally interpreted; it is defined by law as "any amount of instructional time missed." This includes being late to school or leaving school before classes are dismissed. Students are required to sign in on an Entry

Log if they are late to school or to sign out of school on an Exit Log if they leave the building during any part of the instructional day.

Attendance Records:

Records may include, but are not limited to, teacher or school attendance register; classroom daily attendance sheet; weekly attendance and truancy records, excused and unexcused absence records; tardiness records; notes from parents/guardians; and related documentation.

Day absence: full day = missing 51% or more of the day, half day = missing 25% to 50% of the day.

Class absence: missing more than 25% of the class period.

Examples:

- a. A student arriving after the first 12 minutes of a 48-minute class period is marked absent for the class
- b. A student arriving after the first 23 minutes of a 90 minute class period is marked absent

Excused absence: notification by a parent/guardian was provided verbally or in writing prior to the absence or within three days after the return of the student to school or class. Verbal notices should be maintained in the contact log by the person to whom it is reported.

Unexcused absence: parent/guardian provided no excuse within three days after the student returned to school or those presented fell outside excusable absences as determined by the district (see page). It is only necessary to enter an absence reason for an unexcused absence if it was for cutting class or for arriving after 25% of the class time has started without a parent/guardian verbal or written message determined excusable by the district. For elementary and K-8 students who are on "daily" attendance, the attendance auto-dialer will call all students with 6 unexcused absences as of 10:00 a.m. Middle school, High school, and K-8 students who are on "period attendance" will be called as of 12:00 p.m. and again at 5:00 p.m.

Authorized Absence: that a student is absent from class but is participating in an instructional activity such as a field trip, testing or school event. Such an absence does not count against the student attendance rate.

Tardy: means not present at the start of class and arriving within the first 25% of the class period.

Excused Tardy by Staff Member: notification was provided by a staff member indicating an acceptable reason for the student being detained by that staff member

Excused Tardy If Not School-Related: the student was tardy for a reason deemed excusable as an absence by the district, however, the student arrived within 25% of the class period/session.

Unexcused Tardy: the student was tardy for reasons not deemed excusable by the district

Attendance Calculations:

- Full Day Absence: missing 51% or more of the day
- Half Day Absence: missing 25% --- 50% of the day
- Class Absence: missing more than 25% of the class period
- Tardy: Not present at the start of class and misses less than 25% of the class period

Importance of Attendance:

Poor attendance diminishes the effectiveness of instruction, the ability to engage students, and the possibility of building strong connections and systems of support with students and families.

Out of a total of twenty-five at-risk factors, the National Dropout Prevention Network identifies poor attendance as one of the four risk factors for dropping out which manifests at all levels of schooling: elementary, middle, and high school. It is one of the earliest indicators of disengagement, and often the most severe indicator immediately before a student drops out. A recent study indicates that course attendance is eight times more predictive of freshman year course failure than eighth grade test results.

At the elementary level, poor attendance is the behavioral indicator most related to grade level retention. The loss of instructional time and course credits increases grade level

retention which leads to a higher probability of not graduating from high school. The costs in time and resources to recover lost credit or to repeat a school year is immense.

Excused Absences:

In accordance with Georgia Board of Education Rule 160-5-1.10 and the TCSS, students may be temporarily excused from school who are:

- Personally ill and whose attendance in school would endanger their health or the health of others;
- In whose immediate family there is a serious illness or death which would reasonably necessitate absence from school;
- Mandated by order of governmental agencies, including pre induction physical examinations for service in the armed forces and court orders;
- The observation of religious holidays, necessitating absence from school.
- When conditions render school attendance impossible or hazardous to the student's health or safety.
- Registering to vote or voting for a period not to exceed one day;
- Serving as Pages of the General Assembly during the school year (Pages shall be credited as present by the school in which enrolled);
- Military connection of parent or legal guardian necessitates an absence.

An absence is also excused when:

A student who has been referred to a juvenile court for delinquent conduct or conduct in need of supervision (CHINS) is absent from class because of the referral, as long as:

- 1) the probation officer or court official provides a written explanation for the absence to the school district; and
- 2) the student successfully completes all missed assignments

A student who has been referred to the Georgia Department of Human Services or other welfare unit on the basis of abuse or neglect is absent from class because of the referral, as long as:

- 1) the caseworker communicates the reason for the absence to district personnel; and
- 2) the student successfully completes all missed assignments.

Campuses are advised to carefully consider for excused absences in the following cases involving other recognized barriers to regular attendance:

Certain disabilities

Homelessness

Harassment/Bullying

Victim of Violent Crime

Public Health Emergencies

Federal or State Disaster Areas

Excused Notes:

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

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

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

Tardiness/Early Departure:

Student tardiness **TO CLASS** is a behavioral issue and generally may not be used for truancy charges. However, egregious cases of tardiness **TO SCHOOL** due to parental or student behaviors may classify as "parts of days" absences, such as the case of students whose parents bring them every day at 9:30 a.m. instead of 7:30 a.m. Once a student is at school, however, his or her lack of arriving to scheduled classes on time is a behavioral issue and should be treated through disciplinary methods.

The same criteria in determining whether an absence is excused or unexcused apply to tardies. Parents must provide a written reason no later than three school days after the date of the tardy.

Students may leave early only under certain conditions and with the knowledge of the school. No student under 18 years of age is permitted to leave school during school hours without a justifiable excuse, in writing or by telephone, from his/her parent/guardian. This applies to lunch, extracurricular activities, field trips, and any other activity supervised by campus or district personnel. The principal or designee must approve such excuses.

When a student becomes ill at school, the student may be excused to go home after the parent/guardian has been notified. Only the principal or designee grants such excuses. The school office or nurse should report the early release to the attendance office and teachers in accordance with campus procedures.

Absences due to Suspension:

Absences accrued due to suspension are neither voluntary nor unexcused, and may not be used in the calculation of absences for truancy or course credit. Campuses should carefully code absences due to suspension according to district guidelines. All days missed by a student during the suspension period will be considered excused absences.

<https://www.gadoe.org/External-Affairs-and-Policy/State-Board-of-Education/SBOE%20Rules/160-5-1-.10.pdf>

Last Revised: 7/20/2017

HOPE ACADEMY

SCHOOL ARRIVAL

For safety reasons students are expected to ride the buses provided by The HOPE Academy. Bus riders will enter the building at the designated side entrance at 8:30 a.m. and will be checked in by school staff. If a student is a car rider, parents/guardians are expected to wait with the student until 8:30 a.m. or until the morning check-in door is opened (***due to safety reasons***). After arrival on campus, students may not leave the campus for any reason without checking out through the front office. **Students who leave campus without permission will be reported to law enforcement and the student will be subject to disciplinary action.**

SCHOOL DISMISSAL

The front office will notify teachers of dismissal. The teacher will dismiss the class. ALL students should exit the building at the designated location upon direction by staff. Students may not loiter in the hallways nor return to the building after exiting. Parents should enter the car rider-drive for pick up and drop off of children. ***Cars may not cut in front of the buses or drive over unpaved areas. Students must have written permission to stay after school for tutoring/activity.***

ABSENT FOR PART OF A DAY

Arriving at school after school day begins:

1. **The parent must sign the student in at the main office if arrival is after 8:45 a.m.**
2. Go to the class period that is in session or do as instructed.

Leaving school before day ends:

1. Present a written request which includes parent contact information to the attendance checker upon arrival at school. The front office will make contact with parents to confirm. **For security reasons, phone, email, and fax checkouts will not be allowed.**
2. Parent is to sign out the student in the notebook located in the front office.
3. A student is considered absent from a class period if he/she misses more than 25% of the class period.
4. When students return to school on the same day, the parent/guardian shall sign-in the student in the office.
5. Medical appointments, illness, and court summons are the only excused absences for part of the day, and written verification must be provided.
6. Parents or guardians picking up students must come in to sign out students or have made other arrangements with the school. **Only those adults listed on a student's registration forms may check out a student, and photo ID will be required.**

7. Students may not check out for lunch. Lunch from restaurants may not be brought to students during the school day.

STUDENT TARDIES

Punctuality to school and class is important for effective individual learning and an orderly learning environment for all students. Students are expected to arrive at school on time and be in classes on time. Students have sufficient time to reach each of their classes.

The following plan shall guide the staff's response to students' tardiness to school on a **semester by semester** basis:

- 6th Tardy- Lunch Detention (1 day)**
- 7th Tardy- Lunch Detention and loss of FLEX time (2 days)**
- 8th Tardy- 1 day of ISS**
- 9th Tardy- 3 days of ISS**
- 10th Tardy- 3 days of ISS**

Any tardy after the 10th tardy will be subject to administrator discretion in regards to consequences.

TROUP COUNTY SCHOOL SYSTEM
Student Attendance Protocol (condensed version)

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 in accordance with Georgia Board of Education Rule 160-5-1.10, students may be temporarily excused from school who are:

1. Personally ill and whose attendance in school would endanger their health or the health of others;
2. In whose immediate family there is a serious illness or death which would reasonably necessitate absence from school;
3. Mandated by order of governmental agencies, including pre-induction physical examinations for service in the armed forces and court orders
4. The observation of religious holidays, necessitating absence from school.
5. When conditions render school attendance impossible or hazardous to the student's health or Safety.
6. Registering to vote or voting for a period not to exceed one day;
7. Serving as Pages of the General Assembly during the school year (Pages shall be credited as present by the school in which enrolled);
8. Military connection of parent or legal guardian necessitates an absence

The law requires the Responsible Person 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. No later than upon the third unexcused absence, unexcused tardy, or unexcused dismissal, a designated staff member, will notify the Responsible Person by phone or written correspondence if necessary. For the purpose of intervening and providing support, resources will be offered to the Responsible Person. If applicable, a list of these students' names will be forwarded to the appropriate School Counselor, Social Worker, Family Assistant, Administrator or Designee. This shall be considered the first notice of attendance.
3. If two (2) reasonable attempts to notify the Responsible Person of absences, tardies or early dismissals produce no response, the school will send an Attendance Notice to the Responsible Person or guardian via certified mail, return receipt requested or first class mail. If applicable, these students' names will be forwarded to the appropriate School Counselor, Social Worker, Family Assistant, Administrator or Designee.
4. After five (5) unexcused absences, seven (7) or more unexcused tardies, or seven (7) or more unexcused early dismissals, a referral to law enforcement will be submitted by the school. Law enforcement shall serve the referral to the Responsible Person who will be asked to sign it indicating receipt. In addition, a school designee will request a conference with the Responsible Person and the plan will be reviewed and updated. 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 may be filed in the Juvenile Court (SBRRP applies to elementary school students only).
5. Except in extraordinary circumstances found at the discretion of the school, upon the occurrence of the first unexcused absence, unexcused tardy or unexcused early dismissal following the 1st 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 upon the 10th absence. At any time during the year the student's academic progress is affected by continued unexcused absences, the school may proceed with Educational Deprivation charges through Juvenile Court.
7. After ten (10) or more unexcused absences, the school may elect, as an alternative to sending a warrant request or in addition thereto, to file a complaint for educational neglect or a Child in Need of Services complaint.
8. Attendance related information obtained by Law enforcement will be provided to the school and kept on file at that school.

Parent/Guardian/Responsible Person's Signature _____

Date _____

Student's Signature (if 10 years or older) _____

Grade _____

Student's Printed Name _____

Revised 07/20

BEHAVIORAL EXPECTATIONS, POLICIES, AND SCHOOL-WIDE DISCIPLINE PLAN

STUDENT BEHAVIORAL EXPECTATIONS

Maintaining a safe and orderly environment which is conducive to learning is the number one priority of The HOPE Academy faculty and staff.

Students are expected to follow all requirements of the Troup County Schools Student Code of Conduct. In addition, students are expected to meet all rules and regulations of The HOPE Academy. Students are given every consideration regarding their rights and are expected to share in the responsibility.

The HOPE Academy staff strives to establish a positive atmosphere to assure that each student can learn and grow as an individual. Basic rules and regulations are necessary to provide such a school climate. Behavioral expectations in all aspects of school life are described in the Positive Behavior Interventions and Supports (PBIS) matrix found below.

All students attending The HOPE Academy are expected to:

1. Show respect for all school staff, as well as visitors and guest speakers, at all times. This includes cooperation with any reasonable request from The HOPE Academy staff.
2. Show respect for other students. This includes not interfering with the right of other students to learn by demonstrating disruptive behavior.
3. Follow all uniform student dress code requirements of The HOPE Academy.

4. Refrain from participating in or attending any clubs, organizations, team sport practices, sports events, or other extracurricular activities of any schools in the Troup County School System while assigned to The HOPE Academy.
5. Bring required materials—including paper and pencils—to school each day, complete all assigned work, and participate appropriately in class.
6. Be orderly, polite, and reasonably quiet in all public areas of the school, including halls, cafeteria, and assemblies.
7. **Stay awake in class.** Students who sleep in class may be subject to appropriate disciplinary action, **including potential revocation of time served at The HOPE Academy. Students may be required to serve Lunch Detention and/or lose his/her FLEX time due to a lack of effort. We expect maximum effort from our students.**
8. Leave cell phones, I-Phones, I-Pods, I-Pads, radios, electronic games, playing cards, other electronic devices, or other disruptive items at home. ***These contraband items will be confiscated according to the Cell Phone/Electronic Devices protocol.***
9. Have a pass issued by the teacher in charge of the student at that time in order to be in the hall unescorted.
10. Take restroom and water breaks at scheduled times. Students needing to use the restroom or get water more frequently must bring a doctor's note and must be escorted by a staff member to the restroom.
11. Take care of textbooks. Students should always check their books when issued and report any damage to the teacher in order to avoid being fined for damage upon return. Students will be charged for any issued books that are lost, stolen, or otherwise missing or damaged at the end of the semester. These fees must be paid before the student will be allowed to return to his or her home school.
12. Refrain from throwing, shooting, or in any way propelling an object that endangers the sight of other students. This includes food or other objects in the school cafeteria.

Refrain from bringing contraband items to The HOPE Academy, including on the school bus.

The following items are considered contraband and are not permitted at The HOPE Academy, including on the bus:

- Sunglasses
- Hats, caps, wave caps, hair curlers, do-rags, ear warmers, shower caps, or other head attire
- Bandanas and/or headbands
- Book bags, trapper keepers, or closed book binders

- Purses (necessary feminine items should be brought to the school office for safekeeping)
- Combs, brushes, and picks
- lipsticks, and glitter sticks (cannot bring Makeup)
- No jewelry (**NO EXCEPTIONS**). **Students will not be permitted to cover jewelry with bandages or tape.**
- Candy or gum
- Money
- Cellphone of anytype

Contraband items will be confiscated.

The HOPE Academy administration reserves the right to provide consequences to behavior that is subversive to good order and discipline in the school, even if the behavior is not specified in the written expectations of The HOPE Academy or the Troup County Schools Student Code of Conduct.

All students assigned to The HOPE Academy are on strict probation with the school system, including the bus ride to and from school. The principal may violate the probation of any student who continues to engage in inappropriate behavior and refer the student to a student discipline conference or tribunal.

Engaging in any of the following behaviors or actions will not be tolerated at The HOPE Academy and will result in serious disciplinary consequences, including possible suspension or expulsion. Please note that the actions of The HOPE Academy with regard to enforcing its rules are separate and distinct from any consequences that a student may face should he or she break the law. Many of these infractions also qualify as criminal behavior and will result in referral to law enforcement officials.

1. **Verbal, Physical, or Sexual Aggression**—Students may not use any aggressive, intimidating, threatening, or hostile language toward staff or peers. This includes any cursing or obscene language while on campus or on the bus, as well as sexual comments. Physical and/or sexual assault by a student on another student or staff member is forbidden and will not be tolerated. Such incidents will be subject to school disciplinary action, and charges will be filed with law enforcement officials.
2. **Bullying**—Students may not bully other students or school staff, either verbally or physically. Bullying at school is against the law in the state of Georgia. Students are

encouraged to report any incidents of bullying to a school staff member. Students who engage in bullying will be subject to disciplinary action, which may include referral to a disciplinary tribunal hearing and law enforcement officials.

3. **Fighting**—Students who engage in physical fights will be suspended and/or referred for further disciplinary action, and charges may be filed with law enforcement officials. If a student strikes a school staff member in pursuit of his or her duties, this act may be considered assault and charges filed with law enforcement officials.
4. **Weapons**—Students may not possess any object that is considered to be a weapon according to the Troup County School System Student Code of Conduct. Students found in possession of a weapon are subject to a disciplinary tribunal hearing. In addition, possession of any weapon on school grounds or school transportation is against the law (O.C.G.A. 16-11-127.1), and a referral will be made to law enforcement.
5. **Alcohol, Drugs, and/or Tobacco**—Students may not be under the influence of, use, nor possess any tobacco product, drug, drug paraphernalia, look-alike, or alcohol at school. Such actions are subject to a disciplinary tribunal hearing. Except in cases involving regular tobacco products, charges will be filed with law enforcement.
6. **Gang Activity**—Gang activity will not be tolerated at The HOPE Academy. Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessories or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger and is prohibited by students in the Troup County School System. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. Students who engage in gang activity while at The HOPE Academy are subject to referral to a disciplinary tribunal hearing as well as possible referral to law enforcement officials.
7. **Vandalism**—Students may not write on walls, desks, or other inappropriate locations. Violators will receive a disciplinary referral and may be referred to a disciplinary tribunal hearing. Any student who willfully destroys school property will be responsible for restitution and possible referral to law enforcement for a charge of criminal trespass.
8. **Theft**—Theft of any type is forbidden. Students and their parents/guardians will be responsible for restitution of lost property. Serious incidents will be referred to law enforcement officials.
9. **Incorrigibility**—Students who persistently and repeatedly violate the rules of The HOPE Academy will be considered incorrigible. In such cases, the principal will violate the strict

probation of the student's assignment to The HOPE Academy and refer the student to a student discipline conference.

SENIOR DISCIPLINE

Disciplinary actions may impact a senior's ability to graduate with his/her class. During the last months and weeks of the school year seniors who are referred to the office may lose the privilege of marching with his/her class and/or may be required to complete community service prior to receiving his/her diploma.

IN-SCHOOL SUSPENSION

Students are assigned ISS by a school administrator, who will inform the student of the starting date in ISS. An attempt will be made to notify the parents by phone. If unreachable by phone, parents will be mailed a copy of the disciplinary referral form, and a copy of the disciplinary referral form will be provided to the student.

The following In-School Suspension procedures will be observed:

1. Students assigned to ISS are to report directly to ISS and nowhere else.
2. Students may not sleep, lean, or put their heads down in ISS.
3. When an assignment has been completed, the student should fold it in half and write his/her name and the teacher's name on the outside of the assignment.
4. Turn the assignment into the ISS instructor.
5. There is no talking in ISS. If there is a question, raise your hand and wait for a response from the teacher. Do not speak out and do not turn around.
6. Do not write or pass notes, do not write, or carve on the desk, chairs, or walls. This may not only require restitution but can also result in notification of law enforcement and a charge of criminal trespass.
7. Do not bring food, candy, or drinks into the ISS room.
8. There will be two restroom breaks each day. Lunch will be served at a time that is separate from the rest of the student body. Lunch will be eaten in the classroom.
9. In order to be eligible to exit ISS, all assignments must be completed. Days absent, time missed from early check-outs and late check-ins will be made up prior to being released from ISS.
10. Students are expected to complete a Restorative Practice activity prior to returning to class.
11. Students will serve the assigned time in ISS, unless there are extenuating circumstances that exist within the building.

Students assigned to ISS who are disrespectful, disruptive, or who break any of the above rules while in ISS will be subject to additional disciplinary action.





THE HOPE ACADEMY SCHOOL-WIDE DISCIPLINE PLAN

The HOPE Academy school-wide discipline plan is based on the Positive Behavior Intervention and Support (PBIS) framework. This plan was developed to enhance a positive learning environment by clarifying consistent student expectations, disciplinary consequences, acknowledgements and incentives. This plan consists of a progressive leveled discipline approach and the implementation of systems and supports that involve students, teachers, parents/guardians, community partners, and administrators.

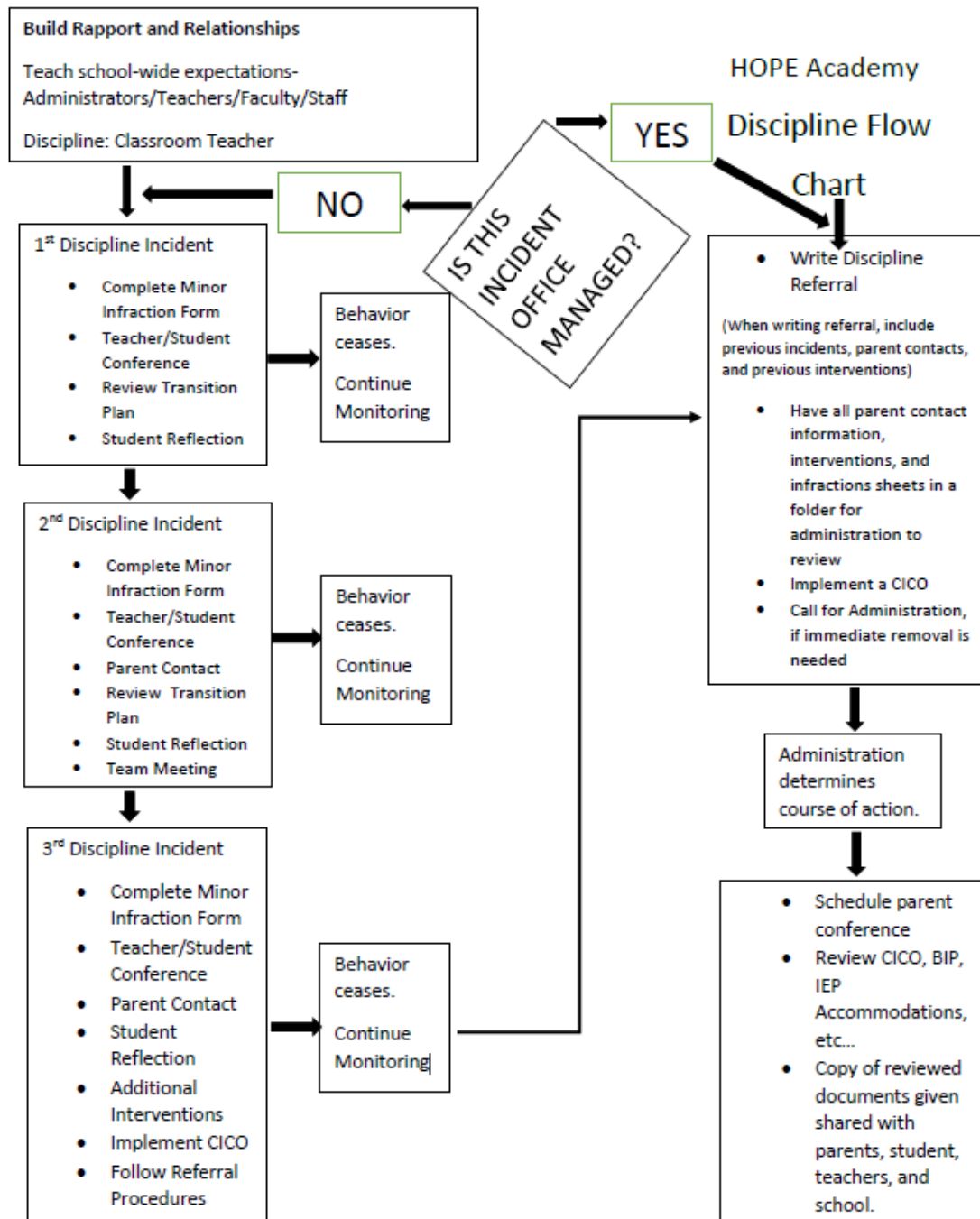
The HOPE Academy school-wide plan promotes positive work habits, reinforces desired behaviors and teaches replacement actions when students behave inappropriately. Students who exhibit the H.O.P.E. expectations can participate in school celebrations, earn dress down passes, participate in quarterly celebrations for attendance, academics, behavior, citizenship and end of the year celebrations. Other acknowledgements include daily Happy Grams that are read during announcements, monthly student highlights, special lunches, and gift cards. Students also serve on school committees for behavior, academics, celebrations, and campus beautification.

The HOPE Academy Matrix explains our process of building relationships and teaching expectations. The Progressive discipline charts explain the process of communication and consequences if negative behavior occurs with the student.

With Honor, take every Opportunity to identify your Purpose and strive for Excellence.

<u>Expectations</u>	<u>Hallway</u>	<u>Restroom</u>	<u>Cafeteria</u>	<u>Assembly</u>	<u>Outside</u>	<u>Bus</u>
	<ul style="list-style-type: none"> Keep hands and feet to self Maintain proper dress code 	<ul style="list-style-type: none"> Respect the privacy of others 	<ul style="list-style-type: none"> Use manners and respectful language with ALL adults and students Silence in the serving line 	<ul style="list-style-type: none"> Respectful of peers and presenter 	<ul style="list-style-type: none"> Respect yourself and others Use appropriate language 	<ul style="list-style-type: none"> Follow bus rules Maintain proper dress code
	<ul style="list-style-type: none"> Quiet transitions Walk single file Stay to the right Maintain personal space 	<ul style="list-style-type: none"> Go at scheduled times Report problems, vandalism, etc... 	<ul style="list-style-type: none"> Get utensils, napkins, and condiments before sitting down Clean up your mess quickly Throw all trash away 	<ul style="list-style-type: none"> Silent during the presentation 	<ul style="list-style-type: none"> Enjoy positive time with peers 	<ul style="list-style-type: none"> Stay in seat while bus is moving Keep your body and belongings inside the bus
	<ul style="list-style-type: none"> Keep moving Facing forward Go directly to assigned class 	<ul style="list-style-type: none"> Do your business and leave, no horseplaying 	<ul style="list-style-type: none"> Sit in your designated area Keep your area clean Keep food in the cafeteria 	<ul style="list-style-type: none"> Actively listening 	<ul style="list-style-type: none"> De-stress and reflect Play by the rules No horseplaying 	<ul style="list-style-type: none"> Be on time Talk quietly Clean up after yourself
	<ul style="list-style-type: none"> Follow adult instructions Be a positive role model by modeling correct behavior 	<ul style="list-style-type: none"> Flush the toilet Throw away all trash Be a positive role model by modeling correct behavior 	<ul style="list-style-type: none"> Follow adult instructions Be a positive role model by modeling correct behavior 	<ul style="list-style-type: none"> Follow adult instructions Be a positive role model by modeling correct behavior 	<ul style="list-style-type: none"> Follow adult instructions Be a positive role model by modeling correct behavior 	<ul style="list-style-type: none"> Enter and Exit the bus and building in an orderly manner Report any incidents

With **Honor**, take every **Opportunity** to identify your **Purpose** and strive towards **Excellence**



Code of Behavior Offenses

STAFF MANAGED BEHAVIORS

- Tardiness (on 3rd tardy, enter student into Discipline Flow Chart)

- Skipping class (notify administration)
- Non-compliance with staff direction
- Classroom disruption
- Loitering
- Inappropriate conversations/profanity
- Failure to serve teacher assigned detention
- Unprepared for class
- Leaving the classroom without permission (notify administration)
- Inappropriate computer use
- Inappropriate cafeteria, hallway, or restroom behavior
- Dress code violations after check-in
- Throwing objects
- Eating/drinking in class
- Academic dishonesty/Cheating/Plagiarism
- Sleeping in class
- Electronic devices/cell phones (visible and/or on)
- Push, Slap, Hit, Trip

OFFICE MANAGED BEHAVIORS

- Bomb Threat/False Alarm
- Possession of a Weapon/Explosive Device
- Threats of bringing/using Weapons
- Fighting/Physical Aggression
- Physical Assault/Harassment
- Intimidation/Bullying
- Sexual Harassment/Sexual Offense
- Theft/Burglary
- Verbal Abuse and/or Threat of Violence
- Inappropriate Bus Behavior
- Truancy
- Vandalism/ Property Damage
- False Fire Alarm or Arson
- Possession/Distribution/Use of OTC Medication, Controlled Substance, Tobacco, or Alcohol
- Forgery/Extortion
- Gambling
- Violation of Staff Managed Behaviors (3)
- Possession/Use of Imitation Weapons
- Possession/Use of Imitation Drugs
- Possession of Drug Paraphernalia

Process for teaching appropriate behavior

Preventive actions

- Orientation
- Develop and maintain daily Check in/ Check out
- Develop a Behavior Intervention Plan and/or Safety plan
- Student(s) will be allowed to talk with a staff member of the student's choice when upset or angry.
- Teachers will speak and interact with the student in a neutral and emotionally flat manner using a calm tone.
- Teachers will frequently state school and/or class rules in a clear and concise manner using a calm tone.
- Teachers will state directives, expectations, and directions in a clear and concise manner, and then walk away from the student to avoid being drawn into a power struggle.
- Teacher will avoid addressing the student in front of others to avoid power struggles.
- Teacher will use planned ignoring. (Must be discussed with the student ahead of time.)
- Teacher will provide the student with a more highly structured routine, schedule, and classroom environment.
- Teacher will send the student for a break or an errand when a student's behavior is escalating (drop a note off, etc...).
- Teacher will praise and encourage the student for good effort, attempting tasks, completing work, etc... (Utilize the ratio of at least 4 positives to 1 negative)
- Teacher will provide positive feedback, like a pat on the back, high-five, whispering to student, leaving a note, giving a happy gram, etc...
- Student will meet with the school counselor.
- Student will be allowed to journal in their cool down area.
- Student should complete a Restorative Practices Incident Report or Think Sheet and attend a restorative conference prior to returning to class after an infraction.
- Student may use cool down cards to obtain permission to go to the assigned cool down area.
- Parent Conferences

CONSEQUENCES- *The disciplinary actions outlined below serve as suggested consequences to be taken by administration. Administrative discretion may be used.*

	First Offense	Second Offense	Third Offense	Fourth Offense
Dress Code (Defiance)	Parent will bring a change of clothes. If a parent cannot bring a change of clothes, the student will be placed in ISS.	3 Day OSS	5 OSS	10 Days OSS Review CI/CO or BIP Admin Discretion
*Jewelry (Defiance)	Student will place the jewelry in an envelope and retrieve the items at the end of the day.	3 Day OSS Jewelry may be picked up by the parent/guardian at the end of the day.	5 OSS Jewelry will be held at the HOPE Academy until the student has served his/her time and is eligible to return to the home school or until parent retrieves jewelry	10 Days OSS Review CICO or BIP Admin Discretion Jewelry will be held at the HOPE Academy until the student has served his/her time and is eligible to return to the home school.
Distraction of other students	Reprimand	3 days OSS	5 Days ISS Develop and Implement a CI/CO or BIP	10 Days OSS Review CI/CO or BIP
Non-Direct use of profanity	Reprimand	3 Days OSS	5 Days ISS Develop and Implement a CI/CO or BIP	10 Days OSS Review CI/CO or BIP
Direct Use of Profanity	Student: *1-3 days ISS	Student: *3 days OSS	Student: *5 days OSS	Administrative Discretion which

	Faculty/Staff: *5 days OSS	Faculty/Staff: *5 days OSS *Develop CI/CO or BIP	Faculty/Staff: *10 days OSS *Address CI/CO or BIP	could include but not limited to: Charges filed ADR or Referral to Disciplinary Tribunal which may result in additional alternative school time, long term suspension, virtual assignment, or expulsion.
Defiance of Authority/Disobedience/Disorderly Conduct, Verbal Confrontations	5 Days OSS Administrator Discretion Implementation of CI/CO and/or BIP	Administrator Discretion: which may result in additional alternative school time, long term suspension, or virtual assignment	Administrator Discretion: which may result in additional alternative school time, long term suspension, or virtual assignment	Administrator Discretion: which may result in additional alternative school time, long term suspension or virtual assignment
Fighting/Physical Violence	10 Days OSS Administrative Discretion which could include but not limited to: Charges filed ADR or Referral to Disciplinary Tribunal which may result in additional alternative school time, long term suspension, virtual assignment, or expulsion.	Administrative Discretion which could include but not limited to: Charges filed ADR or Referral to Disciplinary Tribunal which may result in additional alternative school time, long term suspension, virtual assignment, or expulsion.	Administrative Discretion which could include but not limited to: Charges filed ADR or Referral to Disciplinary Tribunal which may result in additional alternative school time, long term suspension, virtual assignment, or expulsion.	Administrative Discretion which could include but not limited to: Charges filed ADR or Referral to Disciplinary Tribunal which may result in additional alternative school time, long term suspension, virtual assignment, or expulsion.

Vandalism/Theft/Gambling/Thefts/Bullying/Cyberbullying/harassment/Intimidation	5 Days OSS Implementation of a CI/CO and/or a BIP	10 Days OSS and/or Administrative Discretion which could include but not limited to: Charges filed ADR or Referral to Disciplinary Tribunal which may result in additional alternative school time, long term suspension, virtual assignment, or expulsion.	Administrative Discretion which could include but not limited to: Charges filed ADR or Referral to Disciplinary Tribunal which may result in additional alternative school time, long term suspension, virtual assignment, or expulsion.	Administrative Discretion which could include but not limited to: Charges filed ADR or Referral to Disciplinary Tribunal which may result in additional alternative school time, long term suspension, virtual assignment, or expulsion.
Academic Dishonesty/Cheating	A zero for the assignment and a phone call home	A zero for the assignment and a phone call home	A zero for the assignment and a phone call home	A zero for the assignment and a phone call home
Leaving campus without permission	Notification to Police, Notification to Parent. 5 Days OSS	Notification to Police/Parent. 10 days OSS Parent Conference	Notification to Police/Parent. Administrative Discretion	Notification to Police/Parent. Administrative Discretion
In an unassigned area	3 days ISS and parent contact	5 Days OSS and return to school with a parent conference	10 Days OSS	Administrative Discretion which could include but not limited to: Charges filed ADR or Referral to Disciplinary Tribunal which may result in additional alternative school time, long term suspension, virtual

				assignment, or expulsion.
Possession, Sale, Use of alcohol, tobacco, nicotine products, prescription/non-prescription drugs/Weapons/Explosives/Arson /Assault/Violence/Bomb Threat/Burglary/Breaking and Entry of School/Vandalism/Defiance of Authority/Willful and Persistent Disobedience/Disorderly Conduct/Fighting/Tampering with or setting off fire alarm/homicide/inciting others to create a disturbance/kidnapping/larceny/sexual offenses.	10 Days OSS pending ADR or Referral to Disciplinary Tribunal which may result in additional alternative school time, long term suspension, virtual assignment or expulsion.	10 Days OSS pending ADR or Referral to Disciplinary Tribunal which may result in additional alternative school time, long term suspension, virtual assignment or expulsion.	10 Days OSS pending ADR or Referral to Disciplinary Tribunal which may result in additional alternative school time, long term suspension, virtual assignment, or expulsion.	10 Days OSS pending ADR or Referral to Disciplinary Tribunal which may result in additional alternative school time, long term suspension, virtual assignment, or expulsion.
All excessive non-mandatory hearing offenses	Subject to administrative review and disciplinary action.	Subject to administrative review and disciplinary action.	Subject to administrative review and disciplinary action.	Subject to administrative review and disciplinary action.

Additional Teacher Resources

Referrals to (Counselors, School Psychologists, and School Social Workers)

TCSS philosophy and goal is to provide a safe and wholesome learning environment for all students and is directed toward a preventive approach to irresponsible behavior. Teachers may use our school resources to assist students in learning and exhibiting conduct that does not hinder the learning of the student and others. Listed below are issues and concerns that may be referred to as Guidance.

Academic/Behavior Concerns

Anger management

Bullying

Community Agency referrals

Cyber bullying

Depression

Drugs and alcohol

Eating disorders

Friendship

Home concerns (divorce, death, birth, etc.)

Home intervention

Interpersonal relationships (student/student; student/teacher)

Notes/drawings

Scheduling issues

Self-esteem

Self-inflicted pain/punishment

Social and health concerns

Suicidal tendencies

Suspected abuse (physical, sexual, verbal)

Suspected gang affiliation

Suspected neglect

Threat assessments

Truancy

GUIDANCE

The HOPE Academy guidance counselor is available to help students with their educational program, with an individual graduation plan, credit recovery, career plans, and with their personal and social development. The counselor is also available to work with parents and faculty to help provide the best possible education for each student. Students who want to meet with the guidance counselor should make an appointment through the front office secretary or their teacher.

COLLEGE AND CAREER INFORMATION

College and career information is available through GAfutures. The guidance counselor can assist students in setting up an account with GAfutures. If a student needs information about a specific college or career, the counseling office will attempt to secure it. Representatives from various colleges, universities, technical schools, armed services, work programs, and other post-secondary opportunities visit The HOPE Academy during the school year. Announcements are made prior to each representative's visit. Students can meet individually with representatives as arranged by the guidance counselor or the transition coordinator.

CREDIT RECOVERY

Credit recovery is available for students who have been unsuccessful in attempting a course. See the guidance counselor for details and registration. Student applications will be prioritized, and assignments made accordingly.

TRANSCRIPTS

Requests for transcripts can be secured from the Guidance Office. There is a \$2.00 charge for transcripts sent to post-secondary schools and/or prospective employers. Personal copies are not available. Transcripts may also be requested through GAfutures.

WORK PERMIT

See a counselor for the web address to obtain a work permit. Workers less than 16 years old are required to have a permit.

TESTING

END OF COURSE TESTS

Students enrolled in Algebra I, U.S. History, American Literature, and Biology must take an end-of-course test (EOC). These tests are comprehensive standardized tests developed by the Georgia Department of Education and the results of each test count 20% of the related course grade for all students. EOCs may not be exempted and credit will not be issued for a course in which a student has not completed a required EOC.

OTHER POLICIES OF THE HOPE ACADEMY

ASSEMBLIES

School assemblies contribute to the development of a positive school climate. The number of assemblies and the privilege of students to attend are contingent upon their ability to conduct themselves properly always, regardless of the type of assembly being viewed. The following points are emphasized:

1. Please enter quietly and as quickly as feasible and sit in the assigned area.
2. Please remain quiet and attentive during all programs.
3. A courteous reception should always be extended to persons and programs.
4. Whistling, booing, talking, sleeping, or other acts of discourtesy show lack of maturity, respect, and consideration. They also reflect upon the good name and reputation of the entire student body.

CAFETERIA

The HOPE Academy is committed to serving nutritious meals for students. Cashiers do not make change; any balance will be credited to a student's account for future purchases.

Pre-pay for School Meals

There is no cost to register, browse the website and check account balances. However, a service fee of \$1.95 will be charged per online transaction. The service fee covers the cost of maintaining the website. More information [Click Here](#).



Families who may be eligible for free or reduced-price meals are encouraged to complete an application.

	Breakfast	Lunch
Full Price	1.25	2.95
Adults	1.75	4.25

Extra milk and juice cost .75 each.

CAFETERIA RULES

1. No student is permitted to leave school during lunch.
2. Students may not check out for lunch. Lunch from restaurants may not be brought to students during the school day.
3. Students will sit four (2) to a table during lunch.
4. All students are required to eat in the cafeteria or other designated area, regardless of whether he/she brings their lunch or purchases a lunch.
5. **Students may be assigned seats during lunch. Once seated, students may not get up again without permission from school staff.**
6. Students are expected to use good table manners. This includes using appropriate utensils to eat food and chewing food with the mouth closed.

7. Quiet conversation during meals is acceptable. Loud and boisterous talking and yelling are unacceptable.
8. Throwing food or other objects is strictly forbidden.
9. Students may not touch the food of other students. Students may place unwanted and unopened items on the shared table for other students.
10. Students should leave the table clean by following school procedures for disposing of plates, utensils, and trash after eating.
11. Students who do not demonstrate appropriate cafeteria behavior may be assigned to silent lunch or other appropriate consequences.
12. **Students that fail to meet classroom and/or other behavioral expectations may be assigned to Lunch Detention. A silent lunch will be in place during Lunch Detention.**

CELL PHONES

Cell phones or other electronic devices are generally disruptive to instruction and learning and are prohibited from The HOPE Academy campus, including buses. The following progressive discipline protocol will be implemented with regard to cell phones or other electronic devices brought to The HOPE Academy campus by students:

CONSEQUENCES:

1st Offense Device will be confiscated and returned to the student at the end of the school day.

2nd Offense Device will be confiscated and returned to the parent/guardian at the end of the school day. **Student will be placed in ISS for 3 days.** Parent/ guardian will be contacted.

3rd Offense Device will be confiscated and returned to the parent/guardian at the end of the school day. **Students will serve OSS at the administrator's discretion.** Parent/Guardian will be contacted.

Future Offenses will result in further disciplinary action.

****Refusal to surrender an electronic device to a school employee when asked will result in additional disciplinary action such as out of school suspension.**

DRIVING PRIVILEGES

Students cannot drive to school or park nearby and walk to school. Students can only walk to school IF his/her primary residence is within walking distance of the school; otherwise, students will either ride the bus or be dropped off and picked up by an adult who is listed on their check-out form.

CLASS CHANGES

During class changes, students should walk to the right, move quickly and silently to their next class. No standing and talking in the hallways is permitted.

UNIFORM STUDENT DRESS CODE

Uniform student dress is a major factor in appropriate school conduct and success. Also, appropriate dress will be required once students enter the workforce. Students are in school to learn. Clothing that can disrupt the learning environment will not be tolerated. Dress code requirements are applicable while the student is at the bus stop and on the bus. **ALL** students enrolled in The HOPE Academy are responsible for adhering to the uniform student dress code. If a student is in violation of the Uniform Student Dress Code, the following disciplinary actions may be taken:

1st Offense- Parent(s)/Guardian(s) will be contacted and may bring a change of clothes. The student will be placed in ISS until the proper clothing is brought to the school. If a parent/guardian cannot bring a change of clothes, the student will remain in ISS for the remainder of the school day.

2nd Offense- 3 days of OSS and the parent/guardian will be contacted.

3rd Offense- 5 days of OSS and the parent/guardian will be contacted.

4th Offense- Up to 10 days of OSS or Independent Study using Edgenuity and the parent/guardian will be contacted. Parent conference required prior to returning to school.

General

- Clothing must be neat, clean, and well fitting.
- All clothing must conceal undergarments.

Slacks/Pants

- Type: Solid "Dockers" style **KHAKI or BLACK** tailored slacks or pants only, with belt loops, *measured to fit*, no extra pockets. **Students may not wear jeans style pants, jeggings, leggings, hip-huggers, capri pants, cargo pants, or any short pants.**
- Colors: **KHAKI (tan) or BLACK**, with black or brown belt
- How worn: Worn above the hip bone, belt worn through loops, visible and with open buckle (no western or oversized buckles).

PLEASE NOTE: *Busting slack is unacceptable. Sagging pants are a violation of the dress code.*

Shirts/Blouses

- Type: Golf/tennis/polo-style shirt with collar and long or short sleeves.
- Colors: **BLACK. Solid, with no logos.** Undershirts must be solid white or black, with no writing, and sleeves must not be longer than top shirt sleeves.
- How worn: Tucked in including on the school bus and at the bus stop.

Shoes/Socks

- Type: Fully closed, *solid black*, low top. High top athletic shoes, boots, sandals, platform shoes, bedroom shoes, clogs, Crocs, ballerina style shoes, backless shoes, and high heels are not permitted.
- Colors: All black with black shoe laces, black or white socks with no logos.
- How worn: *Properly laced and tied.*

Sweaters/Jackets

- Sweaters, coats, or jackets may be worn on the bus.
- All coats, jackets, or other outer garments must be removed in the school building.
- Students are encouraged to purchase seasonally appropriate shirts (for example, long sleeves for winter).
- Students may wear a plain black sweatshirt to class during cold weather. The sweatshirt must be worn over the student's school uniform (golf shirt, khaki pants, and belt).
- Students may *not* wear hooded sweatshirts, trench coats, or jackets.

Other

- No hair adornments (clip bands, feathers, clip extensions, bobby pins)
- Plain black scrunchies, black bands for hair or black headbands
- Hair/dreads must be pulled back with a rubber band.

- Clothing must be neat, clean and well fitting.
- Students must wear a neat hairstyle. No distracting hairstyles such as stars or other designs shaved into hair. No Mohawks.
- Tattoos or other permanent body markings must be covered.
- Fingernails must not extend more than $\frac{1}{4}$ inch past fingertips. No acrylic/gel nails or color. Clear polish only.
- Lip balm in tube only.

Non-Permitted Items

Non-permitted items will be confiscated and not returned. These include, but are not limited to the following:

- Sunglasses
- Hats, caps, wave caps, hair curlers, do-rags, ear warmers, shower caps, or other head attire
- Bandanas
- Book bags, trapper keepers, or closed book binders
- Purses (necessary feminine items should be brought to the school office for safekeeping)
- Combs, brushes, and picks
- Make-up, including lip gloss, lipsticks, and glitter sticks
- No jewelry (**no band aid's or tape will be used to cover jewelry**)
- Candy or gum
- Money

The Administration reserves the right to determine whether dress or grooming is appropriate. Students who violate the dress code are subject to disciplinary action. If the uniform dress code presents a monetary hardship please inform the staff at orientation, so that we may assist.

EXTRA-CURRICULAR ACTIVITIES

Students assigned to The HOPE Academy may not attend or participate in any extra-curricular activities conducted on the regular school campuses of the Troup County School System. This includes attending any athletic events, plays, concerts, or field days.

INTERNET ACCESS

Internet access is a privilege, not a right. Student use of the Internet must be related to a class assignment made by a teacher. Only approved sites may be accessed. Computer games are not allowed unless they are part of a classroom assignment and included in written teacher lesson plans. *Misuse of the privilege will result in cancellation of the student's Internet permission.*

MEDICATIONS AND ILLNESS AT SCHOOL

It is the student's responsibility to notify the teacher of an illness. The teacher will contact the front office secretary, who will either call the student's parent or check with the Health Assistant for further instructions. Students who require medications at school must have a Medication Administration form signed by the parent. The medication and form should be returned to the front office by the parent or the student's bus driver if the parent does not have transportation. *Students may not possess any prescription or over-the-counter medications.*

PREPAREDNESS

Being prepared for class is essential to academic success. The teachers and administrators of The HOPE Academy expect that all students will be prepared for every class, every day. The requirement is a black 1" three ring binder that includes a copy of the student handbook, notebook paper, pencil, pen and **earbuds that will plug into the computer for online courses. No wireless earbuds or headphones.** Students should bring these items to school daily along with their Chromebook. We ask that parents partner with HOPE Academy in teaching students that education is important and purposeful preparation and planning are required for success.

Tips on preparation:

- ✓ Make sure your students have the proper uniform and school supplies for HOPE.
- ✓ Each night, make sure your child has his/her uniform laid out for school.
- ✓ Each evening, make sure your child is reviewing classwork from his/her day in school.

SAFE AND DRUG-FREE SCHOOLS and COMMUNITIES SURVEY

In order to provide the most effective drug and violence prevention resources and/or activities for your child, the Title IV Safe and Drug-Free Schools and Communities Program collects survey information from students at various grade levels during the school year. The survey will take approximately 20 minutes to complete, is totally anonymous and voluntary, students have

the right to "opt out", and asks for responses that pertain to student involvement in substance abuse, violent situations, school climate and nutrition.

The data collected will be used to identify critical areas of need for our Safe and Drug-Free Schools efforts. Survey analysis of these data provides information/data that

- Meets the No Child Left Behind Title IV mandated data collection requirements;
- Assists in the maintenance of a school environment that is free of drugs and violence;
- Promotes a classroom atmosphere that allows teachers to teach and students to learn; and
- Develops and offers experiences that involve students in applying the concepts of making healthy decisions, accepting responsibility for behaviors, and understanding consequences.

Our desire is to involve parents in the education of their children. If you would like to examine the survey, please come by the school and we will be happy to provide you with a copy for your review.

SEARCHES/METAL DETECTORS

As a part of an overall plan to protect the health, welfare, and safety of students, faculty, staff, and visitors to our school, and to reinforce provisions of the code of student conduct, student searches will be conducted with minimal disruption to the educational program. While students at The HOPE Academy have the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the fourth amendment of the Constitution of the United States, the individual right is balanced by the school's responsibility to protect the health, safety, and welfare of its entire population.

All students at The HOPE Academy will be subject to regular and random administrative searches by school staff. Metal detectors will be used to screen for firearms and other weapons, and police canine units may be used to screen for illegal drugs in order to locate and deter their use. Students who fail to cooperate with school officials are subject to disciplinary action.

Students may also be searched by school officials if there is reasonable suspicion regarding a specific issue. Law enforcement officials will be notified in the event that the search of a student's person and/or his or her personal possessions reveals that the student is concealing material forbidden by federal, state, or local law. Failure to cooperate may result in referral to a disciplinary tribunal.

STUDENT HALL PASS

Students who need to leave the classroom, for any reason, must have a valid pass signed by their teacher. Each teacher has a designated hall pass. A student is required to have the designated hall pass while out of the classroom, if permitted. Students caught forging passes in

anyway are subject to punishment for forgery under school policy. Students found in the hall without a pass will be subject to disciplinary action.

TEXTBOOKS

Textbooks are issued at the beginning of each semester by each teacher. Each book is numbered by teachers and distributed to individual students. Students are responsible for each book. Cost of lost or damaged textbooks will be determined by the following formula: deduct 1/5 each year of original price for cost of textbooks. The minimum amount charged will be \$5.00.

TRANSPORTATION

SCHOOL BUS CONDUCT AND SAFETY INSTRUCTIONS

SAFETY INSTRUCTIONS AND BEHAVIOR RULES FOR SCHOOL BUS RIDERS

PERMISSION FOR ANY STUDENT TO RIDE IN A SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT. THE SAFETY AND WELFARE OF STUDENT RIDERS DEPENDS ON PROPER BEHAVIOR AND OBSERVANCE OF THE FOLLOWING RULES AND REGULATIONS. ANY PUPIL WHO VIOLATES ANY OF THESE RULES WILL BE REPORTED TO THE PROPER AUTHORITY AND HIS/HER PRIVILEGE OF TRANSPORTATION MAY BE DENIED. THESE RULES APPLY TO STUDENT ACTIVITY TRIPS AS WELL AS REGULAR BUS ROUTES TO AND FROM SCHOOL.

1. **THE DRIVER IS IN FULL CHARGE OF THE BUS AND ITS PASSENGERS AND HAS AUTHORITY TO ENFORCE ALL THE RULES. RESPECT THE AUTHORITY OF THE DRIVER BY OBEYING PROMPTLY AND COURTEOUSLY. STUDENTS ARE TO REFRAIN FROM UNNECESSARY CONVERSATION WITH THE DRIVER.**
2. **BE ON TIME AT THE BUS STOP OR LOADING STATION. THE BUS WILL NOT WAIT FOR THOSE WHO ARE TARDY. DO NOT RUN AFTER THE BUS IF YOU ARE LATE. DRIVERS HAVE BEEN INSTRUCTED NOT TO STOP FOR ANYONE RUNNING AFTER A BUS.**
3. **WAIT FOR THE BUS TO COME TO A COMPLETE STOP BEFORE TRYING TO GET ON OR OFF THE BUS. IF YOU MUST CROSS THE ROAD, WAIT FOR THE DRIVER TO SIGNAL YOU ACROSS WITH HIS/HER HAND WHEN HE/SHE HAS DETERMINED ALL TRAFFIC HAS STOPPED. ALWAYS CROSS AT LEAST TEN (10) FEET IN FRONT OF THE BUS, WHETHER BOARDING OR DEPARTING.**
4. **AFTER BOARDING THE BUS, SIT DOWN AND REMAIN SEATED UNTIL THE BUS REACHES YOUR STOP. THE DRIVER WILL ASSIGN SEATS AND STUDENTS WILL SIT IN THE SEATS ASSIGNED TO THEM.**
5. **NO FIGHTING, PUSHING, TRIPPING, KICKING, BULLYING OR SEXUAL HARASSMENT, ETC. WILL BE TOLERATED ON THE BUS.**
6. **NO STUDENT WILL BE ALLOWED TO USE TOBACCO, DRUGS, ALCOHOL, OR LIGHT MATCHES OR LIGHTERS ON THE BUS.**
7. **NO LOUD OR BOISTEROUS SPEECH, SWEARING OR SHOUTING IN THE BUS OR OUT THE WINDOWS WILL BE ALLOWED. RUDE AND ABUSIVE LANGUAGE WILL NOT BE TOLERATED.**
8. **DO NOT SIT WITH MORE THAN THE PROPER NUMBER IN ONE SEAT.**
9. **DO NOT EXTEND ANY PART OF YOUR BODY OUT OF THE BUS WINDOWS.**
10. **DO NOT THROW ANYTHING IN OR OUT OF THE BUS WINDOW. ANY DAMAGES OR COSTS INCURRED BY A STUDENT THROWING AN OBJECT OUT OF THE BUS WILL BE THE RESPONSIBILITY OF THE STUDENTS' PARENTS OR GUARDIANS AND NOT THE TROUP COUNTY SCHOOL BOARD.**
11. **DO NOT EAT OR DRINK ON THE BUS.**
12. **DO NOT BRING LIVE ANIMALS, REPTILES, INSECTS, ETC. ON THE BUS.**
13. **DO NOT BRING FIREARMS, KNIVES, EXPLOSIVES DEVICES, FIRECRACKERS, GLASS OBJECTS (OTHER THAN EYE GLASSES), OR OTHER DANGEROUS MATERIALS ABOARD THE BUS. SUCH ITEMS WILL BE CONFISCATED AND APPROPRIATE DISCIPLINE WILL FOLLOW.**
14. **TREAT THE BUS WITH RESPECT. THE STUDENT OR HIS/HER PARENTS WILL PAY FOR ANY DAMAGES TO THE BUS.**
15. **KEEP THE AISLE CLEAR. STORE PERSONAL ITEMS ON YOUR LAP OR UNDER THE SEAT.**
16. **KEEP THE BUS CLEAN.**
17. **USE HANDRAILS WHEN BOARDING OR DEPARTING THE BUS.**
18. **IN THE MORNING, STUDENTS WILL BE DISCHARGED ONLY AT THEIR REGULARLY DESIGNATED SCHOOL STOP. NO STUDENT WILL BE ALLOWED TO GET OFF AT ANY OTHER PLACE.**

19. IN THE AFTERNOON, STUDENTS WILL BE DISCHARGED **ONLY** AT THEIR REGULARLY DESIGNATED STOPS. IF OTHER ARRANGEMENTS MUST BE MADE, A **NOTE OF PARENTAL PERMISSION** MUST BE PRESENTED TO THE **PRINCIPAL** PRIOR TO SUCH NEEDED CHANGE. THE **PRINCIPAL** WILL THEN NOTIFY THE BUS DRIVER IN WRITING. SPACE MUST BE AVAILABLE ON THE BUS.

20. STUDENTS TRANSPORTED TO AN ATHLETIC, ACADEMIC, OR EXTRA-CURRICULAR ACTIVITY WILL RETURN TO THE POINT OF

DEPARTURE ON THE BUS. EXCEPTIONS CAN BE MADE BY SCHOOL ADMINISTRATION OFFICIALS ONLY

21. THE PRIMARY FOCUS OF THE BUS DRIVER IS TO OPERATE THE BUS SAFELY.

22. OCCASIONALLY, THE BUS DRIVER MAY NOT BE AWARE OF ALL SITUATIONS OCCURRING ON THE BUS. THEREFORE, WE ENCOURAGE ALL STUDENTS AND PARENTS TO REPORT INAPPROPRIATE BEHAVIOR SUCH AS BULLYING OR SEXUAL HARASSMENT TO

THE BUS DRIVER OR AN ADMINISTRATOR AT THE SCHOOL IMMEDIATELY.

23. IN SUMMARY, NO DISTRACTING OR DANGEROUS ACTIVITY WILL BE ALLOWED ON THE BUS.

BUS TRANSPORTATION FOR THE HOPE ACADEMY IS A PRIVILEGE. STUDENTS MUST ADHERE TO THE BUS SAFETY RULES. STUDENTS MAKING THE CHOICE NOT TO FOLLOW BUS SAFETY RULES MAY LOSE THE PRIVILEGE FOR TRANSPORTATION.

Students must meet buses at designated bus stops, rather than at their door. Exceptions to this procedure must be approved by the school principal.

Students must follow The HOPE Academy uniform student dress code at the bus stop and on the bus. This means that shirts must be tucked, belts must be worn, and shoes must be tied. Failure to comply may result in a discipline notice.

Students must be at the bus stop at least five minutes prior to the scheduled pick-up time designated by the bus driver. Bus drivers will not wait for students who are not ready to go.

*A student must ride the bus to which he or she is assigned and will be allowed to get off the bus only at school or at the assigned bus stop. In an **emergency**, the parent must make a written request for the student to ride a different bus. This written request must be signed and dated and submitted to the office at the beginning of the school day. The request is subject to the approval of the principal and must be verified by a telephone call to the parent by a school staff member. Otherwise, the student will have to ride his or her assigned bus.*

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

1. Use Positive Behavioral Interventions and Supports

2. Talk to the student and the parent about appropriate and inappropriate behavior.
3. Assign special seats.
4. Report bus discipline problems to parents and the principal by verbal communication.
5. Make a formal referral of bus discipline problems using the bus conduct form. Parents will receive a copy of the form and will be notified if a student is suspended off the bus.
6. Contact law enforcement authorities in case of extreme discipline problems. Students will be removed to the bus and taken to appropriate law enforcement offices to be picked up by parents.

School bus transportation is a privilege that may be withdrawn for inappropriate behavior, and violations of school bus rules may result in a tribunal referral. If law enforcement is called to address a disruptive student, the student may be suspended off the bus for a minimum of the following day, and a parent conference will be required before the student may ride the bus again.

CONSEQUENCES: REVIEW WITH BUS DISCIPLINE PROTOCOL

First Violation	Student or parent conference and/or removal from the bus for up to ten days.
Subsequent Violations	Parent conference and removal from the bus for a minimum of three weeks and/or removal for the remainder of the school year.
Violation Resulting in 911 Referral	removal by a law enforcement officer. Students may be suspended for a period of 10 days to permanent removal from the bus. A conference with a parent/guardian will be required.

VISITORS

All visitors shall check with the main office before visiting the school. Students will not be allowed to bring visitors to school. All visitors must comply with all rules, policies and procedures of The HOPE Academy. Parents/guardians need to call Mrs. Winn-Chappell at least 24 hours before you would like to visit a classroom.

SECTION II - TROUP COUNTY POLICIES AND INFORMATION

To: Middle and High School Principals, Troup County School System

Re: Student/Parent and Staff Handbook Information

Date: July 13, 2020

It is required that the following documents and notices be included in school student/parent and staff handbooks. The person who oversees this function in our district is listed for your reference. The appropriate handbook for posting is also listed. The school may include any additional notifications or documents that will inform the school community of appropriate operational details.

- Director of Exceptional Education/Crawford: Americans with Disabilities Act **(student/parent/staff)**
- Director of Exceptional Education/Crawford: Individuals with Disabilities Education Act, TCBOE Descriptor Code: IDDF **(student/parent)**
- Director of Exceptional Education/Crawford: Section 504 **(student/parent)**
- Chief Human Resource Officer/Pitts: Sexual Harassment, TCBOE Descriptor Code: JCAC **(student/parent/staff)**
- Chief Human Resource Officer/Pitts: Sexual Harassment, TCBOE Descriptor Code: GAEB **(staff)**
- Chief Human Resource Officer/Pitts: The Code of Ethics for Educators **(staff)**
- Director of Exceptional Education/Crawford: Educational Programs for the Gifted **(student/parent)**
- Assistant Superintendent for Curriculum and Instruction: D. Brown: Promotion and Placement Requirements of H.B. 1187, TCBOE Descriptor Code: IHE **(student/parent/staff)**
- Assistant Superintendent for Operations/Medders: Title IX - Equity in Sports Act, TCBOE Descriptor Code: IDFA **(student/parent/staff)**
- Chief Human Resource Officer/Pitts: Equal Opportunity Employer, TCBOE Descriptor Code: GAAA **(staff)**
- Director of Federal Programs/Thrailkill: Parents Rights to Review Teacher Qualifications/Receipt of Handbook/Title II Information **(student/parent/staff)**
- Director of Technology/Moneypenny: Computer Network and Acceptable Use (Admin. Reg): TCBOE Descriptor Code: IFBG-R and BYOD Agreement/Guidelines **(student/parent)**
- Chief Human Resource Officer/Pitts: Drug Free Workplace, TCBOE Descriptor Code: GAMA **(staff)**
- Director of Student Services/J. Jones: Student Discipline: Code of Conduct, Offenses by Classification (TCBOE Descriptor Code: JCDA) **(student/parent)**
- Director of Secondary Education: J. Laney- Carl D. Perkins Vocational and Applied Technology Act **(student/parent, middle and high schools)**
- Assistant Superintendent of Curriculum and Instruction/D. Brown: TCSS Residency Policy **(student/parent)**
- Chief Financial Officer/Burkbuckler: TAADRA - Teenage and Adult Driver Responsibility **(student/parent)**
- Director of Student Services/J. Jones: Attendance Protocol **(student/parent)**
- Director of Secondary Education: J. Laney Exemption Policy, TCBOE Descriptor Code: IHAA **(student/parent)**
- Assistant Superintendent of Curriculum and Instruction D. Brown: Visitors to School, TCBOE Descriptor Code: KM **(student/parent)**
- Director of School Improvement and Assessment/Lanier: Assessment Security **(student/parent/staff)**

- Director of Federal Programs/Thrailkill: Complaint Procedures (**student/parent/staff**)
- Assistant Superintendent for Curriculum and Instruction/D. Brown: Family Education Rights and Privacy Act (FERPA) (**student/parent**)
- Assistant Superintendent for Curriculum and Instruction/D. Brown: Student Records, TCBOE Descriptor Code: JR (**student/parent**)
- Internet Use, Mentoring and Tutoring for Students (**student/parent**)

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. The Director of Exceptional Education is responsible for the Americans with Disabilities Act (ADA). Any questions, please call the Exceptional Education Center, 1712 Whitesville Road, LaGrange, Georgia 30240, (706) 812-7939.

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.

Carl D. Perkins Vocational and Applied Technology Act

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

Automobile Maintenance & Light Repair

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

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

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

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

Administrative Regulation

**Descriptor Code: IFBG-R
Internet 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.

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 at (706) 812-7939.

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 TCCS to disclose directory information from your child's education records without your prior written consent, you must notify the principal in writing. Troup County Schools has designated the following information as directory information:

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

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

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.

Individuals With Disabilities Education Act

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

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 mentors 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.

Date Adopted: 7/1/2001

Last Revised: 3/15/2012

Complaint Procedures (Written)

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

Federal Programs for Which Complaints Can Be Filed

1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
2. Title I, Part C: Education of Migrant Children
3. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
4. Title II, Part A: Teacher and Principal Training and Recruiting Fund

5. Title II, Part D: Enhancing Education Through Technology
6. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
7. Title IV, Part B: 21st Century Community Learning Centers
8. Title VI, Part A, Subpart I: Section 6111: State Assessment Program
9. Title VI, Part A, Subpart I: Section 6112: Enhanced Assessment Instruments Competitive Grant Program
10. Title VI, Part B, Subpart 2: Rural and Low-Income Schools
11. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children
12. Title IX, Part A: McKinney-Vento Homeless Assistance Act - Education for Homeless Children and Youth

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

Title I School Program

TCSS Title I Schools:

Ault Academy, Bradfield Center of Twin Cedars Youth Services, Inc.
Berta Weathersbee Elementary School
Callaway Elementary School
Callaway Middle School
Clearview Elementary School
Ethel W. Kight Elementary School
Franklin Forest Elementary School
Hillcrest Elementary School
Hogansville Elementary School
Hollis Hand Elementary School
The HOPE Academy
Long Cane Elementary School
Rosemont Elementary School
West Point Elementary School

All TCSS Title I Schools participate in the Title I System wide 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. Each Title I school is responsible for developing a Schoolwide Improvement Plan seeking input from parents, students, community members, and the faculty. Please review the Parent and Family Engagement Policy for your child's school. Feel free to offer suggestions or ideas for ways to improve the parent and family policy. A copy of the entire Schoolwide Improvement Plan and Parent and Family Engagement Policy is kept in the school office/Parent Resource Center. These plans are available to parents upon request. Parents will learn more about the Title I Program at Title I Annual Meetings and events. Everyone is invited to attend. The calendar in your child's handbook will include dates for Title I meetings and activities.

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.

Title II, Part A, Teacher/Paraprofessional Quality

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

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

If you wish to request information concerning your child's teacher's qualifications, please contact the principal.

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.

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Title IX - Gender Equity in Sports

Board Policy

Descriptor Code: IDFA

It is the policy of the Troup County Board of Education to prohibit discrimination based on gender in its elementary and secondary school athletic programs. As a part of achieving this goal, the Troup County Board of Education annually shall notify all of its students of the name, office address, and office telephone number of 51 the employee(s) who coordinate efforts to comply with and carry out the provisions of state law. This notification shall be included in a student handbook containing the code of conduct and distributed to all students.

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

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

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

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

Date Adopted: 7/1/2001
Last Revised: 3/1/2010

Inquiries regarding nondiscrimination policies should be directed to:

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

Promotion and Retention

Board Policy

Descriptor Code: IHE

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 state and local grade level curriculum standards. Mastery of these standards is indicated by a yearly average of 70 or on the report card, state and local assessment results, classroom performance, presence of support services, and overall academic achievement.

Grades Six, Seven, and Eight:

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

Grades Nine, Ten, Eleven, and Twelve:

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

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

Sophomore: 5 - 10.5 credits

Junior: 11 - 15.5 credits

Senior: 16+ credits

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

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

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

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

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

APPEALS FOR GRADE LEVEL RETENTION (K-8)

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

Troup County Schools Date Adopted:

7/1/2001

Last Revised: 7/20/2017

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.

Harassment / Sexual Harassment

Board Policy

Descriptor Code: JCAC

It is the policy of this school district to prohibit any act of harassment of students or employees by other students or employees based upon race, color, sex, national origin, religion, age or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any

such act by a student or employee shall result in prompt and appropriate discipline, including 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

Student Behavior Code

Board Policy

Descriptor Code: JCDA

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

process procedures set forth herein are designed to guide all students in the exercise of their duty of appropriate behavior.

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

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

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

C. STUDENT BEHAVIOR CODE

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

STUDENT BEHAVIOR CODE

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OFFENSES INVOLVING THE PERSON

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

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

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

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

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

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

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

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

1.09 Cyberbullying - Cyberbullying is defined as:

A. A student commits the offense of cyberbullying when the student uses any electronic communication, by individuals or groups to: (1) make a true threat against a student or school employee; (2) materially disrupt school operations; or (3) substantially impinge on the rights of another student such as, but not limited to: creating reasonable fear or harm to the student's person or property; creating a substantially detrimental effort on the student's physical or

mental health; substantially interfering with a student's academic performance or interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school; or being so severe, persistent, or pervasive as to cause severe emotional distress.

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

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

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

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

OFFENSES INVOLVING THEFT

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

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

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

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

OFFENSES INVOLVING ROBBERY

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

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

OFFENSES INVOLVING WEAPONS

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

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

OFFENSES INVOLVING DRUGS, ALCOHOL AND TOBACCO

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

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

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

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

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

OFFENSES INVOLVING FALSE INFORMATION

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

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

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

OFFENSES INVOLVING SCHOOL ORDER

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

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

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

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

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

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

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

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

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

the witness or who offers or delivers any benefit, reward, or consideration to such witness or to a relative of the witness.

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

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

OFFENSES INVOLVING DAMAGE TO PROPERTY

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

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

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

OFFENSES INVOLVING ATTEMPT, SOLICITATION AND CONSPIRACY

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

commission of the offense; or (4) Intentionally advises, encourages, hires, counsels, or procures another to commit the offense.

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

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

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

OFFENSES INVOLVING ACADEMIC ACHIEVEMENT

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

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

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

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

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

OFFENSES INVOLVING COMMUNICATION WITH OTHERS

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

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

OFFENSES INVOLVING MISCELLANEOUS MATTERS

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

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

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

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

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

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

12.07 Disruption of Educational Climate - A student who has been arrested, charged, or convicted of a felony, whether as a juvenile or an adult, or arrested, charged, or convicted of a violation of the Georgia

Controlled Substances Act and whose continued presence at school is reasonably certain to endanger other students or school officials or to cause a substantial disruption to the educational climate may be disciplined hereunder.

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

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

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

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

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

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

contact in an insulting or provoking nature with the person of a teacher, administrator, school employee or bus driver.

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

OFFENSES INVOLVING BUS CONDUCT

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

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

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

OFFENSES INVOLVING SEXUAL MISCONDUCT

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

Sexual harassment may include, but not limited to, unwelcome sexual advances, touching of a sexual nature, graffiti of a sexual picture, displaying or distributing of sexually explicit,

drawings, pictures and written materials, sexual gestures, sexual or "dirty" jokes, pressure for sexual favors, touching oneself sexually or talking about one's sexual activity in front of others, spreading rumors about or rating other students as to sexual activity or performance, pinching, hugging, cornering, and kissing or as defined by Title X of the Education Amendment of 1972.

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

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

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

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

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

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

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Student Records

Board Policy

Descriptor Code: JR

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

A. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

subpoena; to accrediting institutions to carry out their accrediting functions; to organizations conducting studies on behalf of the school system; or in connection with a health or safety emergency.

B. DIRECTORY INFORMATION

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

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

Directory information is defined as follows:

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

Excluded Student Information

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

1. Each student's home or cellular telephone numbers;
2. Each student's email address;
3. Each student'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 the education records of his child upon reasonable notice and payment of reasonable copying costs.

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

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

D. PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Definition of Terms Used in PPRA:

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

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

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

Requirements:

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

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

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

A parent of a student may, upon request, inspect any instructional material used as part of the educational curriculum for the student. The Superintendent shall develop procedures for

granting a request by a parent for reasonable access to instructional material within a reasonable period of time after the request is received.

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

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

Date Adopted: 7/1/2001

Last Revised: 4/21/2016

Teenage and Adult Driver Responsibility Act (TAADRA)

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

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.

TCSS Handbook Last revised: 07/08/2020

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 child permission to participate in BYOD.

Parent or Legal Guardian Signature

Date

.....

Middle and High School only:

There are many times that students need to be able to email their teachers for more information about assignments, etc., and we have a product that will allow filtered mail. It will be set so students will be able to communicate back and forth with staff but not with other students **or anyone outside of the school system.**

_____ I **do not** give permission for my child to have an email address from the system to communicate with the teachers.

Parent or Legal Guardian Signature

Date

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

The Parent Acknowledgement/Consent Form verifies that you have received the 2022-2023 Student Handbook with the required documents, notices, administrative regulations and protocols. **Your signature below indicates that you agree to the specified regulations and protocols including all Title II components and Complaint Procedures.**

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Grade_____

Date_____
Student Name

This handbook can be accessed on our website at:

<https://www.troup.org/userfiles/21528/my%20files/student%20handbook-%202019-2020.pdf?id=59363>