

Ethel W. Kight Elementary

EVERY Student

EVERY DAY

Whatever IT TAKES !!!

2022-2023 STUDENT & PARENT HANDBOOK

#ethelhouseisthebesthouse

75 Gordon Road LaGrange, Georgia 30240 Phone: 706.812.7943 Fax: 706.812.7945 www.troup.org/9/Home

Mission Statement

We are Ethel W. Kight Elementary, a diverse community of educators, parents, and learners committed to cultivating high student achievement, social responsibility, and lifelong learning.

Vision Statement

The vision of Ethel W. Kight Elementary is to create a nurturing diverse community focused on decreasing barriers and cultivate learning to ensure that all students obtain essential skills necessary to reach their maximum learning potential..

School Motto

“On a Quest for the Best”

School Creed

I will try my best in all that I do;
I will learn and grow to prepare my future;
I will show good character toward
myself and others;
I will treat people with respect and dignity.
I’m an Ethel Kight Knight on a
Quest for the Best.

School Mascot

Knights

School Colors

Royal Blue, Gold & Black

School Website

www.troup.org/9/Home

Ethel W. Kight is a Title I school and participates in the Title I Schoolwide 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 to our schools. EKES is responsible for developing a School-wide Improvement Plan seeking input from parents, students, community members, and faculty. Please review our Parent and Family Engagement Policy (PFEP) that is included in the handbook. Please feel free to offer suggestions or ideas for ways to improve our PFEP. This plan is also in our Parent Resource Center and on our website. Our families will learn more about our Title I program at different meetings during the year. Check the calendar for dates and opportunities to be involved and engaged this year.

Dear Ethel W. Kight Knights,

On behalf of the staff at Ethel W.Kight, I am delighted to welcome you to the 2022-2023 school year! It is an honor for me to be part of this community and I could not be more excited about continuing the journey in education here at Ethel W. Kight. The EKES faculty, staff, and I are eager and ready to begin this school year! We look forward to building stronger relationships to make this year a rewarding educational experience.

The last two years have been full of uncertainty and change due to the Covid-19 pandemic. We have learned to be flexible, patient, and resilient. As we move forward into “normalcy”, we will spend the upcoming year focusing on academic, social, and emotional recovery.

Our school theme is “*Every Student Every Day Whatever it Takes*”. At Ethel W. Kight, we are committed to setting the bar high and help all students reach their full potential. We will ensure the safety of every student by implementing PBIS (Positive Behavior Interventions and Support). This school-wide framework will help students think about how to make choices that are respectful, responsible, and safe.

This parent/student handbook will provide basic information on the school programs. I encourage you to review this information so that you can find ways to actively join in this learning process at Ethel W. Kight. If you have any questions, do not hesitate to call or email me so we can discuss and work together. I am excited to work alongside you this upcoming school year

Sincerely

Candace F. McGhee
Principal

Follow us on Social Media



Facebook: Ethel W. Kight Elementary

Twitter: @EthelsHouse70

Instagram: @EthelsHouse

PTO Board

Katie Porter, President
Cokeitha Dunson, Treasurer

Business & Faith Based Partners

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Apartments Little Caesars
MorPower Electric, LLC
Piggly Wiggly JTM Corporation
WellStar West Georgia Health
City Light Church
First Baptist Church Fannin Street
First United Methodist Church

THANK YOU *to our wonderful supporters!*

2022-2023 Faculty & Staff

Principal

Candace McGhee

Assistant Principal

Kelly Doughman

Counselor

Savanna Johnson

Bookkeeper/Lead Secretary

Lissett Gonzalez

Secretary

Audria Norwood

Pre-K

Charles Smith, Teacher

Jeanette Wilson, Teacher

Millicent Fannin, Paraprofessional

Vacancy, Paraprofessional

Kindergarten

Avery Britt, Teacher

Taylor Hill, Teacher

Matthew Karr, Teacher

Heather Stewart, Teacher

Tiffany Wright, Teacher

Tiffany Allen, Paraprofessional

Martha Atwater, Paraprofessional

Stacy Barber, Paraprofessional

Miya Watson, Paraprofessional

Vacancy, Paraprofessional

First Grade

Taylor McCray, Teacher

Leanne Moore, Teacher

Ashley Towler, Teacher

Veronica West, Teacher

Second Grade

Tara Bowen, Teacher

Cindy Cone, Teacher

Madison Elzey, Teacher

Becky Ivey, Teacher

Tika Russell Teacher

Third Grade

Ciara Battle, Teacher

Kelly Calhoun, Teacher

DeNa'e Hill, Teacher

Quinshada Simpson, Teacher

Fourth Grade

Jennifer Martin, Teacher

Erica Perry, Teacher

Debbie Russell, Teacher

Vacancy, Teacher

Fifth Grade

Sherri Johnson, Teacher

Sara Proctor, Teacher

Brianna Snellings, Teacher

Kim Whaley, Teacher

Instructional Support Teachers

Kay Allen

Lisa Bateman

Mollie Callaway

Abbey Dockins

Melissa Hughes

Stacye Smith

Instructional Coach

Misty Parrish

Interventionist Specialist

LaTonya Young

Specialists

Wendy Aldridge, ESOL

Brandy Barnes, Gifted Education Teacher

Liz Beach, Media Specialist

Roxanne Burgess, Speech Pathologist

Kelly Daniel, Physical Education

Amanda Daughtrey, Art Education Teacher

Ashley George, Exceptional Education

Sarah Harper-Zeh, Exceptional Education

Catherine Proctor, Exceptional Education

Jalen Smith, Music Education Teacher

Sam Sykes, Exceptional Education

Brittany Walker, Exceptional Education

Maggie Wooten, Exceptional Education

Paraprofessionals

Johanna Anderson, Ex Ed

Latavia Brisky, Ex Ed

Barbara Cartlidge, Computer Lab

Janie Cummings, Computer Lab

Adrian Fomby, Ex Ed

Kristen Hanson, Ex Ed

Elaine Harless, Instructional Support

Josh Manning, Instructional Support

Shanda McCray, Behavior Assistant

Tameka Smith, Ex Ed

Tinisha Smith, Ex Ed

Title I Family Liaison

Angel Cameron

Nurse

Chastain Pitts

Custodial Staff

Deyauna Thornton-Lead

Britt Leverett

Detrissa Patterson

Dexter Thomas

Tommy Towns

Cafeteria Staff

Lacy Brown, Nutrition Manager

Jackie Barnes

Tonya Gibson

Lashonda Parkmon

Ginger Rider

Sylvia Stephens

ACE Director

Tinisha Smith

Description of Instructional Strategies and Programs

Standards Based Curriculum

The Georgia Standards of Excellence provide clear expectations for assessment, instruction, and student work. They define the level of work that demonstrates achievement of the standards, enabling a teacher to know how “good is good enough”. The performance standards isolate and identify the skills needed to use the knowledge and skills to problem solve, reason, communicate, and make connections with other information.

Academic Rigor for Each and Every Child

We are committed to providing high quality, rigorous educational programming for all students, especially students in danger of being left behind and equity of all educational opportunities for all students.

Tier 2 and Tier 3 Teams

The Tier 2 and Tier 3 Teams examine the problems of children experiencing difficulty in school. The teams offer educational strategies including behavior management techniques, curriculum modifications, peer tutoring, special materials, counseling, etc. These strategies are unique for each student and meet the needs of the individual learner.

Title I

Ethel W. Kight Elementary School receives additional funding through the Title I program. Title I is a federal program designed to provide additional funding for schools with low-income students. A Student-Parent-Teacher Compact will be developed jointly with parents and students; distributed and signed by all parties to benefit students and aid in their achievement. As a parent of a student in a Title I school, you have certain rights including the following:

At the beginning of each school year, parents, students attending schools receiving Title I funds may request the qualifications of teachers. Parents of Title I students must be notified if the student is taught for four or more weeks by a teacher who is not highly qualified. All Ethel Kight teachers are highly qualified as specified by the federal government.

Schools receiving Title I funds must provide information to the parents about their child’s academic level on the state test. Districts must notify parents that a school has been identified for Rewards School. Parents must be notified if an entity has been awarded a competitive grant to establish or expand a program of public school choice.

Districts must develop jointly with, agree on, and distribute to parents a written parental involvement policy with specific provisions. This document is available in this handbook, at EKES and at the Troup County Board of Education. Parents must be provided reasonable notice of the adoption or continued use of student privacy policies and offer an opportunity for the parent to opt the student out of certain activities.

Schools receiving federal funds for homeless students must provide written notice to parents or guardians at the time student seeks enrollment, and at least twice annually while enrolled, of certain rights of homeless students. Parents of Limited English Proficient children must be informed of their rights to English language instruction within 30 days.

Early Release of Students: Teachers are not authorized to release students to parents who come to the classroom. All students taken from the building during the regular school day must be signed out at the school office. Whenever possible, dental and medical appointments should be made for non-school days or after the regular school day ends.

Changes in afternoon transportation: If there is a request to change the mode of transportation, on any given day, this must be given to the school in writing. We will accept emails at ekestranschange@troup.org. Parent requesting the change must call the school to confirm the receipt of the email. We will NOT accept a telephone call to change the mode of your child's transportation. This is to assure accurate communication and the safety of your child.

Student Checkout Protocol: O.C.G.A 20-2-780 No person shall make or attempt to make a change of custody of a minor child by removing the child from the premises of a private or public elementary or secondary school without the permission of the person who enrolled the child in the school, notwithstanding the fact that the person seeking to obtain custody of the child from the school has a court order granting custody of the child to such person.

School Attendance

Daily Attendance: Learning hours are from 7:40-2:15 daily. The goal of Ethel W. Kight Elementary is to work with each family to ensure that children reach their greatest potential. Regular and punctual attendance is essential for the optimum growth and development of students. The Georgia Compulsory Attendance Law supports this claim. Daily attendance at school is critical for student success. Students are expected to attend school every day, to be on time, and to complete the school day. Students cannot learn if they are not in school. Students who are absent must have a written excuse which will be kept on file. **After three (3) absences, a child must have a doctor's note following each absence. The school will make regular telephone calls and send letters to remind parents of absences.**

Tardies: A student is considered tardy if he/she arrives at school after 7:40 a.m. **Any child who is tardy must be escorted into the building by a parent/guardian or authorized adult. The adult/guardian must have a state ID to scan when checking-in the student using the computer kiosk in the office lobby. Excessive tardies will be reported to the school family liaison and/or school counselor for investigation. Students who have more than 3 tardies each grading period will be excluded Perfect Attendance recognition. **** Due to the pandemic, the adult must sign-in the student at the door with the school staff.**

Early Dismissal: Early dismissals should be for emergency situations only. **Parent/Guardians wishing to check-out a student early will do so using the computer kiosk in the office lobby. The parent/guardian must present a valid state ID.** This designee must be recorded on the student's registration information. Students will not be released to anyone not designated by the parent for pick up. In the past, we have experienced a large number of calls between 1:45-2:15. Because late calls and check-outs make it difficult to properly communicate to your child's teacher, we ask if you have to checkout your child, please do so before 1:40.

******Due to the pandemic, parent/guardians wishing to check-out a student early must call the school at 706.812.7943 upon arriving to the school, present a valid state ID at the door and the student will be delivered to the parent.**

Your cooperation is appreciated as this is a safeguard for all children. Early checkout should be reserved for special circumstances and not used on a regular basis.

**School Hours: 7:05a.m. – 2:15p.m.
Tardy Bell Rings at 7:40a.m.
Breakfast Ends at 7:35a.m.**



Morning Arrival Procedures

Car Riders: Students who arrive by car should be dropped off at the front of the building. We will use two lanes to unload students from cars. Staff members will open car doors and assist students with getting breakfast and proceeding to their classroom. **Once students enter the building they should go to the cafeteria for breakfast or report directly to their homeroom.** Car riders must be dropped off at the front of the school between 7:05a.m. and 7:40a.m. **Breakfast is served for car riders from 7:05a.m. – 7:35a.m. in the cafeteria.** The car rider door will be locked at 7:40a.m. each morning. **Students who arrive after 7:40a.m. are considered tardy.** Any child who is tardy must be escorted into the building by a parent/guardian. The adult/guardian must have a state ID to scan when checking-in the student using the computer kiosk in the office lobby. ****** Due to the pandemic, the adult must sign-in the student at the door with the school staff.**

******Students will not be allowed to bring in breakfast after 7:40 to eat in the classroom.**

Bus Riders: Buses will arrive at EKES from 7:00a.m. – 7:30a.m. behind the school. Once students enter the building they should go to the cafeteria for breakfast **or report directly to their homeroom.**

***We ask parents to refrain from dropping off children before 7:05a.m.** There is no one to supervise children before 7:05a.m.

Afternoon Dismissal Procedures

Car Riders: Parents who chose to pick up their child(ren) from school must register the child(ren) as car riders and receive a car tag. Two car tags will be issued per family. This tag is our way of verifying that you are the authorized person picking up the students in the car rider area. If you do not have a car tag, you will be asked to show proof of identification and wait patiently as authorization is obtained for the student(s) to be released. Replacement tags can be obtained through the office at any time during the school year. When picking up your child(ren), please place the car rider tag on your visor before driving onto the school's grounds. Make sure the number is visible for the school personnel on duty to see the student(s) number. Teachers will walk car riders to the designated area for dismissal at 2:15p.m. Students are expected to wait quietly until their car arrives. We will use two lanes to load students in cars. We ask that all car riders be picked up no later than 2:45p.m. **Any car rider not picked up by 2:45 will be sent to ACE and a \$7.00 charge will be assessed.**

Bus Riders: Bus riders will be walked to their assigned bus by their teacher between 2:20p.m. and 2:25p.m. Buses will leave our campus at 2:30p.m.

ACE: The After School Program is a pre-paid program that serves PreK-5th grade students. The program operates during the school year and is opened each regular school day from 2:30-6:00p.m. The program provides an afternoon snack, homework time, and a variety of activities each week. Students who attend ACE will be dismissed to the cafeteria at 2:20p.m. ACE must be **pre-paid** (\$7.00 per day for one child and \$5.00 for each additional child in the same family). Students who are not picked up by 2:45p.m. will be sent to ACE and the parent will be responsible for paying a \$7.00 fee. ACE students are expected to follow our school-wide behavior plan. All ACE balances must be paid in full prior to receiving student report cards, participating in extra-curricular activities, and/or participating in Field Day.

ACE Hours: 2:20p.m. – 6:00p.m.



Breakfast and Lunch Program

Ethel W. Kight Elementary School Food Service, along with our other district schools, participates in the Federal Child Nutrition Funds program. Federal law states that to receive Child Nutrition Funds, "a reimbursable meal must be served". Students are encouraged to participate in the school food service programs. Nutritionally balanced breakfasts and lunches are available to all students. Menus are sent home monthly. ALL students at Ethel W. Kight will receive a nutritionally balanced, **free** meal each school day for breakfast and lunch. **Parents do not have to complete and submit a Free and Reduced Application.** Carbonated drinks, cans drinks and snacks are not allowed in the school cafeteria during lunch and breakfast for health and safety reasons.

2019 – 2020 Meal Prices

Breakfast Prices:	Free for all elementary students.		
	Adults	\$2.00 per day	
Lunch Prices:	Free for all elementary students.		
	Adults	\$4.50 per day	\$22.50 per week
Extra Milk:	\$0.75 per half pint		



- **Federal law prohibits fast-food advertisement in a federally funded lunch program.**

Returned Checks

A \$25.00 fee is charged for a check returned by the bank due to non-sufficient funds (NSF) or a closed account. If three returned checks are received from the same person over the course of the school year, you must pay with cash for the remainder of the school year.

2022-2023 LUNCH SCHEDULE

Grade	Teacher	Time In	Time Out
Pre-K	Smith	10:30	10:55
Pre-K	Wilson	10:30	10:55
Kindergarten	Britt	10:45	11:10
Kindergarten	T Hill	10:45	11:10
Kindergarten	Karr	10:47	11:12
Kindergarten	Towler	10:47	11:12
Kindergarten	Wright	10:49	11:14
5 th Grade	Johnson	11:10	11:35
5 th Grade	Proctor	11:10	11:35
5 th Grade	Snellings	11:12	11:37
5 th Grade	Whaley	11:12	11:37
Self-contained	Harper-Zeh	11:15	11:40
Self-contained	Sykes	11:30	11:55
1 st Grade	McCray	11:40	12:05
1 st Grade	Moore	11:40	12:05
1 st Grade	Towler	11:42	12:07
1 st Grade	West	11:42	12:07
3 rd Grade	Battle	12:05	12:30
3 rd Grade	D Hill	12:05	12:30
3 rd Grade	Calhoun	12:07	12:32
3 rd Grade	Simpson	12:09	12:34
2 nd Grade	Bowen	12:30	12:55
2 nd Grade	Cone	12:30	12:55
2 nd Grade	Elzey	12:32	12:57
2 nd Grade	Ivey	12:32	12:57
2 nd Grade	T Russell	12:33	12:58
4 th Grade	Egli	12:55	1:20
4 th Grade	Martin	12:55	1:20
4 th Grade	Perry	12:57	1:22
4 th Grade	D Russell	12:57	1:22

Transportation

The Troup County School System operates buses for transporting students to and from Ethel W. Kight Elementary School. A bus schedule will be made available at registration and in the school office. Riding a school bus is a privilege extended to all students of the district.

Students transported to school are expected to behave in a manner which is conducive to safety and welfare. The bus driver is in charge and is responsible for controlling bus behavior. However, bus drivers are instructed to consult with the administration for serious or continuous bus offenses. **Failure to comply with bus rules will result in removal from the bus for a limited or permanent period of time.**

Bus Rules

Listed below are some rules of conduct that all students are expected to follow. Please read them carefully and discuss them with your students.

1. No excessive loud noises, I.E., loud talking, loud laughing, or playing.
2. No eating or drinking on the bus.
3. Do not move about while the bus is in motion.
4. No smoking on the bus.
5. Keep head, hands and feet inside the bus.
6. Do not be destructive.
7. Sit facing the front of the bus; keep feet out of the aisle.
8. Objects other than those related to school are not allowed on the bus.
9. Cooperate with the bus driver.



Failure to comply with bus rules will result in:

Bus Driver

Initial Concern- the bus driver will speak to the student and ask for the appropriate behavior

2nd Concern- the bus driver will speak to the parent to help correct the students' behavior

3rd Concern- the bus driver will write a courtesy note reporting the students' behavior

4th Concern- the bus driver will write a bus behavior referral

School Administrator

1st referral – the school administrator will meet with student, parent will be contacted and referral will be sent home to parents

2nd referral – the student and parent conference with administrator to develop a plan of action and referral will be sent home

3rd referral – the student will be suspended from riding the bus to and from school for 3 days, parent contacted, referral sent home to parents and plan of action will be reviewed with student.

4th referral – the student will be suspended from riding the bus to and from school for 5 days, parent contacted and referral sent home to parents.

Additional referrals - the school administrator will meet with the student to discuss the problem, student will be suspended from riding the bus to and from school for 5 days. The school administrator may **revoke the student's transportation privileges** for a time period.

Fighting – automatic 3 days bus suspension.



Safety at your Child's Bus Stop

1. Please have your child at his/her bus stop at least 5 to 10 minutes prior to the arrival time.
2. An adult should be at the stop with elementary children especially those **8 years of age or younger**.
3. Parents/guardians must be at the stop (home) to pick up child from the bus in the afternoon.

Students under the age of 8 will be returned to school if the driver cannot locate a parent at the stop. Riding the bus is a privilege provided by the Troup County School System. Students who continuously misbehave and fail to follow the rules and the driver's instruction may lose the privilege to ride the bus for a period of time or indefinitely. This will be at the discretion of school administrators. Please encourage your child to conduct him or herself in an appropriate way while on the bus.

Transportation Changes

At the beginning of the school year, we establish your child's method of afternoon transportation from school. If there is a change in the way your child will leave school for any period of time (1 day, 1 week, etc.), we must have a note from home. Please include the child's first and last name, parent's first and last name in the note, along with the date of the transportation changes. If your child is riding the bus home with a friend, we must have written permission from the parents of both children. **Unless we have a note from the parent, a child will not be allowed to leave school except as previously established. ALL TRANSPORTATION CHANGES MUST BE IN WRITING.** This procedure ensures that your child is transported home safely. You may also email the school secretaries at ekestranschange@troup.org to make transportation changes. If you send an email, please call the school to verify receipt of your email.

Students Returned to School

According to TCSS policy, the following is our standard operating procedure for handling the situation of bus drivers having to return students to the school in the afternoon. Parents/guardians will be contacted by the school secretary. The student must be received by school personnel and then released to the parent/guardian. The student cannot get off the bus and go directly to a car to leave.

1st Occurrence -- School will notify parent/guardian, document and give a warning about future occurrences.

2nd Occurrence -- School will hold parent/guardian conference, document and give a warning about future occurrences.

3rd Occurrence -- School will notify parent/guardian and will suspend riding privileges for three (3) afternoon days (PM only).

4th Occurrence -- School will notify parent/guardian and will suspend riding privileges for five (5) afternoon days (PM only).

5th Occurrence -- School will notify parent/guardian and will suspend riding privileges for rest of semester.

Troup County School System Code of Conduct for Elementary School

CODE OF CONDUCT

Preparing Students to Excel

Students should believe in the value of:

HONESTY

Honesty is to be sincere and truthful.

SELF-CONTROL

Self-Control is to control your actions and behavior.

RESPECT

Respect is to feel or show honor for the feelings and rights of others.

RESPONSIBILITY

Responsibility is to carry out a duty or task carefully.

The application of these four qualities of good citizenship will foster a better learning environment for students in the Troup County School System. Students will apply these qualities to school authorities, fellow students and themselves.

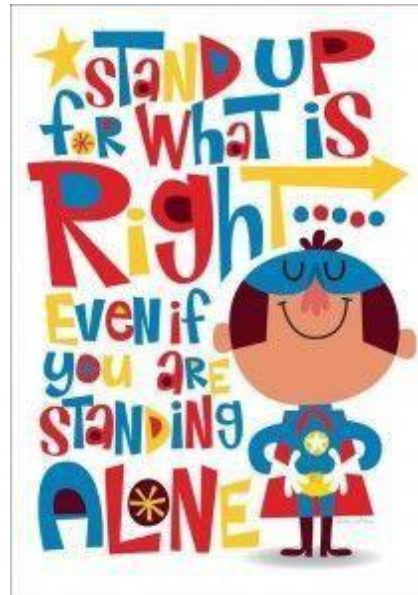


Troup County Student Behavior and Disciplinary Protocol Elementary Schools

The Troup County Board of Education strongly believes that appropriate behavior and conduct for 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 are designed to guide all students in the exercise of their duty of appropriate behavior. These rules are effective during the following times and in the following places:

- on school grounds during and immediately before and immediately after school hours or off school grounds while en route to or from school.
- on school grounds at any other time when the school is being used by a school group.
- off school grounds at a school activity, function, or event.
- on route to and from school on a school bus or other school vehicle or while waiting off school grounds for a school bus to transport a student to or from school or a school activity.

Parents/Guardians may request a copy of the Classification of Violation and Disciplinary Actions from the school office.



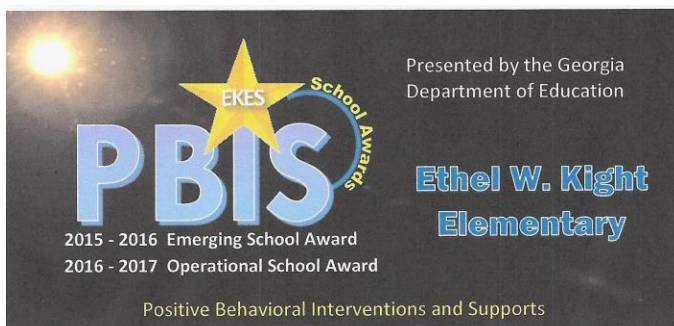


Ethel W. Kight is a PBIS school!! Positive Behavior Interventions and Supports (PBIS) is a data-driven framework supported by the Georgia Department of Education and Troup County School District to promote and maximize academic achievement and behavioral competence. The process focuses on improving a school's ability to teach and support positive behavior for all students. PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student-specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn. We know that when good behavior and good teaching come together, our students will excel. Ethel W. Kight Elementary School is proud to be a part of this exciting initiative.

As part of the PBIS program, we have established school-wide expectations for the behavior we expect in all areas of our school. We will explicitly teach these expectations to the students and offer reinforcement frequently for appropriate behavior. The expectations for all student behavior are posted throughout our building and playground areas, cafeteria, gymnasium, and classrooms. You will be able to ask your child, "What are the behavior expectations at school?" "How do you follow those expectations?" "What happens when a teacher sees you following the expectations?" We have attached our behavior expectations matrix to this letter, so that you can reinforce our expectations at home. Our school rules will specifically address ideal student behaviors, providing for a safer, more productive school environment. We will apply consistent consequences and positive reinforcement for all students. By detailing every expected behavior and teaching the expectations to students in a positive way, we will provide a common language for everyone in our building, including students, staff, and parents. We believe that by helping students practice good behavior, we will build a school community where all students have an environment where they can succeed and grow.

We will use PBIS Rewards, digital PBIS management system, to assist with teaching appropriate behavior, rewarding and tracking student points. Celebrations events will be scheduled quarterly. Teachers and bus drivers will select student of the month.

We would like your input and your involvement. Please contact our PBIS Coach, Savanna Johnson johnsonsr@troup.org or Candace McGhee mcgheecf@troup.org if you have any questions or need further information.



EKES Parent / Student Handbook / 2020-21

Behavior Expectations
Knoble Knights Rules for Royalty
"How to reign supreme..."
Be Responsible Be
Respectful
Be Safe

Ethel Kight Creed

**I will try my best in all that I do;
I will learn and grow to prepare my future;
I will show good character toward
myself and others;
I will treat people with respect and dignity.
I'm an Ethel Kight Knight on a
Quest for the Best.**



Knights

	Hallway	Cafeteria	Restroom
Responsible	<ul style="list-style-type: none"> Keep it clean 	<ul style="list-style-type: none"> Keep it clean 	<ul style="list-style-type: none"> Keep it clean Keep it moving
Respectful	<ul style="list-style-type: none"> Be silent door to door Keep hands and feet to yourself 	<ul style="list-style-type: none"> Enjoy talking quietly and use kind words with friends near you Leave all food in the cafeteria 	<ul style="list-style-type: none"> Be silent Honor the need for privacy
Safe	<ul style="list-style-type: none"> Walk to the right in line order 	<ul style="list-style-type: none"> Wait patiently, walk, and stay in seat 	<ul style="list-style-type: none"> Keep hands and feet to yourself

	Media Center	Assembly	Computer Lab
Responsible	<ul style="list-style-type: none"> Treat books with care Know where your books are at all times 	<ul style="list-style-type: none"> Enter silently 	<ul style="list-style-type: none"> Use clean hands on your own computer
Respectful	<ul style="list-style-type: none"> Enter and remain silent 	<ul style="list-style-type: none"> Remain silent and listen attentively to those who are presenting/talking to the audience 	<ul style="list-style-type: none"> Treat equipment with care
Safe	<ul style="list-style-type: none"> Wait patiently in line while checking books in and out 	<ul style="list-style-type: none"> Listen and follow adult directions when entering and exiting 	<ul style="list-style-type: none"> Operate equipment properly Follow Troup County Acceptable Use Policy

	Recess	Car	Bus
Responsible	<ul style="list-style-type: none"> Take personal items with you when you leave 	<ul style="list-style-type: none"> Keep items in book bag and book bag on your back. 	<ul style="list-style-type: none"> Go directly to your bus when dismissed by your teacher
Respectful	<ul style="list-style-type: none"> Respect others and include Everyone 	<ul style="list-style-type: none"> Be silent and listen for your number 	<ul style="list-style-type: none"> Listen and follow adult directions
Safe	<ul style="list-style-type: none"> Use equipment safely and Correctly 	<ul style="list-style-type: none"> Listen and follow adult directions while walking to car 	<ul style="list-style-type: none"> Walk silently and in line order

Troup County School System

BEHAVIOR CODE FOR ELEMENTARY SCHOOL

Student and Parents

Students Should:

- Attend school daily & be punctual in attendance.
- Come to school with appropriate working materials.
- Be respectful to all individuals and all property.
- Refrain from use of obscene, vulgar, and/or threatening statements/gestures.
- Conduct themselves in a safe & responsible manner.
- Be clean, neat and appropriately dressed.
- Be responsible for their own work.
- Respect the classroom and school.
- Show a positive, cooperative attitude toward school and school officials.
- Promptly report any change of address.

Parents & Guardians Should:

- Keep in regular communication with school authorities concerning their child's progress and conduct.
- Insure that their child is in daily attendance and promptly report and explain an absence or accompany their child to office when tardy.
- Provide their child with the resources needed to complete class work.
- Assist their child in being healthy, neat, clean, and appropriately dressed.
- Bring to the attention of school authorities any problem or condition which affects their child.
- Discuss report cards and work assignments with their child.
- Maintain up-to-date home, work, and emergency telephone numbers at school, including doctor, hospital preference, and an emergency health care form.
- Attend scheduled conference (s).
- Promptly report any change of address.
- Support school officials in upholding and enforcing the system disciplinary code.
- Be responsible for fines or money owed to the school.
- Provide transportation in a timely manner, including after-school activities and/or after school detention.
- Follow established school procedures for drop-off and pick-up of students.

Can the school contact you?

Please notify the school immediately if there is a change in your address, telephone number or emergency contact. We must have a means of contacting parents/guardians of all enrolled students. This information is extremely important if your child becomes ill or injured.

After Class Enrichment - A. C. E.

An After Class Enrichment Program, better known as **ACE**, is provided to all students. The ACE program is available Monday- Friday after school until 6:00pm. The cost is \$7 per day for the first child and \$5 per day for all other children in a family. **Payment must be made in advance weekly or daily, prior to child/children staying for ACE. If a child is picked up after 6:00 p.m., there will be a late fee of \$10.00.** All ACE balances must be paid in full prior to receiving student report cards, participating in extra-curricular activities, or participating in Field Day.

Parent/Teacher Conferences

One of the keys to successful schooling is open communication between the school and home. Parents are urged to contact the school whenever the need arises. Teachers may be contacted by note, email or telephone. Teachers will be available to talk with parents during their planning time and after school. If you call during the instructional time of the day, the office will leave the teacher a message to return your call. Conferences requested by parents must be scheduled with teachers or through the office with our secretaries: [706-812-7943](tel:706-812-7943).

Grade Level Planning Times

Time	Grade
7:55-8:45	2 nd
8:45-9:35	1 st
9:35-10:25	3 rd
10:25-11:15	4 th
11:50-12:40	5 th
12:40-1:30	K
1:30-2:15	Music, Art, PE Planning
2:10-2:25	Dismissal

Reporting Student Progress

Home/School Communication is extremely important, particularly in regard to student performance. We feel that the teacher and parent share a joint responsibility for this communication. Ethel Kight's formal reporting procedures include:

1. **Tuesday** will be our formal communication day for parents. Your child should bring home their completed and graded class work, tests, and any other progress made in the classroom in a folder. Also look for a classroom **NEWSLETTER**, announcements, flyers, and any other important dates and information.
2. **Progress Reports** are sent home for students in grades 3 - 5 at the midpoint of each quarter.
3. **Report Cards** are sent home at the end of each quarter. These should be signed and sent back to school the next day.
4. **Email messages** and mobile applications as well as information posted on the Internet and school website.

Please see the calendar for specific dates for report cards and progress reports.

Homework Policy

Education is a lifelong process. It takes place in all environments; the home and community, as well as in school. Practice of newly learned skills is extremely important. Ethel W. Kight Elementary School recognizes the need for a healthy balance between work and play for primary students.

Realizing that all children have different capabilities, homework should allow a student to achieve his/her highest potential. To this end, homework should:

1. emphasize the partnership between home and school;
2. develop two-way communication which would update both teacher and parent on whether the student's potential is being achieved;
3. develop responsibility through time-management and through encouraging good work habits;
4. allow the student opportunities for review, drill and practice of previously taught concepts.



Grading Key

The following grading system is used system-wide:

Grades K-2

Standards Based Reporting

M or N(meets or Not Met) **in Music, Art, P.E.**

Grades 3-5

A	90 - 100
B	80 - 89
C	70 - 79
F	69 - or below
NE	Not evaluated

Student Recognition Program & Honor's Day Recognition

At the end of each grading period students are recognized for honors that they have earned in academics and social responsibility for the nine weeks grading period. Honor's Day is a more formal recognition program celebrating the accomplishments of our students will be held at the end of the year. Parents are invited to attend these recognition ceremonies. Please remember to consult this handbook for dates and times. Examples of honors:

- ✓ Principal's List = received by students who have earned all A's
- ✓ Honor Roll = received by students with all A's and B's
- ✓ Attendance Recognition = received by students with no absences, **AND** fewer than 3 tardies each grading period

iReady - Awards will be given for students growth in iReady Reading and Ready Math

Medication

In accordance with the Troup County Board Policy, the following guidelines have been established in order for school personnel to dispense both prescription and nonprescription drugs to students.

1. All prescription and nonprescription medication must be sent to school with instructions for administering the medication.
2. Prescription medication must be sent in the original container labeled with the following:
 - Name of Patient** (not brother's or sister's medication)
 - Name of Physician**
 - Name of Pharmacy**
 - Doctor's order for administration**
3. Nonprescription medication must be in the original container showing what the medication is, accompanied by a note from the parent/guardian explaining the directions for administration.
4. Medication that does not need to be given at school should not be sent to school.
5. A permission form must be filled out by the parent before medication can be administered at school. Forms will be available in the office as needed.

We are prohibited from administering any medication to students (prescription or nonprescription) unless the above procedure has been followed.

Health Checks

Health Checks are made periodically at the school (vision, hearing, scalp, etc.) Parents will be contacted when problems are discovered.



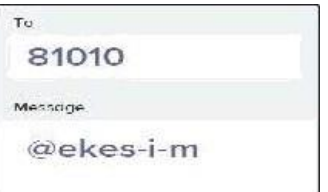
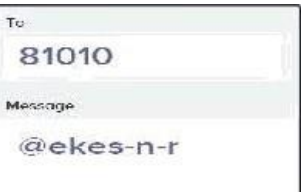


Illnesses and/or Accidents

In the event of a serious illness or accident, every effort will be made to notify parents immediately. If we are unable to reach the parents, then we will contact the emergency numbers listed on the child's registration card. It is imperative that the school has the most up-to-date phone numbers on file. Please be sure to notify the school as soon as possible of any changes in home, work or emergency numbers. **If a child's temperature is more than 99 degrees and if they are vomiting or having diarrhea, parents will be called to pick the child up from school.** In case of a minor injury (scraped knee, etc), the student will be administered first aid.

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- Wa hava cwaa4acJ na+ns Rami ncJ groups using Cha first la44aw of a pawan6s lashnama.
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Directions to ioin our new EKE5 Remind:

- Tent B1OIO then enter the message- *You only need to j oin 1 gr'oup*

	<p>T† your l us t nome si b e I ween A-C oin I h is group</p>		<p>T† your l us t nome si b e l ween D- F-l oin I h is group</p>
	<p>T† your l us t nome si b e t seen T—M j o i n th is group</p>		<p>I† yoLJr I as I name is Lee I ween M-R o in th is group</p>
	<p>I† your I as I name is be I ween 5-Z oin I h is groLJp</p>		<p>Pea I ext os en espanol. LJnase a es le grupo.</p>

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

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

A. Bullying/Cyberbullying is an act which occurs on or off of school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology, that is:

- Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 1. 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
 2. Has the effect of substantially interfering with a student's education;
 3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 4. Has the effect of substantially disrupting the orderly operation of the school.

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

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

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

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

Cyberbullying is defined as any electronic communication, by individuals or groups to: 1. make a true threat against a student or school employee; 2. materially disrupt school operations; or 3. substantially impinge on the rights of another student such as, but not limited to: creating reasonable fear or harm to the student's person or property; creating a substantially detrimental effort on the student's physical or mental health; substantially interfering with a student's academic performance or interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school; or being so severe, persistent, or pervasive as to cause severe emotional distress.

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

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

F. Jurisdiction for Cyberbullying:

1. No student shall be subjected to cyberbullying by an electronic communication that bears the imprimatur of the school regardless of whether such electronic communication originated on or off the school's campus.
2. The school shall have jurisdiction to prohibit cyberbullying whether or not such electronic act originated on school property with school equipment, if the electronic communication is directed specifically at students or school personnel, is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and creates a reasonable fear of harm to student's or school personnel's person or property or has a high likelihood of succeeding in that purpose.
3. The school shall have jurisdiction to prohibit cyberbullying that originates off the school's campus if: it was reasonably foreseeable that the electronic communication would reach the school's campus; or there is a sufficient nexus between the electronic communication and the school which includes, but is not limited to, speech that is directed at school-specific 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. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Action steps your child should take if he/she is being bullied (advise your child):

- You can empower your child by listening to and validating his/her feelings, by acknowledging that the harm he/she experienced is not right, and that he/she needs to get help in order to stop the mistreatment.
- Please do not encourage your child to fight or retaliate. Counter-aggression rarely works and often escalates the problem.
- Instead, encourage self-reporting, discuss the distinct difference between “tattling” (snitching, ratting, giving up, “narcing”) and “telling/reporting” with your child. Explain that “tattling” is when a person intentionally tries to get another student in trouble for something minor. “Telling” is completely different because it means informing an adult of the harmful, immoral, unethical, dangerous, destructive, hateful or threatening behavior that has hurt the individual or someone else. If telling adults seems hard for your child, encourage him/her to ask a friend to accompany him/her to a faculty member to report the issue.
- Help your child strengthen his/her assertiveness skills.
- In the short run, encourage your child to walk with friends whenever possible.
- If your child is being bullied online or by text messaging, encourage him/her not to retaliate or reply, but rather to report the activity to school personnel.

If your child is engaging in bullying behavior:

- Make it clear that you take bullying seriously and you will not tolerate this behavior.
- Develop clear and consistent rules within your family for your child’s behavior.
- Spend more time with your child and carefully monitor his/her behavior.
- Build on your child’s talents by encouraging him or her to get involved in pro-social activities.
- Talk with your child’s teacher or administrator to approach this behavior as a team.
- If your child needs additional help, talk with a counselor or mental health professional.



What you should do if your child is bullied:

- Most importantly, focus on your child. Listen, be supportive and gather information and the facts related to the incident.
- Stay calm and report the incident(s) to your child’s teacher or one of the school’s administrators. Document all incidents of mistreatment, abuse, cruelty, and/or disrespectful acts toward your child and or perpetrated by your child. Reporting is not tattling when the intention is to alert teacher and/or administration of any harmful acts of mistreatment toward your child or others.
- Request that you be informed or schedule a follow up conference to discuss findings and determine actions to monitor and support all students involved, as well as to deter continued and/or escalation of incidents.
- Seek resources to assist you in strengthening your child’s resiliency toward harm.

CHAIN OF COMMUNICATION IN CASE OF PROBLEMS

If you are having a problem you need to address, please feel free to call the school and explain your concern to the appropriate staff member. If your complaint is about a teacher, you are encouraged to address the problem with the teacher before bringing the problem to the school administrators. If your problem is with the administration or policies or procedures, you are asked to address these concerns at the school, before calling the Administrative Service Offices.

Use of Electronic Devices by Students – Board Policy JCDAF

Students shall be permitted to bring to school electronic communication devices, including smart phones, cellular phones, tablets and e-Readers, hereinafter referred to as electronic devices. The use of electronic communication devices is a privilege the Board extends to students and may be revoked for failure to comply with regulations as set forth in Board Regulation IFBG-R - Computer, Network, Internet, Electronic Communications, and Social Media Acceptable Use. Students will use the devices for educational purposes under the direction of the school administration. Photographing, audio recording or videotaping by any means of another student or staff member is strictly prohibited while on school system premises without the consent of the student or staff member. These prohibitions include all emergency situations unless the student is directed to use the phone or electronic device by a Troup County School System employee or other official. Students who violate this policy and the associated regulations shall be deemed to have created a disruption to the instructional environment and are subject to disciplinary action.

Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cellular phones, pagers, audible radios, tape or compact disc players without headphones, or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus.

The Superintendent and administrative staff shall develop rules for enforcing this policy and include them in the student handbook.

Students and their parents/guardians shall be personally and solely responsible for the security of their phones and other electronic devices. The Troup County School System shall not assume responsibility or liability for the theft, loss or damage to a phone or other electronic device, nor does it assume responsibility for the unauthorized use of the device.

CELEBRATIONS

****** Due to the pandemic, no birthday celebrations will be allowed.**

CLASS PARTIES: There are two class parties scheduled each year. Room mothers contact parents to assist with donations and plans for the parties. Parties celebrating other events are not permitted. Parents of children wishing to celebrate birthdays may bring a store bought treat to be enjoyed during the children's regular lunch time.

PARTY INVITATIONS: Teachers will distribute party invitations at school only if every student in the class receives one. Should the guest list be restricted to less than the entire class, arrangements will have to be made to distribute the invitations outside school. School personnel are not permitted to distribute names and addresses of students.

BIRTHDAY TREATS: When bringing store bought cupcakes, cookies or other treats for lunch for a birthday celebration or any other special day, please distribute them to every student in your child's class. Friends in other classes who may also be sitting in the lunchroom may not receive the special treat. This procedure attempts to prevent hurt feelings on the part of those who would not receive the treat.

FLOWER AND BALLOON BOUQUETS: delivered or brought to school for students will be kept in the office until dismissal. Such deliveries disrupt the instructional day, therefore, students will not be called out of class to receive deliveries. Such items cannot be transported home on the school bus.

Cell Phone/ Electronic Devices

Cell phones and other electronic devices should be used for instructional purposes only as directed by the teacher. Please check with your child's teacher to find out about specific plans for Bring Your Own Device (BYOD) Instructional days. Use of cell phones is not permitted during the school day. If a cell phone or electronic device is visible during the school day without the teacher's permission, the phone will be taken from the student. The following consequences will be implemented:

1st offense:

- The student will be given a verbal warning reminding them of the school policy.
- A mark will be placed on the behavioral clipboard.

2nd offense:

- Cell phone held in office until the end of the day.
- Student will sign for the cell phone at the end of the day in the office.

3rd offense:

- Cell phone held in office until the end of the next day.
- A parent or guardian will sign for the cell phone after a meeting with the student and principal.

*If a student refuses to give the teacher the phone/electronic device, the teacher will write a referral for refusal to cooperate and defiance which will result in disciplinary action.



Chewing Gum and Candy

NO GUM OR CANDY IS ALLOWED AT EKES!!! Careless disposal of gum in water fountains, or on furniture and floors presents sanitation and cleaning problem, as well as costly repair; therefore, bringing candy and gum from home is not permitted.

Dress Code

The district's general dress code is established to teach hygiene, instill discipline, prevent disruption, avoid safety hazards, promote orderliness, and assure the security of the school. Principal discretion will be used in addressing any dress code issues which may adversely affect the educational atmosphere of the school. The basic responsibility for appropriate dress must rest with the student and his/her parents.

Young ladies must wear dresses, or jumpers, skirts, slacks, walking shorts or jeans with a blouse or shirt. Shorts must come to fingertips. Belts must be worn with skirts, pants, shorts, or jeans that are too large. No excessive jewelry is allowed.

Young men must wear casual slacks or jean style pants or walking shorts. All clothing must be free of holes or tears. Belts must be worn with pants that have loops. "Sagging" pants are considered inappropriate dress for school. Pants that are excessive length are considered a safety hazard.

Shoes must be worn daily. Hats and ball caps may be worn on designated HAT DAYS only. Any clothing that a student has to be asked to pull up is inappropriate and will be a violation.

The following will serve as a guide as to what is **NOT acceptable** at Ethel W. Kight Elementary; however this is not conclusive:

- **Inappropriate clothing with pictures or writing advertising drugs, alcohol, or suggestive and vulgar language**
- **Halter tops, bare midriff tops, sheer blouses, low-cut, fishnet jerseys, or off the shoulder blouses.**
- **Oversized, baggy pants & shirts**
- **Clothing that has been cut or torn**
- **Holes above knees in jeans**
- **Headwear of any type (hats, caps, scarfs, bandanas, etc)**
- **Inappropriate fitting jogging or sweat suits**
- **Visible undergarments**
- **Cleated shoes**
- **Rubber flip flops (3 prong shower flip flops)**
- **Mini-skirts, mini-length dresses or shorts**
- **Spaghetti straps shirts for students in 3rd-5th grade only**
- **Boxer shorts**

Failure to adhere to these guidelines is considered a violation of the dress code policy. Students not adhering to dress code will not be allowed to attend class.

Consequences of dress code violations include but are not limited to:

- **Student/parent conference**
- **Student Contract**
- **Removal from school pending a parent conference**
- **Disciplinary Conference Hearing**

Dress Requirements for Parents

Parents are asked to dress appropriately when at school for any reason. At a minimum, parents should not violate any of the student **dress requirements. The principal has the authority to determine appropriate or inappropriate appearance within the school. Parents** who choose to dress inappropriately will be asked to leave the school grounds.

Emergency Drills

Fire Drills are held monthly throughout the school year. A tornado or severe weather drill is held on a date designated by the state. Other security drills, such as lockdowns and evaluations, will be held during the year. These drills will allow school personnel to review designated safety routes and procedures with students.

Field Trip Permission

Several times throughout the year your child's class may leave the building to go on a field trip. Before each trip, parents will be notified as to place, date, time, and any other pertinent details. This permission slip must be returned to school signed by a parent or guardian. **Only students who have returned this signed slip to school will be permitted to go with their class on the field trip.**

Homemade Food Items

Troup County Schools welcomes parental involvement in organizing class parties and special events. These festive occasions often include snacks for students to enjoy. Due to food safety concerns and special dietary needs of some students, all snacks distributed for classroom parties or special events must be pre-packaged and display ingredients. This applies to beverages as well. Thank you for helping us keep our children safe. ***** Due to the pandemic, homemade food items will not be allowed.**

Inclement Weather

When severe weather creates hazardous conditions, the regular school schedule may be altered to ensure students' safety. Information about school operation is announced publicly as soon as possible via Troup County School System website as well as local television, radio stations and Remind 101 messages.

Insurance

As a service to parents, TCSS provides an opportunity to enroll students in an accident insurance program annually. Brochures concerning this insurance plan are available in the school office. Troup County School System does not provide insurance for students. The option of enrolling your child (children) in this program is left to each parent.

Lice

Head lice are an extremely contagious condition of the hair and scalp. Students may be checked periodically for head lice and will be sent home immediately if school personnel suspect lice or lice eggs (nits) are present on the student's head/hair. Such students MAY NOT return to school until treatment has been administered and all nits have been removed from the hair. Upon returning to school, the student will be checked to determine if any nits are still present before admission to class. For hard-to-control, recurring cases of head lice, parents/guardians will be asked to contact a physician or lice removal specialist. To prevent an outbreak of head lice, parents are asked to examine the hair of their children regularly.

Lost & Found

The school cannot assume responsibility for students' losses. Proper marking of personal property can reduce these losses. The lost and found department is located outside the gym. Report all lost articles and leave found articles in that location. Any books or personal matter left on the top of desks or any other than the places allotted will be taken to the office. At the end of the semester, unclaimed items (jackets, mittens, etc.) will be given to Goodwill. Any personal property such as money, jewelry, etc. is the responsibility of the student. If students must bring extra money or something valuable to school they should give it to their teacher or turn it in to the office for safekeeping.

Parent-Teacher Organization

PTO stands for Parent-Teacher Organization, consisting of parents and teachers working together to support and enrich all students. PTO's objective is to provide Ethel Kight with funds, programs, resources and services that will maximize the education of every child and benefits the school. Every Ethel Kight parent, staff member and teacher is automatically a member of the Ethel Kight PTO! We encourage everyone to become involved.

10 reasons to get involved:

1. We need you!
2. It's rewarding.
3. It's a great way to meet other parents.
4. You'll get to know the teachers and staff.
5. You will be better informed about school issues and activities.
6. Your child benefits. Studies show that when parents are involved it positively impacts their children's education.
7. You can make positive improvements at the school.
8. We're welcoming.
9. You can be as involved as you want to be. We understand that people have busy schedules and appreciate any time you can spare.
10. We have fun.

PTO Supports:

- Back-to-School Bash
- Book Fair
- Classroom Supplies
- Fall Festival
- Family Nights
- Field Day
- Field Trips
- Open House Pizza Supper
- PBIS Store
- Reading Celebration Day
- Valentine Dances
- Veteran's Day Program

School Supplies

All textbooks and basic instructional materials are furnished by the Troup County Board of Education. There will be a charge for lost or damaged books (library books or Troup County Textbooks).

Snacks

Troup County Schools welcomes parental involvement in organizing class parties and special events. These festive occasions often include snacks for students to enjoy. Due to food safety concerns and special dietary needs of some students, all snacks distributed for classroom parties or special events must be pre-packaged and display ingredients. This applies to beverages as well. Thank you for helping us keep our children safe.

Toys, Distracting Items from Home

Students are not to bring cell phones, iPods, CD players, video games, toys, etc. to school. These items will be confiscated and returned to the parents only.

Use of Telephone

The school has a business telephone to help transact the business of the school and the lines must be kept open. Students may not make or receive non-essential personal calls at any time. Student cell phones are not permitted to be used to call parents. If cases of accidents, illnesses, or should an emergency arise, school personnel will contact parents or guardian.

Visitors

Any and all visitors are required to report to the front office prior to visiting any area of the campus. He/she will be asked to sign in and get a visitors' pass and to also sign out as you leave the building. This lets our staff members know that you are a welcomed visitor to the campus. It is a routine safety precaution that the office staff asks for identification if they are not familiar with the visitor. This is done to assure the safety of our students, staff, and school.

Policy

Descriptor Code: KM

Visitors to School **** Due to the pandemic, no visitors will be allowed in the building.

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 (Parents can request a Classroom Observation Form from the Office) These guidelines were developed to ensure that (a) the educational program will not be interrupted and (b) the normal classroom environment will be maintained when visitors are in the room.

- The person requesting a classroom observation MUST be included on the enrollment card or a written note by the custodial parent allowing the named visitor.
- A parent/guardian requesting a visit must submit the request at least two days in advance. Advance notice gives the teacher adequate time to prepare the children for a parent/guardian. We respectfully request that other siblings not be brought to school for this visit.
- On the day of the visit, parent/guardian must sign in at the office, wear a visitor's sticker, turn off cell phones before going to the classroom, and sign out at the office prior to leaving the building.
- In most cases, the teacher will not be able to conference or talk with a parent/guardian upon entering the room because the children may be in the middle of a lesson or activity.
- The parent/guardian should take a seat towards the back or side of the room during the visit. The teacher will provide a location.
- Unless the teacher requests the parent to interact with the children, the parent/guardian is not to talk with the students or assist a child with his work.
- Parents/guardians are asked to limit their visit to about thirty minutes to minimize the impact on the class' attention and focus on the lesson.
- Most importantly, parents/guardians are expected to keep confidential anything they observe regarding other students. Example: If the visitor observes that a child (or children) misbehaving or that a child is inattentive, that student's rights would be violated if such information was shared with others in the community.

Troup County School System Ethel W. Kight Elementary Clubs

Ethel W. Kight Elementary regards the development and implementation of extracurricular activities and clubs as a positive and meaningful contribution to the lives of our students. A child's education does not take place only in the classroom, during regular school hours. Hence, school sponsored afterschool activities can be an invaluable setting for a child's continued personal and academic growth. Afterschool clubs should provide students with the following:

- Opportunities to develop socially through engaging activities which develop and strengthen character, leadership skills, and social skills.
- Activities outside the classroom which enlarge the interest and knowledge that would not otherwise be achieved outside of the classroom environment.
- Participation in multiple forms of co-curricular activities involving common interests of club members.
- Teamwork strategies through the use of various forms of service to each other, the community, the student body, and the school.

Description of Clubs:

Art Club

Sponsors: Avery Britt, Cindy Cone, Becky Ivey

Mission Statement: The focus of the Art Club is to build upon 3rd, 4th and 5th students' knowledge, skills and creativity through art.

Activities: Activities may include participating in school events, school and community beautification projects.

Baton Twirling Club

Sponsors: Leanne Moore, Tara Bowen

Mission Statement: Participants will engage in the art of baton twirling by learning the basics of twirling a baton.

Activities: Students will have the opportunity to perform during school functions.

Basketball

Sponsors: LaTonya Young, Veronica West

Mission Statement: The Intramural program is focused on teaching 3rd, 4th and 5th grade students basic skills, sportsmanship, and teamwork. It is not a competitive program.

Activities: Students will practice utilizing skills in scheduled basketball games.

Broadcast Team

Sponsor: Liz Beach

Mission Statement: 4th and 5th grade students will be selected based on good character and self-motivation to work on editing, interviewing and news reporting skills to produce a news broadcast for the morning announcements.

Activities: Students will participate in public speaking and videotaping as they prepare the news for the daily broadcast.

Cheerleading

Sponsors: Taylor McCray, Mary Beth Scott, Tiffany Wright

Mission Statement: The purpose of the Cheerleading is to promote school spirit, model a positive image, and build leadership skills

Activities: Students will have the opportunity to perform during school functions.

Chorus

Sponsor: Music Teacher

Mission Statement: The purpose of the chorus is to provide an opportunity for musical expression and education in a joyful environment for 3rd, 4th and 5th grade students.

Activities: Students will have the opportunity to perform during school functions.

Fastest Kids

Sponsors: Kelly Daniel, Wendy Aldridge, Tiffany Wright, LaTonya Young

Mission Statement: Members will learn the basics of distance running, stretching and runner safety through a variety of activities. The goal of the Kight Runners is to increase each member's physical fitness through different running activities.

Activities: Members will have the opportunity in the Troup County Fastest Kid Contest in April. The club will practice in the spring.

Garden Club

Sponsors: Tiffany Wright

Mission Statement: The purpose of the Garden Club is to provide experiential learning opportunities centered on student engagement and critical thinking. The students in the club will clean up the flower beds and entrances of the school while connecting to nature education and practicing environmental stewardship.

Activities: Students will work together to plant and maintain a variety of plant materials on our school grounds.

Girls Club

Sponsors: Sherri Johnson, Quinshada Simpson, and Ashley George

Mission Statement: The purpose of the Girls Club is to inspire and motivate girls towards achieving their goals and building their self-esteem and confidence.

Activities: Students will participate in a mentoring program and team building activities.

GreenPower

Sponsors: Kim Whaley, Matthew Karr, Misty Parrish

Mission Statement: The purpose of GreenPower is to introduce the students to design, manufacturing processes and project management as they learn concepts of drafting, 3D modeling, advanced manufacturing and fabrication, leading to the "on-track" aspects of testing and evaluation.

Activities: Students will work together to learn about building and racing electric cars.

JetToy

Sponsors: Sara Proctor, Kim Whaley

Mission Statement: Through the JetToy Challenge, twenty-five 5th grade students will discover a fictitious toy company called Earth Toy Designs. Students will design, test and give a formal presentation of their final JetToy designs.

Activities: Students will participate in a JetToy Challenge.

Kickball

Sponsors: Kelly Daniel, Wendy Aldridge, Veronica West LaTonya Young

Mission Statement: The purpose of the Kickball Club is for students to engage in friendly competition while developing new friendships and having fun.

Activities: Students will utilize motor skills while engaging in competitive games.

Lego

Sponsors: Maggie Wooten, Sarah Harper-Zeh, Sam Sykes

Mission Statement: The purpose of the Lego Club is to promote students creativity and fine motor skills while using Lego bricks.

Activities: Students will participate in team engineering design challenges.

Spanish

Sponsors: Wendy Aldridge, Matthew Karr, Brianna Snellings

Mission Statement: The Spanish school club will enable students to learn Spanish outside of the classroom and learn cultural differences

Activities: Students will participate in cultural activities.

Step Team

Sponsors: Millie Fannin, Brianna Snellings, Erica Perry, Quinshada Simpson

Mission Statement: The purpose of the Step Team is to promote school spirit, cultural awareness, model a positive image, and build leadership skills.

Activities: Students will have the opportunity to perform during school functions, including performing in the Martin Luther King, Jr. Parade.

Student Council

Sponsors: Savanni Johnson, Melissa Hughes

Mission Statement: The Student Council exists to promote and encourage student leadership and service in our school and community.

Activities: The Student Council will render service and serve as a student governing body throughout the school year.

Volleyball

Sponsors: Avery Britt, Angel Cameron

Mission Statement: The purpose of the Volleyball Club is for students to engage in friendly competition while developing new friendships and having fun.

Activities: Students will participate in a Volleyball Games.

Walk/Run and Wellness

Sponsors: Lisa Bateman, Kelly Calhoun, Mollie Callaway, Savanna Johnson, Heather Stewart

Mission Statement: The purpose of Walk/Run & Wellness Club is to promote a healthy lifestyle through walking/running.

Activities: Students will participate in weekly group walks/runs and healthy eating activities.

Yearbook Club

Sponsors: Roxanne Burgess, Brandy Barnes, Jennifer Martin, Tinisha Smith, Sam Sykes, Matthew Karr

Mission Statement: The purpose of the Yearbook Club is to create a yearbook that will capture the events and happenings of Ethel W. Kight Elementary School throughout the year.

Activities: The Yearbook Club will help make copies, count flyers, make posters, speak on the EKES broadcast, and help with the overall yearbook design.



100 North Davis Road, Building C ■ LaGrange, GA 30241
www.troup.org
(706) 812-7900

PARENT & FAMILY ENGAGEMENT POLICY

2022-2023

Revised April 5, 2022

What is Family Engagement?

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

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



About the Parent & Family Engagement Policy

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

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

Jointly Developed

During a district meeting in the spring of 2022, the Parent Advisory Council and all parents were invited to participate and provide suggestions and ideas to improve this district policy for the 2022-2023 school year. The district used flyers, district/school websites, and other social media informing parents about the meeting. During the meeting, parents also reviewed and discussed the Consolidated LEA Improvement Plan (CLIP).

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

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



Strengthening Our Schools

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

Reservation of Funds

The TCSS will reserve one percent from the total amount of Title I funds it receives in FY23 to carry out the parent and family engagement requirements listed in this policy and as described in federal law. Furthermore, the TCSS will distribute 90 percent of the amount reserved to Title I schools to support their local-level family engagement programs and activities. The district will provide clear guidance and communication to assist each Title I school in developing an adequate family engagement budget that addresses their needs assessment and parent recommendations.

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

Opportunities for Parent Consultation

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

Open House Meetings in the Schools • Fall of 2022

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

District Improvement Forum • Spring of 2023

All parents are welcome to hear the latest updates from the Troup County School System as well as review and provide input into the district Parent and Family Engagement Policy and the Consolidated LEA Improvement Plan (CLIP) for the 2023-2024 school year. Notices regarding this meeting will be made available to all parents in advance of the meeting. The district will also communicate information regarding this meeting on the school and district websites. If you are unable to attend the meetings, call the Federal Programs office for more information. (706) 812-7900 extension 1149.

School Improvement Forums • Spring of 2023

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

Building Capacity

Of Parents

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

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

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

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

Of School Staff

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

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

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



Upcoming Dates:

FOR PARENTS

Quarterly Parent Advisory Council Meetings- open to everyone

Dates posted on school websites
Administrative Services Center

National Parent Engagement Month
November, 2022** Check the website for special ways to get involved!

District Improvement Forum
Spring, 2023
Administrative Services Center

School Improvement Forums
March -May, 2023
Local School Sites

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

ext 1149. If childcare is a barrier to you coming to a meeting, check in with us, too. We may be able to help!

FOR SCHOOLS

New School Year Site Training
August, 2022

Principal Meetings
As scheduled

Family Liaison Meetings
As scheduled

Parent & Family Engagement Evaluation

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

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

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



Accessibility

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

Development

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

Final revisions to this policy were made on April 5, 2022. The policy will be in effect for the 2022-2023 academic school year. The school district will distribute this policy in multiple ways to all parents of participating Title I, Part A children during the first weeks of school.

Ethel W. Kight Elementary School

Parent & Family Engagement Policy & Plan for Shared Student Success

2022-2023 School Year

Candace McGhee, Principal
75 Gordon Road
(706) 812-7943
www.troup.org/9/Home

Plan Revised March 16, 2022

What is Title I?

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

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

Title I schools must jointly

develop with all parents

a written parent and

family engagement

policy.

School Plan for Shared Student Achievement

What is it?

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

How is it revised?

EKES invited all families to attend our annual School Improvement Forum last spring to review and revise this parent & family engagement policy, the school improvement policy, and the parental involvement budget. Additionally, parent input and comments regarding this plan are welcome during the school year through a form available in the Parent Resource Center. The plan is posted on our school website for families to view and submit feedback throughout the year. All feedback received during the year will be used to revise the plan for the next school year.

Who is it for?

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

Where is it available?

At the beginning of the year, the plan will be included in the parent-student handbook that is available on the school's social media sites. Copies of the plan will also be available at our Annual Title I Parent Meeting at the beginning of the year and housed in the Parent Resource Room.

2022-23 District Goals

1. Focus on student success and well being.
2. Ensure equitable opportunities for all.
3. Focus on recruiting, inducting and retaining quality staff.
4. Cultivate the capacity of the school system to function as a flexible and adaptable organization.

District Values

Connection
Equity
Achievement
Resilience
Integrity
Compassion

School-Parent Compacts

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

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

Let's Get Together!

Ethel W. Kight Elementary School will host a variety of events and meetings to promote parent and family engagement. Parent Nights covering core curriculum will be held multiple times during the school year to improve student academic achievement. Multiple dates and times, including virtual meetings, will be chosen for these events, and we will continue to explore different alternatives to enhance our ability to continually reach more parents. The events will be designed to build the capacity for strong parent & family engagement and to support a partnership among the school, parents, and the community. Invitations to various events will come home in Tuesday folders, dates will be posted in grade level newsletters, on our school website, Facebook, and electronic messages using SendIt and Remind. We may also be able to offer childcare during meetings if needed. Please call the school office if services are needed.

Annual Title I Parent Meeting – Beginning of the year

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

Open House – Beginning of the year- This is an evening function in which parents and families are invited to visit the school and speak with teachers concerning general information.

New Parent Orientation-August- This orientation is designed to welcome new families to our school and to provide them with information to help with a smooth transition.

PBIS Parent Workshop- September- This workshop is conducted to inform families about our school wide PBIS initiative.

Coffee with Candace- Quarterly open forum for parents to receive the latest news and events about school. It is also a time for parents to hear about the instructional program, gain strategies to assist their children, ask questions and/or share concerns that will positively impact student academic achievement.

Parent Conferences – October and March - Conferences are held twice a year to inform parents of their child's academic progress.

GMAS Parent Lunch & Learn- 2nd half of the year- These workshops will help parents understand the Georgia Milestone Assessment System and provide effective testing strategies to help their child.

Family Literacy & Math Nights- These workshops are educational, fun-filled nights promoting literacy and standards based math strategies. The workshop includes activities for improving sight word fluency.

School Improvement Forum- Spring of the Year- This meeting is held to provide information and gather parent input pertaining to the Title I Parent & Family Engagement Policy, our School Improvement Plan/schoolwide plan, and the Title I Budget.

GED Classes for Parents- Partner with West Georgia Technical College to offer General Education Diploma (GED) classes for parents and guardians during the summer.

Parent Resource Center

Our parent resource center is located in room 66, in the front office area. Come to look through the pamphlets on a variety of topics or use the computer to find other resources.

Hours of operation are 7:30-2:30

Parent & Family Engagement

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

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

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

(706) 812-7943 or
www.troucp.org/9/Home

"On a Quest for the Best"

Ethel W. Kight Elementary will take the following measures to promote and support parents & families as an important foundation of the school in order to strengthen the school and reach our school goals. We will:

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

EKES' Family Liaison

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

Parent Advisory Council

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

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

Parent Advisory Council

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

Name: _____

Child's Name and Grade: _____

Address: _____

Phone Number: _____

Email address: _____

Share Your Thoughts

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

Name: (optional) _____

Telephone Number: (optional) _____

Ethel W. Kight Elementary School

**Póliza del Compromiso de Padres y Familia
Y Plan para Compartir El éxito de los
Estudiantes**

2022-2023 Año Escolar

Candace McGhee, Directora

*75 Gordon Road
(706) 812-7943*

www.troup.org/9/Home

Plan Revisado - 16 de marzo de 2022

Que es Titulo I?

Elementaria Ethel W. Kight se identifica como una escuela de Título I como parte de Cada Estudiante Tiene Éxito (ESSA). Título I está diseñado para apoyar los esfuerzos de reforma de escuela local ligados a desafiar normas académicas para reforzar y mejorar los esfuerzos en mejorar la enseñanza y el aprendizaje de los estudiantes y estado. Programas de Título I deben basarse en medios eficaces de mejorar el rendimiento de los estudiantes e incluyen estrategias para apoyar la participación de los padres.

*Las escuelas de Título I deben
desarrollar conjuntamente*

*con los padres una
póliza escrita de
participación familiar.*

Plan Escolar para el Logro Estudiantil Compartido

Qué es esto?

Este es un plan que describe como Ethel W. Kight Escuela Elementar (EKES) proporcionará oportunidades para mejorar la participación de los padres para apoyar el aprendizaje de los estudiantes. EKES valora las aportaciones y participación de los padres a establecer una asociación entre iguales para el objetivo común de mejorar el rendimiento de los estudiantes. Este plan describe las diferentes formas que EKES apoyará la participación de padres y cómo los padres pueden ayudar a planear y participar en actividades y eventos para promover el aprendizaje en la escuela y en casa.

Cómo se revisa?

EKES invitó a todas las familias a asistir a nuestro Foro de Mejoramiento Escolar anual la primavera pasada para revisar y revisar esta política de participación de padres y familias, la política de mejoramiento escolar y el presupuesto de participación de los padres. Además, las aportaciones y comentarios de los padres sobre este plan son bienvenidos durante el año escolar a través de un formulario disponible en el Centro de recursos para padres. El plan está publicado en el sitio web de nuestra escuela para que las familias lo vean y envíen sus comentarios durante todo el año. Todos los comentarios recibidos durante el año se utilizarán para revisar el plan para el próximo año escolar.

Para quien es?

Todos los estudiantes participando en Título I, Programa Parte A, y sus familias son animados e invitados a participar en las oportunidades descritas en este plan. EKES proporcionará toda oportunidad para que la participación de los padres con Inglés limitado, los padres con discapacidad y padres de niños migrantes.

Donde está disponible?

Al principio del año, el plan está incluido en el manual del estudiante que se da a todos los estudiantes. Copias del plan estarán disponibles en nuestra Reunión Anual de Padres de Título I al principio del año. El plan también se encuentra en la sala de Recursos de los Padres. El plan se publicará en la página web de la escuela.

Metas del Distrito 2022-2023

1. Concentrarse en el éxito y el bienestar de los estudiantes
2. Garantizar oportunidades equitativas para todos.
3. Concentrarse en reclutar, inducir y retener personal de calidad.
4. Cultivar la capacidad del sistema escolar para funcionar como una organización flexible y adaptable.
5. Liderar el cultivo de relaciones y asociaciones estratégicas entre el sistema escolar y los padres y entre las agencias y organizaciones que brindan servicios a los niños.

Valores del Distrito

Conexión	Equidad
Logros	Resiliencia
Integridad	Compasión

Compacto entre Escuela-Padres

Como parte de este plan, EKES y nuestras familias desarrollan pactos entre escuela y los padres en el nivel de grado. Son acuerdos que los padres, profesores y estudiantes desarrollan, explican cómo los padres y maestros trabajan juntos para asegurarse de que todos nuestros alumnos alcancen estándares de nivel de grado. Los pactos serán revisados y actualizados anualmente en base a los

comentarios de los padres, alumnos y profesores durante el inicio del año escolar. Los padres recibirán una copia de pacto para mantener en casa. Pactos se revisará con los padres durante el año.

Vamos a Reunirnos!

-La Escuela Primaria Ethel W. Kight organizará una variedad de eventos y reuniones para promover la participación de los padres y la familia. Las Noches de Padres que cubren el plan de estudios básico se llevarán a cabo varias veces durante el año escolar para mejorar el rendimiento académico de los estudiantes. Se elegirán varias fechas y horarios, incluidas las reuniones virtuales, para estos eventos, y continuaremos explorando diferentes alternativas para mejorar nuestra capacidad de llegar continuamente a más padres. Los eventos estarán diseñados para desarrollar la capacidad para una fuerte participación de los padres y la familia y para apoyar una asociación entre la escuela, los padres y la comunidad. Las invitaciones a varios eventos llegarán a casa en las carpetas de los martes, las fechas se publicarán en los boletines de nivel de grado, en el sitio web de nuestra escuela, Facebook y mensajes electrónicos usando SendIt y Remind. También podemos ofrecer cuidado de niños durante las reuniones si es necesario. Llame a la oficina de la escuela si necesita servicios.

Reunión Anual de los Padres Título I - Al comienzo del Año

Te invitamos a una noche de aprender y compartir acerca de nuestro programa de Título I, incluyendo nuestra Póliza de Participación de los Padres, el plan de toda la escuela, Pactos entre Escuela-Padres, y los requisitos de los padres.

Día de Visitas- Al comienzo de año Una función en la tarde en la que los padres y tutores están invitados a visitar la escuela y hablar con los profesores con respecto a información general.

Orientación para Padres Nuevos- Agosto Esta orientación se trata de dar la bienvenida a nuevas familias a la escuela y proporcionar información para ayudar con la transición.

Taller para Padres sobre PBIS- Septiembre Este taller se lleva a cabo para informar a las familias sobre nuestra iniciativa amplia de PBIS.

Café con Candace- Foro abierto trimestral para que los padres reciban las últimas noticias y eventos sobre la escuela. También es un momento para que los padres escuchen sobre el programa de instrucción, obtengan estrategias para ayudar a sus hijos, hagan preguntas y / o compartan inquietudes que impactarán positivamente el rendimiento académico de los estudiantes.

Conferencias de Padres- Octubre y Marzo Las conferencias se realizan dos veces al año para informar a los padres del progreso académico de sus hijos.

Talleres para Padres sobre Examen GMAS- 2 Semestre del Año Estos talleres ayudarán a los padres entender GMAS (el sistema de evaluación milestone georgio) y proporcionar pruebas efectivas para ayudar a su hijo.

Noches Familiar de Lectura y Matemáticas Estos talleres son educativos, noches divertidas promoviendo la alfabetización y estrategias de matemáticas basado en estándares.

Foro Mejoramiento Escolar-En la Primavera Esta reunión es para proporcionar información y reunir información relacionada con, El Plan de Mejoramiento Escolar, La Póliza de Participación De Padres, y el Presupuesto de Título I.

Clases de GED para padres: asociación con West Georgia Technical College para ofrecer clases de Diploma de educación general (GED) para padres y tutores durante el verano.

EKES' Enlace Familiar

Tenemos un enlace familiar en nuestro edificio que se esfuerza por fortalecer los lazos entre el hogar y la escuela. Ms. Angel Cameron es una persona valiosa para la escuela. Sus principales objetivos son estar disponible a los padres en función de sus necesidades, coordinar los programas para padres y mantener la documentación necesaria de Título I para el sistema y el estado. Si usted no ha conocido a Ms. Cameron, por favor pase a la oficina a conocerla.

Consejo Asesor de Padres

EKES invita a todos los padres a unirse al Consejo Asesor de Padres (PAC) para compartir ideas y maneras de involucrar a otros padres y a establecer alianza con la escuela, familias, y la comunidad. El consejo se reunirá mensualmente durante el año escolar. Las fechas se publicarán en nuestro sitio web e invitaciones a las reuniones serán enviadas cada mes en la carpeta del Martes.

Si desea saber más sobre el PAC, por favor contacte a Ms. Cameron o complete el formulario de interés y déjelo en la oficina.

Consejo Asesor de Padres

- Si, estoy interesado y deseo unirme al Consejo Asesor de Padres (PAC)
- Póngase en contacto conmigo para aprender más de CAP
- Por Favor envíeme avisos sobre futuras reuniones y actualizaciones

Nombre: _____

Nombre y Grado de su Hijo : _____

Dirección: _____

Numero Telefónico: _____

Correo Electrónico: _____

Comparta sus Pensamientos

Queremos oír de usted. Si tiene alguna sugerencia o si hay alguna parte de este plan que sienta que no es satisfactorio con los objetivos de las escuelas y los estudiantes para el logro académico, por favor indiquenos sus comentarios en el espacio provisto y deje este formulario en la oficina principal:

Nombre: (opcional) _____

Numero Telefónico (opcional) _____

Ethel W. Kight 초등학교

학부모 & 가족 참여 정책 & 학생 성취의 계획 공유

2022-2023 School Year

Candace McGhee, Principal
75 Gordon Road
(706) 812-7943

www.troup.org/9/Home

계획개정 2022년 3월 16일

Title I은 무엇인가요?

Ethel W. Kight 초등학교는 Every Student Succeeds Act (ESSA)의 일환인 Title I 학교로 인가되어 있습니다. Title I은 학생 교육 및 학습 향상의 노력을 강화, 주(state) 학업표준에 다다르고 주(state)와 지역학교의 개선 노력을 지원하기 위해 마련되었습니다.

Title I 프로그램은 학생 성취도를 높이는 효과적인 방법을 기반으로 학부모 및 가족의 참여를 지원하는 전략을 포함합니다.

Title I 학교는 모든
부모님들과 함께
학부모 & 가족
참여정책을 공동
작성해야 합니다.

학생 학업 성취의 공유를 위한 학교의 계획

무엇인가요?

이것은 Ethel W. Kight 초등학교(EKES)가 학생 학습을 지원하기 위해 부모와 가족의 참여를 향상시키는 기회를 제공하는 것을 말합니다. EKES는 학생들의 학업 성취도를 높이기 위한 공통의 목표로 동등한 파트너십의 수립과 가족의 참여를 중요시합니다. 이것은 EKES가 학부모 및 가족 참여를 지원할 다양한 방법과 학부모가 학교 및 가정에서 학생들의 학습을 증진시키기 위해 활동 및 행사를 계획하고 참여하는 것을 도울 수 있는 방법을 설명합니다.

어떻게 개정되나요?

EKES는 지난 봄에 연례 학교 개선 포럼에 모든 가족을 초대하여 학부모 및 가족 참여 정책, 학교 개선 정책 및 학부모 참여 예산을 검토하고 수정했습니다. 또한 이 계획에 대한 학부모 의견 및 의견은 학부모 자원 센터에서 제공되는 양식을 통해 학년도 동안 환영합니다. 이 계획은 가족이 연중 내내 피드백을 보고 제출할 수 있도록 학교 웹 사이트에 게시됩니다. 한 해 동안 받은 모든 피드백은 다음 학년도 계획을 수정하는 데 사용됩니다.

누구를 위한 것인가요?

Title I에 참여하는 모든 학생들, Part A 프로그램 및 가족들 모두 이 계획의 설명에 참여하도록 장려되고 초대됩니다. EKES는 영어가 제한적인 학부모, 장애가 있는 학부모 및 이민학생들의 학부모의 참여를 위한 모든 기회를 제공할 것입니다.

어디에서 볼 수 있나요?

이 계획은 학기초에 모든 학생에게 배부되는 학생안내서(handbook)에 포함됩니다. 이 계획의 사본은 학기초 연례 Title I 학부모 회의에서 보실 수 있습니다. 또한 학부모 자문 공간(Parent Resource Room)에도 보관됩니다. 학교 웹사이트에도 게시됩니다.

2022-2023 지구 목표

- 목표 1: 학생의 성공과 웰빙에 중점을 둡니다.
- 목표 2: 모두에게 공평한 기회 보장.
- 목표 3: 양질의 직원을 모집, 도입 및 유지하는데 중점을 둡니다.
- 목표 4: 학교 시스템이 유연하고 적응력 있는 조직으로 기능할 수 있는 능력을 배양합니다.
- 목표 5: 학교 시스템과 학부모, 그리고 아동에게 서비스를 제공하는 기관과 조직 간의 관계 및 전략적 파트너십 구축을 주도합니다.

지구 가치

연결, 공평, 성취, 회복력, 성실, 동정심

학교-학부모 협의서

이 계획의 일환으로 EKES와 가족들은 학년별 학교-학부모 협의서를 만들 것입니다. 학부모, 교사 및 학생이 만드는 협약으로 모든 학생들이 각 학년 표준수준 및 목표에 도달할 수 있는 방법을 함께 만드는 것입니다. 각 학년도 초에 학부모, 학생 및 교사의 피드백을 기반으로 매년 검토하고 업데이트합니다.

학부모는 집에 보관하실 수 있게 복사본을 받으실 것입니다. 협의서는 한 해 동안 학부모와 함께 검토될 것입니다.

함께 만들어 갑니다!

-Ethel W. Kight 초등학교는 학부모 및 가족 참여를 촉진하기 위해 다양한 이벤트와 회의를 주최할 것입니다. 핵심 커리큘럼을 다루는 학부모의 밤은 학생의 학업 성취도를 향상시키기 위해 학년도 동안 여러 번 개최됩니다. 가상 회의를 포함하여 여러 날짜와 시간이 이러한 이벤트에 선택될 것이며 더 많은 부모에게 지속적으로 연락할 수 있는 능력을 향상시키기 위해 다양한 대안을 계속 모색할 것입니다. 이 행사는 강력한 부모 및 가족 참여를 위한 역량을 구축하고 학교, 부모 및 지역 사회 간의 파트너십을 지원하기 위해 설계될 것입니다. 다양한 이벤트에 대한 초대장은 화요일 폴더에 집으로 오며 날짜는 학년별 뉴스 레터, 학교 웹 사이트, Facebook, Sendit 및 Remind를 사용하는 전자 메시지에 게시됩니다. 필요한 경우 회의 중에 보육 서비스를 제공할 수도 있습니다. 서비스가 필요한 경우 학교 사무실로 전화하십시오.

연간 Title I 학부모 회의 - 학기 초

학부모 참여정책, 학교전체계획, 학교-학부모협의, 학부모 요구사항을 포함하여

Title I 프로그램에 관한 학습 및 공유를 위해 학부모를 초대합니다. 초대장은 학생의 화요일 폴더에 들어있고, 웹사이트에 게시되고, 각 학년 뉴스레터에 안내될 것입니다.

오픈하우스 - 학기 초

학부모와 가족들이 학교를 방문하여 선생님들과 일반정보를 나누는 행사입니다.

새로운 학부모 오리엔테이션 - 8월

새로운 가족을 환영하고, 원활한 학교 활동을 돕기 위한 정보를 제공하기 위해 오리엔테이션을 갖습니다.

PBIS 학부모 워크샵 - 9월

학교 전체 PBIS 계획에 대해 가족들에게 알리기 위해 진행됩니다.

교장 선생님과 커피를 - 학부모가 학교에 대한 최신 뉴스와 이벤트를받을 수 있는 분기 별 공개 포럼입니다. 또한 학부모가 교육 프로그램에 대해 듣고, 자녀를 지원하기위한 전략을 습득하고, 학생의 학업 성취에 긍정적인 영향을 미칠 질문을하거나 우리 사항을 공유하는 시간입니다.

학부모 면담 - 10월, 3월

일년에 2번 자녀의 학습 향상을 알리기 위해 학부모 면담의 시간을 갖습니다.

GMAS 학부모 시험 워크샵 - 2학기

이 워크샵은 학부모가 Georgia Milestone Assessment System(GMAS)을 이해하고, 자녀를 도울 수 있는 효과적인 시험전략을 제공합니다.

가족 독서 & 수학의 밤

읽기, 쓰기와 수학전학 기초의 표준화를 나누는 교육적이고 즐거움이 가득한 워크샵입니다. 유창한 Sight word 향상의 활동이 포함됩니다.

학교 개선 포럼 - 학기 초 봄 - Title I 학부모&가족 참여정책, 학교 개선 계획, 학교 전체 계획 및 Title I 예산에 대하여 학부모의 의견을 듣고, 정보를 제공하기 위해 개최됩니다.

학부모를 위한 GED 수업 - West Georgia Technical College와 협력하여 여름 동안 학부모와 보호자를 위한 일반 교육 2 디플로마(GED) 수업을 제공합니다.

학부모 자문 센터 (Parent Resource Center)

-학부모 자원 센터는 프론트 오피스 지역의 66 호실에 있습니다. 다양한 주제에 대한 팸플릿을 보거나 컴퓨터를 사용하여 다른 자료를 찾으십시오.

운영 시간은 7:30-2:30 입니다.

학부모&가족 참여

EKES 는 학부모와 가족의 참여는 학부모의 정기적 양방향의 참여가 학생의 학업 학습 및 기타 학교 활동과 관련된 의미 있는 의사소통이라고 생각합니다.

- 부모는 자녀의 학습을 돕는데 필수적 역할을 합니다.
- 부모는 학교에서 자녀들의 교육에 적극적으로 참여하도록 권장됩니다.
- 부모는 그들의 자녀교육에 있어 완전한 동반자이며, 자녀교육안에서의 적절한 의사결정과 자문을 포함합니다.
- 이 계획서에 설명된 다른 활동도 수행됩니다.

EKES 는 이 계획에 열거된 학부모 활동에 학부모들의 참여를 돕도록 노력할 것입니다. 회의에 참석 못 하신 경우 사본을 원하시면 전화나 이메일을 보내주세요.

(706) 812-7943 or
www.troncp.org/9/Home

“최고를 위한 탐구”

Ethel W. Kight 초등학교는 학교강화와 학교의 목표 달성을 위해, 학교의 중요 토대인 학부모의 지원과 축진을 다음과 같이 진행합니다. 우리는 :

- ✓ 학교 및 학부모 프로그램, 회의, 기타 활동과 관련된 모든 정보는 각 학년 뉴스 레터와 화요일 폴더에 들어가도록 합니다. 또한 학부모를 위해 학교 웹 사이트에 정보가 게시되도록 합니다.
- ✓ 직원들은 가족참여증가의 아이디어와 학부모와의 의사소통 향상의 전략을 업데이트하고, 교사 회의내의 직원을 위한 기본정보를 제공합니다. 직원들은 정기적으로 개최되는 교사 회의에서 모범사례를 공유합니다.
- ✓ Head Start 및 Early Reading 프로그램의 파트너로 학부모를 위해 공동 직원 회의를 실시하고, 학교상황개선과 학부모와 자녀의 유치원 입학준비하도록 돕는 학부모참여활동에 관한 학교정보를 보내 드립니다.
- ✓ 학부모, 교사가 함께 학교학업표준 및 과제와 자녀의 진도를 모니터링 할 수 있도록 하며, 학부모의 이해를 돕기 위해 각 학년별 뉴스레터 및 웹 사이트에 정보를 공유합니다.
- ✓ 학교 행사 및 활동은 전화 메시지, 소셜미디어, 전단지를 통해 모든 가족과 지역사회와 소통합니다.
- ✓ 학부모&가족참여의 중요성을 토대로 직원교육의 유용한 프레젠테이션과 관련교육개발을 학부모와 함께합니다.
- ✓ 학부모면담, 회의 및 활동에서 학부모와 자녀가 함께 자녀의 학업을 향상시키기 위해 필요한 자료와유인물을 제공합니다.
- ✓ 학교의 학부모 참여정책에 열거된 활동 및 행사의 인식을 높이기 위해 학부모자문위원회(PAC), 학교 위원회, 교육을 적극 활용 하십시오.
- ✓ 다양한 교육 수준을 향상 시키는데 도움이 되는 컴퓨터 수업과 읽기&쓰기에 관한 정보를 공유합니다.
- ✓ 학부모 참여 활동에 대한 추가 지원 요청에 응답하기 위해 모든 행사에서 학부모의 피드백을 수집하고 학교 웹사이트에 의견 제안 양식을 게시합니다.

EKES' 가족연락망

가정과 학교의 유대강화를 위해 학교에서는 가족연락망을 가지고 있습니다. Ms. Angel Cameron 의 주 업무는 학부모의 필요를 토대로 필요사항을 제공하며, 학부모의 프로그램을 조정하고, 시스템과 주(State)에 필요한 Title I 문서를 유지하는 것입니다. Ms. Cameron 을 만나시지 않았다면 사무실에 오셔서 만나 보십시오!

학부모 자문 위원회

EKES 는 모든 학부모가 학부모 자문 위원회(PAC)에 참여할 수 있도록 하며, 다른 학부모의 참여 유도과 학교, 가족 및 지역사회가 함께 파트너십을 만들 아이디어와 방법을 공유하도록 합니다. 위원회는 학년내에 여러 번 회의를 합니다. 날짜는 웹 사이트에 게시되며, 매월 화요일 폴더에 안내장이 갈 것입니다.

관심 있으신 분은
Ms. Cameron
에게 연락 주시거나,
양식을
작성하셔서
메인사무실에
남겨주세요.

학부모 자문 위원회

- 예, 저는 학부모 자문 위원회에 관심이 있으며 참여를 희망합니다. (PAC)
- PAC참여에 관하여 더 자세히 알고 싶습니다. 연락 주십시오.
- 회의 일정과 업데이트 안내를 보내주세요.

성함: _____

자녀 이름과 학년: _____

주소: _____

전화번호: _____

이메일: _____

의견 공유

여러분의 의견을 기다립니다. 다른 의견이 있으시거나, 학업성취를 위한 학교의 목표와 계획에 만족스럽지 못하다고 생각되신다면, 하단의 의견지에 의견을 작성하셔서 메인 사무실에 남겨주세요 :

이름: (옵션) _____

전화번호: (옵션) _____

Americans with Disabilities Act

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

Board Policy Harassment

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 the possible termination of employment or suspension or expulsion of the student.

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

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

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

Date Adopted: 7/1/2001
Last Revised: 1/20/2011

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

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

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

1. DEFINITIONS

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

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

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

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

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

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

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

2. LOCAL PROMOTION STANDARDS FOR

GRADES K-8 Kindergarten:

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

Grades One and Two:

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

Grades, Three, Four, and Five:

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

Grades Six, Seven, and Eight:

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

Grades Nine, Ten, Eleven, and Twelve:

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

Classifications: Below is the listed number of credits required for classifications at each grade level. Sophomore: 5 - 10.5 credits Junior: 11 - 15.5 credits Senior: 16+ credits

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

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

Semester Exams: All other courses in which a state required assessment is not given will have semester exams. Semester exams and state required assessments will count 20% of the student's final numeric grade in the course. Students with Disabilities: Students with disabilities will follow local board of education policy when determining promotion, placement, and retention.

Eligibility: No student shall be retained in any grade for the purpose of extending that student's athletic eligibility. APPEALS FOR GRADE LEVEL RETENTION (K-8)

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

Troup County Schools

Date Adopted: 7/1/2001

Last Revised: 7/20/2017

Title II, Part A. Teacher/Paraprofessional Quality

Parental Rights

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

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

If you wish to request information concerning your child's teacher's qualifications, please contact Candace McGhee principal at 706-812-7943.

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

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

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

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

Written Complaint Procedures

Any individual, organization or agency ("complainant") may file a complaint with the Troup County School System Board of Education if that individual, organization or agency believes and alleges that a violation of a Federal statute or regulation that applies to a program under the Every Student Succeeds Act (ESSA) has occurred. The complaint must

allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

Federal Programs for Which Complaints Can Be Filed

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

Assessment Security

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

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

Board Policy

Special Education Programs

Descriptor Code: IDDF

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

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

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

Date Adopted: 7/1/2001
Last Revised: 7/15/2010

Section 504

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

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

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

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

Education Program for Gifted Students

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

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

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

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

The Georgia Board of Education has two options for eligibility:

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

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

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

Title I School Program

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

Everyone is invited to attend. The calendar in the handbook will include these dates.

Written Parent and Family Engagement Policy

Parents of Title I, Part A children should be notified of the system-level and school-level written parent and family

Engagement policies. Annually, schools should involve parents and the community in the revision of the school's compact, written parent and family engagement policy, and the School Improvement Plan. These revised plans should be shared with all stakeholders.

Student Achievement

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

Title I, Part A Information

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

Annual Meetings

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

Administrative Regulation

**Descriptor Code:
IFBG-R
Internet Acceptable Use**

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

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

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

Computer Fraud and Abuse

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

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

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

Troup County School System will allow limited access to students using filtering devices.

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

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

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

1. Accessing, sending, creating, or posting materials or communications that are damaging to another person's reputation, abusive, obscene, sexually oriented, threatening, demeaning to another person's gender or race, harassing, or illegal.
2. Violating any local, state or federal statute.
3. Vandalizing, damaging, or disabling the computer and/or related equipment of any individual or organization.
4. Using the school's computer hardware or network for illegal activity such as copying software or violation of copyright laws.
5. Making illegal copies of software on any school's computer or computer network.
6. Copying or downloading copyrighted software for one's own personal use.
7. Violating copyright or otherwise using the intellectual property of another individual or organization without permission.
8. Using the network for private financial or commercial gain.
9. Loading or using any unauthorized software programs on any school's computer or computer network. Examples include games, public domain, shareware, etc.
10. Intentionally infecting any school computer or network with a virus or program designed to damage, alter or destroy data.
11. Attempting to gain or gaining unauthorized access to network resources.
12. Invading the privacy of other individuals by gaining unauthorized access to their files or documents.
13. Using or attempting to use another person's user name (User I.D.) or password without authorization.
14. Posting anonymous messages.
15. Using the network for commercial or private advertising.
16. Forging electronic mail messages.
17. Attempting to access, alter, delete, or copy the electronic mail of other system users without authorization.
18. Using the school's computers, network or Internet link while access privileges are suspended.
19. Using the school's computers, network or Internet link in a manner that is inconsistent with teacher's directions and generally accepted network etiquette.
20. 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.

21. Using personal diskettes and personal CDs and/or digital storage devices in school equipment without authorization.
22. Posting/sharing electronic messages that undermine and violate district policies and practices or become detrimental to the health, welfare, discipline or morals of others.
23. Engaging in personal social networking activities during the professional workday.
24. 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.
25. Violating confidentiality laws that govern student records, health, and select personnel records and information.
26. 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 maybe 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.

Passwords must be kept confidential and must not be shared by anyone.

27. Posting or plagiarizing work created by another person without their consent.

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

Internet/Email Opt Out

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

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

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

Student Discipline: Code of Conduct, Offenses by Classification

Policy

Descriptor Code: JCDA

Student Code of Conduct

- 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.

OFFENSES INVOLVING THE PERSON

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

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

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

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

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

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

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

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

1.09 Cyberbullying - Cyberbullying is defined as:

A. A student commits the offense of cyberbullying when the student uses any electronic communication, by individuals or groups to: (1) make a true threat against a student or school employee; (2) materially disrupt school operations; or (3) substantially impinge on the rights of another student such as, but not limited to: creating reasonable fear or harm to the student's person or property; creating a substantially detrimental effort on the student's physical or mental health; substantially interfering with a student's academic performance or interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school; or being so severe, persistent, or pervasive as to cause severe emotional distress.

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

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

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

1.10 Verbal/Visual Assault - A student commits the offense of verbal/visual assault when he/she either: (1) Utters a racial slur or implied racial slur; (2) makes an insensitive or insulting comment related to socio-economic status; (3) displays or wears

symbols or emblems which is commonly known to be offensive, cause a student to feel belittled, inferior or embarrassed (4) makes disparaging, belittling or disrespectful comments about another student or his/her family.

OFFENSES INVOLVING THEFT

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

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

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

2.04 Theft by Extortion (Mandatory Hearing Offense) A student commits the offense of theft by extortion when he/she unlawfully obtains property of or from another person by threatening to: (1) Inflict bodily injury on anyone or commit any other criminal offense; (2) Accuse anyone of a criminal offense;

(3) Disseminate any information tending to subject any person to hatred, contempt, or ridicule; or (4) Testify or provide information or withhold testimony or information with respect to another's legal claim or defense.

OFFENSES INVOLVING ROBBERY

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

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

OFFENSES INVOLVING WEAPONS

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

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

OFFENSES INVOLVING DRUGS, ALCOHOL AND TOBACCO

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

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

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

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

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

OFFENSES INVOLVING FALSE INFORMATION

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

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

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

OFFENSES INVOLVING SCHOOL ORDER

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.

7.01 **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.

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

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

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

7.05 **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

901 **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.

902 **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.

903 **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.

904 **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.who did not give such authority.

7.06 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.

7.07 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.

7.08 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.

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

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

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

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

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

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

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

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

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

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

13.01 Physical Violence of an Insulting or Provoking Nature to School Personnel (Mandatory Hearing Offense) - No student shall commit any act of physical violence against any teacher, administrator, other school personnel employee or bus driver

employed by the Troup County Board of Education. Physical violence in this offense is defined as intentionally making physical contact in an insulting or provoking nature with the person of a teacher, administrator, school employee or bus driver.

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

OFFENSES INVOLVING BUS CONDUCT

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

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

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

OFFENSES INVOLVING SEXUAL MISCONDUCT

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

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

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

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

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

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

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.

TROUP COUNTY SCHOOL SYSTEM RESIDENCY POLICY

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

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

1. An Affidavit of Residence;
2. One item from the following list for address verification:
 - a. property tax records which indicate the location of the residence;
 - b. property deed, mortgage documents or a security deed which indicates the location of the residence;
 - c. apartment or home lease or rent receipt indicating the current address;

- d. current utility bill for electricity or utility application for electricity showing the current address;
3. Current driver's license (if no current driver's license, a current Georgia voter precinct identification card or other voter documentation indicating the current address).

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

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

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

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

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

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

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

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

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

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

1. At the beginning of the school year, the Responsible Persons, along with students who are 10 years or older will be asked to sign the Troup County Attendance Protocol and a copy of the signed Protocol will be kept on file at the school.
2. After three (3) unexcused absences, five (5) unexcused tardies, or five (5) unexcused dismissals, the school will notify the Responsible Person of such by phone, letter, or in person to discuss the student's status. Documentation of this contact will be kept on file at the school ("1st notification"). A conference will be requested with the Responsible Person and the Truancy Notice will be presented and signed and a plan will be developed to improve attendance. Also, if a referral is made to SBRRP and the Responsible Person elects not to participate and there is a subsequent unexcused absence, then an educational neglect complaint shall be filed in the Juvenile Court.
3. After five (5) unexcused absences, seven (7) unexcused or more tardies, or seven (7) or more unexcused early dismissals, the school will notify the Responsible Person in writing (2nd notification) of such absences and shall require the Responsible Person to sign the Truancy Notice if the Responsible Person has not already signed it.
4. If two (2) reasonable attempts to notify the Responsible Person of absences, tardies or early dismissals produce no response, the school will send the Truancy Notice to the Responsible Person or guardian via certified mail, return receipt requested. If applicable, a list of these students' names will be forwarded to the appropriate School Counselor, Family Assistant, Administrator or Designee.

5. Except in extraordinary circumstances found in the discretion of the school, upon the occurrence of the first unexcused absence, unexcused tardy or unexcused early dismissal following the 2nd Notification, law enforcement intervention will be requested.
6. If the above attempts are met with continued non-compliance by the Responsible Person of a child between the ages of 6-16 as evidenced by continued absences, the school will contact law enforcement and a warrant will be issued. At anytime during the year the student's academic progress is affected by continued unexcused absences, the school may proceed with Educational Deprivation charges through Juvenile Court.
7. After seven (7) or more unexcused absences, the school may elect, as an alternative to sending a warrant request or in addition thereto, to file a complaint for educational neglect or a Child in Need of Services complaint.
8. Attendance related information obtained by Law enforcement will be provided to the school and kept on file at that school.

Revised 08/16

Board Policy
Visitors to School

Descriptor Code: KM

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

Student Auditing Classes

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

Classroom Observations

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

Date Adopted: 7/1/2001
 Last Revised: 3/15/2012

Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

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

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

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

Board Policy **Student Records**

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 the FERPA and the PPRA, either by letter or through a student handbook distributed to each student in the school.

A. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

otherwise required by a judicial order or federal grand jury subpoena; to accrediting institutions to carry out their accrediting functions; to organizations conducting studies on behalf of the school system; or in connection with a health or safety emergency.

B. DIRECTORY INFORMATION

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

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

Directory information is defined as follows:

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

Excluded Student Information

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

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

C. Procedures for Obtaining Access to Student Records

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

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

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

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

D. PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Definition of Terms Used in PPRA:

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

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

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

Requirements:

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

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

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

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

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

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

Date Adopted: 7/1/2001

Last Revised: 4/21/2016

Media Consent Form and Release

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

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

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

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

Mentoring and Tutoring

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

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

**TROUP COUNTY SCHOOL SYSTEM
ELEMENTARY SCHOOL**

ATTENDANCE PROTOCOL

Absences, Tardies, Early Dismissals

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

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

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

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

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

1. At the beginning of the school year, the Responsible Persons, along with students who are 10 years or older will be asked to sign the Troup County Attendance Protocol and a copy of the signed Protocol will be kept on file at the school.
2. After three (3) unexcused absences, five (5) unexcused tardies, or five (5) unexcused dismissals, the school will notify the Responsible Person of such by phone, letter, or in person to discuss the student's status. Documentation of this contact will be kept on file at the school ("1st notification"). A conference will be requested with the Responsible Person and the Truancy Notice will be presented and signed and a plan will be developed to improve attendance. Also, if a referral is made to SBRRP and the Responsible Person elects not to participate and there is a subsequent unexcused absence, then an educational neglect complaint shall be filed in the Juvenile Court.
3. After five (5) unexcused absences, seven (7) unexcused or more tardies, or seven (7) or more unexcused early dismissals, the school will notify the Responsible Person in writing (2nd notification) of such absences and shall require the Responsible Person to sign the Truancy Notice if the Responsible Person has not already signed it.
4. If two (2) reasonable attempts to notify the Responsible Person of absences, tardies or early dismissals produce no response, the school will send the Truancy Notice to the Responsible Person or guardian via certified mail, return receipt requested. If applicable, a list of these students' names will be forwarded to the appropriate School Counselor, Family Assistant, Administrator or Designee.
5. Except in extraordinary circumstances found in the discretion of the school, upon the occurrence of the first unexcused absence, unexcused tardy or unexcused early dismissal following the 2nd Notification, law enforcement intervention will be requested.
6. If the above attempts are met with continued non-compliance by the Responsible Person of a child between the ages of 6-16 as evidenced by continued absences, the school will contact law enforcement and a warrant will be issued. At any time during the year the student's academic progress is affected by continued unexcused absences, the school may proceed with Educational Deprivation charges through Juvenile Court.
7. After seven (7) or more unexcused absences, the school may elect, as an alternative to sending a warrant request or in addition thereto, to file a complaint for educational neglect or a Child in Need of Services complaint.
8. Attendance related information obtained by Law enforcement will be provided to the school and kept on file at that school.

Parent/Guardian/Responsible Person's Signature

Date

Student's Signature (if 10 years or older)

Grade

Student's Printed Name

Revised 08/16

TROUP COUNTY 교육청

초등학교

출석 협약서

결석, 지각, 조퇴

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

각 학교장은 담당자를 선정하여 이 협약서를 이행할 책임이 있다.

학생은 다음과 같은 사유로 결석할 수도 있다..

- ✓ 학생의 몸 상태로 등교할 경우 본인 또는 타인의 건강에 해가 됨

- ✓ 학생의 직계가족 사망
- ✓ 학생의 종교와 관련된 휴일 준수
- ✓ 학생의 건강 혹은 안전에 위협하거나 등교가 불가능한 조건(기상 악화등)
- ✓ 병헌, 치과 예약 혹은 법원 출두로, 해당 시간 만큼만
- ✓ 부모 혹은 법적 가디언의 근무로 인한 불가피한 결석

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

"Troup County 교육청 출석 협약서에 의거하여 아래의 사항을 시행한다:

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

부모/가디언/책임자 서명

날짜

학생 서명 (10세 또는 그 이상)

학년

학생 이름 정자체로

개정 2016년 8월

SISTEMA ESCOLAR DEL CONDADO DE TROUP
ESCUELA PRIMARIA
PROTOCOLO DE ASISTENCIA
Ausencias, Llegadas tarde, Salidas Tempranas

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

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

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

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

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

1. Al comienzo del año escolar, se les pedirá a los padres o tutores, junto con los estudiantes que tienen 10 años o más que firmen el Protocolo de Absentismo Escolar del Condado de Troup y una copia del Protocolo firmado se mantendrá en archivo en la escuela
2. Después de tres (3) ausencias injustificadas, cinco (5) tardanzas injustificadas y / o cinco (5) injustificadas salidas temprano, la escuela notificará al padre o tutor por teléfono, carta o en persona para discutir el estatus del estudiante. La documentación de contacto se mantendrá en archivo en la escuela. (1° notificación). Se solicitará una conferencia con la persona responsable y El Aviso de Ausentismo se presentará y se firmará y se desarrollará un plan para mejorar la asistencia. También si se hace referencia a SBRRP y a la Persona Responsable elige no participar y posterior ausencia sin excusa, entonces una denuncia de negligencia educativa será presentada en el Tribunal de menores.
3. Después de cinco (5) ausencias injustificadas, tardanzas siete (7) o más sin justificación, y / o siete (7) o más salidas temprano sin justificación, la escuela notificará a la Persona Responsable por escrito (2° notificación) de dicha ausencia y requerirá que la Persona Responsable firmar el Aviso Absentismo Escolar si no lo ha echo.
4. Si dos (2) intentos razonables para notificar a los padres o tutor legal de ausencias, tardanzas y / o salidas tempranas no producen respuesta, la escuela enviará el Aviso Ausentismo de los padres o tutores por correo certificado, con acuse de recibo. En su caso, una lista de los nombres de estos estudiantes será remitida al correspondiente Consejero Escolar, Asistente Familiar, Administrador o Designado.
5. Salvo en circunstancias extraordinaria se encuentra en la discreción de la escuela sobre la ocurrencia de la primera falta injustificada, tardanzas injustificadas, o salidas temprano sin justificación, siguiendo la segunda notificación; la ley será notificada.
6. Si se cumplen los intentos anteriores con el continuo incumplimiento por parte de los padres o tutor legal de un niño entre las edades de 6-16 como se evidencia por las ausencias continuas, la escuela podrá comunicarse con la policía. En cualquier momento durante el año el progreso académico de los estudiantes se ve afectado por continuas ausencias que la escuela puede proceder con un cargo de privación ocasional a la Corte Juvenil
7. Después de siete (7) o más ausencias, puede elegir la escuela, como una alternativa a enviar una solicitud de orden, o además presentar una denuncia por negligencia educativa o Un Niño en Necesidad de Queja de Servicios.
8. Contacto del padre o tutor, o la información de cumplimiento de la ley será proporcionada a la escuela y se archivará en esa escuela.

Firma de Padre/Tutor/Persona Responsable

Fecha

Firma de Estudiante (si es mayor de 10 años)

Grado

Nombre de Estudiante Imprimido

Revisado 08/16



Troup County School System

Your Future Starts Today

BOARD OF
Kirk
Rev. Allen Simp
E

Tanya J

MEMORANDUM

TO: All Principals
FROM: Brian T. Shumate, Ph.D., Superintendent *BTS*
DATE: July 17, 2019
SUBJECT: Student Access

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

The exception to this procedure is for any representative from following:

- Troup County Sheriff's Department
- LaGrange Police Department
- Hogansville Police Department
- West Point Police Department
- Department of Family & Children Services
- Troup County District Attorney's Office
- Court Appointed Special Advocate (CASA)
- Attorney Guardian Ad Litem

Any representative from those listed above is to receive immediate access to requested student for an on-campus interview, provided that they present you with a copy of this memo. When presented with a copy of this memo, accept it, fill in the information requested below and file it in your records.

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

Date: _____ Student: _____

School: _____ Signature of School Official: _____



Troup County School System

Your Future Starts Today

BOA
Rev. Allen

Dear Parent(s):

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

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

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

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

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

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

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

Sincerely,

Brian T. Shumate, Ph.D.
Superintendent

Brian T. Shumate, Ph.D., Superintendent of Schools

shumatebt@troup.org / troup.org

100 North Davis Rd, Building 100

Office: 706.812.7900 / Fax: 706-812-7901

ETHEL KIGHT ELEMENTARY SCHOOL

Troup County School System

**Parent Acknowledgement and Consent Form
2020-2021**

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

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

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

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

- **Mentoring and Tutoring for Elementary Students**

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

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

_____ Initial if you have received a list and description of Student Organization - Clubs.

_____ **Initial if you have been made aware that the 2019-2020 Parent-Student Handbook (including the following Title I and Title II components: a calendar of events, a revised copy of the TCSS and our school's Parent and Family Engagement Policies, Compliant Procedures and the Parental Rights Page) is available on the school website. A copy may be requested if desired.**

Parent/Guardian Name (Print) _____ (Signature)

Student Name (Please Print) _____ Grade _____ Date _____

ORIGINAL COPY – SCHOOL YELLOW COPY – FEDERAL PROGRAMS PINK COPY – STUDENT/PARENT COPY

**ETHEL W. KIGHT ELEMENTARY
PARENT/GUARDIAN OPT-OUT FOR COMPUTER USE ITEMS**

Student Legal Name (please print): _____

School: _____

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

Parent or Legal Guardian Signature

Date

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

Parent or Legal Guardian Signature

Date

Middle and High School ONLY:

There are many times that students need to be able to e-mail 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 student to have an e-mail address from the system to communicate with the teachers.

Parent or Legal Guardian Signature




AUGUST 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 Meet the Teacher Day	4	5 	6
7	8 1 st Day of Rotation	9	10 1 st Fire Drill	11	12 PBIS Assembly	13
14	15	16 Greenpower Letters Due	17	18	19	20
21	22  <i>Bus Student of the Month</i>	23 <i>Pre-K/K Grade Student of the Month</i>	24  <i>1st Grade Student of the Month</i>	25  <i>2nd /3rd Grade Student of the Month</i>	26 <i>4th /5th Grade Student of the Month</i>	27
28	29 1 st Day of Greenpower practice	30 OPEN HOUSE Title I Annual Meeting 5:30 pm	31 Title I Annual Meeting 9:00 am			


SEPTEMBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Book Fair Opens	2	3
4	5 NO SCHOOL!  LABOR DAY	6	7	8  KONA ICE	9  GRANDPARENT'S DAY LUNCH PK - 5 th Grade	10
11  HAPPY GRANDPARENTS DAY	12	13 Fire Drill 1:30 pm Book Fair Closes	14	15  HISPANIC HERITAGE MONTH Begin	16	17
18	19	20 3rd-5th Grade Club Letters Go Home	21	22  HAWAIIAN SHAVED ICE	23	24
25	26  <i>Bus Student of the Month</i>	27 <i>Pre-K/K Grade Student of the Month</i>	28  <i>1st Grade Student of the Month</i>	29 <i>2nd/3rd Grade Student of the Month</i>	30  Celebrating HISPANIC HERITAGE 3rd-5th Grade Club Letters Due <i>4th/5th Grade Student of the Month</i>	

OCTOBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 	6  1st Quarter Ends 44 Days	7  Staff & Student Holiday	
9  FIRE PREVENTION WEEK	10  Student Holiday/Teacher Professional Learning Day	11	12 3rd-5th Grade Club Begins	13	14  - Wear Pink -	15
16 K-2nd Parent Conferences October 17th – 21st	17  SOCKTOBER Week	18	19 - Wear Orange/Stop Bullying -	20 	21 Red Ribbon Kick-off - Wear Red - 	22
23	24 Red Ribbon Week - Jungle Day - Bus Student of the Month	25 - Black Out Day - Pre-K/K Grade Student of the Month	26  - Crazy Hat and Socks Day - 1st Grade Student of the Month	27 - Team Day - 2nd /3rd Grade Student of the Month	28 Halloween  Costume Day (\$3 NO Mask) 4th /5th Grade Student of the Month	29
30	31 Halloween Day					

NOVEMBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3		4	5
6	7	8	9	10	11	12
	 Bus Student of the Month	Pre-K/K Grade Student of the Month	 1st Grade Student of the Month	 Thanksgiving Luncheon 2nd /3rd Grade Student of the Month	4th /5th Grade Student of the Month	13
14	15	16	17	18	19	20
21	 Thanksgiving Day					26
27	28	29	30			





DECEMBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1  LaGrange Christmas Parade	2	3
4	5	6 Merry Market	7 Pre-K Parent Conferences	8 Pre-K Parent Conferences	9 	10
11	12  <i>Bus and Pre-K Student of the Month</i>	13 <i>K, 1st, 2nd Grade Student of the Month</i>	14  <i>3rd, 4th, 5th Grade Student of the Month</i>	15 	16  Pajama Day Sing-A-Long 2 nd Quarter Ends 44 days	17
18	19	20	21	22	23	24 <i>Christmas Day</i>
Christmas Break						
25	26	27	28	29	30	31
Christmas Break						





JANUARY 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Christmas Break <i>New Year's Day</i>	2	3 Student Holiday/Teacher Professional Learning Day	4 Classes Resume	5 	6	7
8	9	10 Carnation Sales Begin	11	12 Family Fitness Night	13	14
15	16 Martin Luther King Jr. Day NO SCHOOL	17	18	19	20	21
22	23 Great Kindness Challenge  <i>Bus Student of the Month</i>	24 <i>Pre-K/K Grade Student of the Month</i>	25  Book Fair Begins <i>1st Grade Student of the Month</i>	26  <i>2nd /3rd Grade Student of the Month</i>	27 <i>4th /5th Grade Student of the Month</i>	28
29	30	31 Black History Door Decorating				





FEBRUARY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 	3	4
5	6 Carnation orders due	7	8	9 Hat Day	10	11
12	13	14  Valentines Dance and Parties	15  Spring and Class Picture Day	16  Wax Museum	17  <i>Teacher Professional Learning Day</i>	18
19	20 PRESIDENT'S DAY  NO SCHOOL!	21  <i>Bus and Pre-K Student of the Month</i>	22 <i>K and 1st Grade Student of the Month</i>	23 Black History Program Hat Day <i>2nd /3rd Grade Student of the Month</i>	24 <i>4th /5th Grade Student of the Month</i>	25
26	27	28				






MARCH 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2  Family Literacy Night	3	4
5	6	7 Book Fair Begins	8	9 3 rd Qtr. Ends – 44 Days	10 NO SCHOOL! <i>Teacher Professional Learning Day</i>	11
12 K-2nd Parent Conferences March 13th – 17th	13	14	15	16	17 	18
19	20	21	22	23 	24	25
26	27  <i>Bus Student of the Month</i>	28 <i>Pre-K/K Grade Student of the Month</i>	29 <i>1st Grade Student of the Month</i>	30 <i>2nd /3rd Grade Student of the Month</i>	31 <i>4th /5th Grade Student of the Month</i>	

APRIL 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
SPRING BREAK WEEK – SCHOOL CLOSED						
9	10	11	12  Kindergarten Cap and Gown Pictures	13 	14	15
16	17	18	19  KINDERGARTEN ABC COUNTDOWN Begins	20	21	22
23	24  <i>Bus Student of the Month</i>	25 <i>Pre-K/K Grade Student of the Month</i>	26  <i>1st Grade student of the Month</i>	27  <i>2nd /3rd Grade Student of the Month</i>	28 <i>4th /5th Grade Student of the Month</i>	29
30						

MAY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
STATE TESTING WINDOW May 1 st – 9 th (3 rd – 5 th grade)	1	2 	3	4	5	6
7	8	9 Pre-K Parent Conferences	10 Pre-K Parent Conferences	11  Field Day Pre-K – 2 nd	12  Field Day 3 rd – 5 th	13
14 	15 Honor's Day Week Senior Walk	16 Pre-K Honor's Day 8:30 am 4 th Grade Honor's Day 12:30 pm	17 1 st Grade Honor's Day 8:30 am 3 rd Grade Honor's Day 10:30 am 2 nd Grade Honor's Day 12:30 pm	18 Kindergarten Honor's Day 8:30 am 5 th Grade Honor's Day 10:30 am	19 5 th Grade Cookout	20
21	22  Career Day	23	24 LAST DAY OF SCHOOL 4 th Qtr. Ends – 48 Days	25 CHS Graduation TEACHER POST PLANNING	26 THS Graduation	27 LHS Graduation
28	29	30	31			