2023 – 2024

TMHS

Student/Parent Handbook

"Preparing all Students for Success in Life"

Treutlen County Schools

HOMEROOM_____

STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT

I have received a copy of the **2023-2024** Treutlen County School System Student/Parent Handbook and have reviewed all the expectations and guidelines. I understand my rights and responsibilities as a student enrolled in Treutlen County School System.

_____	_____	_____
Student Name	School Name	Date

I acknowledge receipt of the Student/Parent Handbook for my student. I have reviewed the contents of the handbook with my student. In addition, I have reviewed on the school's web site (or obtained a read a copy from a school) the listing of extracurricular activities available to my child.

_____	_____
Parent/Guardian Name	Date

No acknowledgement of this form by parent and/or student does not exclude the student or parentfrom the expectations and guidelines that are set forth in this handbook.

TREUTLEN COUNTY BOARD OF EDUCATION

Dr. Bradley Anderson, Ed.D., *Superintendent*

BOARD MEMBERS

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Vice-Chairman of the Board

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Treutlen County Schools Mission:
"Engage, Equip, and Inspire All for Success in Life"

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2023-2024 Treutlen County Schools Calendar

178 Instructional Days and 12 Staff Planning Days Approved 01/09/23

July 2023

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

26-31 Preplanning

August 2023

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 Preplanning
2 First Day of School

September 2023

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4-5 Labor Day Holiday

5 Planning day for Teachers

October 2023

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9-10 Student Holidays
10 Planning Day for Teachers

November 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

20-24 Thanksgiving Holidays

December 2023

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30/31

15 Early Dismissal (12:00P)
15 End of First Semester
18-29 Winter Holidays

January 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 Holiday
2 Teacher Planning
3 Students Return
(First Day of 2nd Semester)
15 MLK Jr. Holiday

February 2024

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

19-20 Student Holidays
19 President's Day Holiday
20 Teacher Planning

March 2024

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

18 Student Holidays
18 Teacher Planning

April 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-5 Spring Holidays

May 2024

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

17 Early Dismissal (12:00P)
17 Last Day of School
19 Graduation
20-21 Teacher Planning

June 2024

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Teacher Work Day or ProfessionalLearning Day/Student Holiday
Beginning of Term
End of Term

New Marking Period
Staff and Student Holiday

TMHS Principal's Message

Dear Treutlen Middle/High School Family,

As we continue to "engage in excellence" together, I am looking forward to the potential that the 2023-2024 school year brings. We have a robust array of opportunities available for all students, and are excited about the potential for success that they will bring. We look forward to working with you to help ensure the educational success of all students. If I can be of assistance in any way, please feel free to reach out to me personally.

Go Vikings!

Brandon Tucker, Ed.S.
Principal
Treutlen Middle/High School

Treutlen High School Student Council Members

2023-2024 School Year

9th
Phoebe Shivers
Jack Walker
Abigale Walker

10th
Lauryn McArthur
Kamber Tanner

11th
Carly Braddy
Jackson Heath

12th
Adelyn Collins
Harley Slade

Treutlen County Schools Alma Mater

On the pages history lends us,
Education shines;
Mid the volumes left for learning
Alma Mater mine.

We will stand for right and learning,
Cherish all the rest.
Hail to thee, dear Alma Mater
Hail to T.H.S.

Halls of love we'll walk forever,
In our minds we'll sing.
Of the days which brought our learning,
Mem'ries fond will cling.

We will stand for right and learning,
Cherish all the rest.
Hail to thee, dear Alma Mater
Hail to T.H.S.

MONITORING THE ATTENDANCE PROTOCOL

To ensure that these written protocol procedures are followed, the Protocol Committee will meet quarterly for a year, which will begin on the date of the protocol's adoption. The Protocol Committee will then meet semiannually, as required by law, unless the Committee determines more frequent meetings are required. The Committee's goal will be to improve communication between agencies, encourage interagency cooperation, and update the protocol as necessary. Each participating agency shall monitor and evaluate compliance with this protocol and, as needed, recommend protocol revision and implementation that best meets the needs of the community and complies with Federal, State, and local statutes, as well as agency policy. In accordance with this Protocol, the Treutlen *County School District will provide this committee with necessary reports needed to determine compliance and progress.*

Reporting Absences

Parents or guardians are encouraged to contact the school on the day of the student absence to indicate the reason for the absence.

Student check-in and check-out procedures are determined at the local school level. A student must have parental permission, however, to leave school grounds.

This includes, but is not limited to, local schools requesting appropriate medical documentation from the parent/guardian of a student with excessive absences (excused or unexcused). If a student has accumulated excessive absences, the school will make contact with the parent, guardian, or person having charge or control of the student to notify them of these absences and the possible consequences. **Early Checkouts** occur when a student is removed from class and leaves school prior to the official end of the school day with a parent or legal guardian. An early checkout can be marked as excused if it is aligned to the excused absences guidelines. **All early checkouts must occur by 2:30pm.**

MS—To be considered in attendance for a school day, the student must be present for at least one-half of the school day, excluding lunch period.

HS—High School attendance is taken by class. In order for a student to participate in an extra-curricular activity he/she must be present for at least 2 Block Periods that school day. Exceptions can only be made by the Principal prior to the school day.

At the time the student is released from school, the parent or legal guardian may be required to bring appropriate documentation showing the reason for an early checkout.

After any combination of 10 early checkouts and/or tardies, a residency letter may be sent home to verify that the student lives in the district. If residency documents are not produced within 10 school days, then a withdrawal letter may be issued.

Tardies for purposes of this section of the student handbook occur when a student is late to school. A tardy can be marked as excused if it is aligned to the excused absences guidelines.

Attendance Grades 6-12 (*Middle/High School)*

Attendance has a vital bearing on educational progress. It should not be encouraged to the point of keeping children who are sick in school but should be insisted upon to the point of maintaining interest and facilitating progress. The professional personnel staff has the responsibility to enforce the compulsory attendance law applying to children between the ages of seven (7) and sixteen (16). The following State Board policy will be used regarding student excused absences: 1. Personal illness or attendance in school endangering a student's health or the health of others. 2. A serious illness or death in a student's immediate family necessitating absence from school. 3. A court order or an order by a governmental agency including pre-induction physical examinations for service in the armed forces. 4. Celebration of religious holidays, necessitating absences from school. 5. Conditions rendering attendance impossible or hazardous to student health or safety. 6. A period not to exceed one day is allowed, at the discretion of the local unit administration, for registering to vote or voting in a public election, applicable to student 18 years or older. Upon returning to school after an absence, the student will have no more than three (3) days to present the necessary documentation to have any absence excused. After three days the absence will be declared unexcused. Absences could affect the student's achievement as well as the privilege to attend school. Notification will also be made to the school social worker and/or attendance officer. In cases of extended illness, the parents should contact the administration to determine whether the student should be placed in the hospital/homebound program

- 5 Unexcused Absences—
    - Parent/Guardian will be notified by a letter sent home to inform of the number of unexcused absences and the state's attendance requirements.
    - Student is considered truant by Georgia State Board of Education Rule
- 7 Unexcused Absences—
    - A letter, attendance protocol, and form will be sent home for the parent to sign and return to the school indicating that they received and understand the school's attendance protocol.
    - A mandatory meeting will be arranged with the parent/guardian, student, and school's administrator.
- 8 Unexcused Absences—
    - Parent/Guardian will be sent a letter to inform them that any more unexcused absences will result in a referral to the CHINS Program through the Juvenile Court.
    - Possible loss of driving privileges.

Children in Need of Services (C.H.I.N.S.) Program

C.H.I.N.S. is an approach to dealing with status offences including truancy as created by the Juvenile Justice Reform Act (House Bill 242) and went into effect January 1st, 2014. It promotes early intervention and effective alternatives to low risk offenders and uses juvenile courts as a last resort for discipline.

School referral process:

If the school brings a complaint, it must state and show that it had attempted to address the issue atthe school level. This includes addressing any disabilities or suspected disabilities that may be contributing to the child's behavior and/or evaluating the child for additional services, when appropriate.

Grades 9-12 Policy (Determined by Semester)

Students shall be in attendance at school as directed by the compulsory attendance law. Students who have successfully completed a course will receive credit if they have been absent eight (8) days or less per semester. In the event that a student misses more than eight (8) days in a particular class, credit may be denied for that class unless the attendance appeal is approved by the attendance committee. When a student is ill and sent home by a school administrator or a school nurse, the absence is considered excused. Parents/guardians will be notified when the student has accumulated an excessive number of absences.

No credit will be granted in any class to a student with more than 8 absences. **In order to receive credit for a course after more than 8 absences, a student must appeal to a school attendance committee. The student must come to the office and request an appeal form**. A record of proceedings will be kept, and due process given at each level of appeal. ATTENDANCE FOR STUDENTS BEGINS THE FIRST DAY THE STUDENT ENTERS SCHOOL FOR THE SCHOOL YEAR.

FAQ on the Attendance Policy

Do I have to take my child to the doctor if they are too sick to attend school?

Whether the absence is excused or unexcused, students have five school days after returning to school to complete make-up work. The Treutlen County Schools Attendance Protocol does not require parents/guardians to take students to the doctor. The parent/guardian of a student must determine when to take their children to a healthcare provider. In terms of the Treutlen County Schools Attendance Protocol, if a student does not attend school and does not have appropriate documentation from a healthcare professional, then the absence will be unexcused. If a student is seen by a healthcare professional, the parent/guardian has five school days after the student returns to school in order to turn in the medical documentation to excuse the absence(s).

How do I know if my child is too sick for school?

It is difficult to make those early morning decisions. Please use this to help when you are making the decision to stay home or not.

The main reasons for keeping your child at home are as follows:

- If he/she is too sick to be comfortable at school
- If he/she will spread a contagious illness/disease to another child

Are handwritten or typed notes signed by a parent/guardian going to be accepted at all to excuse absences under the new Treutlen County School Attendance Protocol?

Handwritten and typed notes signed by a parent/guardian will be accepted to excuse the first five absences which fall under the TCS guidelines. Once a student has missed more than five days, then only official documentation (i.e., healthcare provider notes, court papers, etc.) will be accepted to excuse an absence.

What options do I have, as a parent/guardian, if my child has concerns with attendance?

All Treutlen County Schools have Student Attendance Review Committees (SARC) that meet after a student has accumulated seven unexcused absences. The committees are comprised of the parent/guardian, student, school counselor, and other personnel that are necessary including but not limited to the teacher, school social worker, and school administrator. The purpose of the SARC is to

examine individual student attendance data with parents/guardians to develop interventions and ensure that the proper supports are in place to support student achievement.

If a child is sent home by a school administrator or a school nurse, is the child marked with an excused or unexcused absence?

When a child is ill and sent home by a school administrator or a school nurse, the absence is considered excused for that day. If the child continues to be absent from school, the absences beyondthe day sent home will be marked unexcused until a healthcare provider's documentation is receivedby the school if more than 5 days. The documentation from a healthcare provider must be submittedto the school within five school days from the student's return to school.

What if my child has regular healthcare appointments during school time and leaves school early multiple times a week?

The situation would be an early check out. Early checkouts occur when a student is removed from class and leaves school prior to the official end of the school day with a parent or legal guardian. An early checkout can be marked as excused if it is aligned to the excused absences guidelines. Please note that according to the Treutlen County Schools Attendance Protocol after any combination of 10early checkouts and/or tardies, a residency letter will be sent home to verify that the student lives inthe district. If residency documents are not produced within 10 school days, then a withdrawal letterwill be issued. The residency verification process will be triggered for excused or unexcused early checkouts and tardies.

What happens when my child is tardy to school?

Tardies occur when a student is late to school. A tardy can be marked as excused if it is aligned to the excused absences guidelines. Please note that according to the Treutlen County Schools Attendance Protocol after any combination of 10 early checkouts and/or tardies, a residency letter will be sent home to verify that the student lives in the district. If residency documents are not produced within 10 school days, then a withdrawal letter will be issued. The residency verification process will be triggered for excused or unexcused early checkouts and tardies.

What happens after any combination of 10 early checkouts and/or tardies?

A residency letter will be sent home to verify that the student lives in the district. If residency documents are not produced within 10 school days, then a withdrawal letter will be issued. The residency verification process will be triggered for excused or unexcused early checkouts and tardies. For example, if a child accumulates 6 tardies (2 excused and 4 unexcused) and 5 early checkouts (5 excused) then a residency letter will be sent home to verify that the student lives in the district.

If my child has a disability under Section 504 or receives special education services, is he or she exempt from the Treutlen County Schools Attendance Protocol?

The Treutlen County Schools Attendance Protocol is in place for all students including students with disabilities. Many students with disabilities require frequent healthcare appointments for theirdisabling conditions. Healthcare provider notes will continue to be accepted to excuse absences fromschool if received by the school within five school days from the student's return to school.

Where can I go if I still have questions about the Treutlen County Schools Attendance Protocol?

School administrators, school counselors, and school social worker are available to address questions related to the Treutlen County Schools Attendance Protocol.

Custodial/Guardianship Changes

If the status of a student's custody changes after the student's enrollment, the parent or guardian shall notify the local school of the student's new address and contact information.

Parents/guardians will be required to facilitate and obtain appropriate guardianship or custody of their child to avoid referral to an outside agency or withdrawal. State law generally prohibits attempts to make a change of custody of a minor child by removing the child from the premises of the school without permission of the person who enrolled the student. This prohibition applies evenif there is a court order granting custody of the child to the person seeking to make the change.

Enrollment, Transfers & Withdrawals

Students who are residents of Treutlen County are eligible for enrollment in the schools of Treutlen County. Students must reside in Treutlen County with the parent(s) or legal guardian(s). The Treutlen County School System does not charge its students any fee for enrollment.

The following documents are required for registration:

- Proof of Residency
- Birth certificate
- Social Security Card or waiver
- Eye, Ear, Dental form
- Certificate of Immunization

Individual schools may have additional documents required for registration.

Upon enrollment, the school will request all educational documents from the previous school that the student attended.

Proof of residency is required. Students discovered to be ineligible for enrollment in Treutlen County Schools will be withdrawn immediately.

A child must have attained the age of five (5) by September 1 of the fiscal year to be eligible for admission into kindergarten. A child is entitled to admission to the first grade if he or she will be six (6) years of age before September 1 of the school year. A birth certificate is required for a student to initially enter school. The student must also have a Social Security Card or waiver.

Students initially entering school or transferring from another state shall be given an eye, ear, and a dental examination by the local Board of Health or a private physician and a certificate provided pursuant to the rules promulgated by the State Department of Public Health and the State Board of Education. The statement must be on a Georgia Department of Human Resources form.

A certificate of immunization from a physician or a qualified employee of a county Board of Health shall be furnished by the child's parents to the school where attendance is sought. The statementof immunization must be on a Georgia Department of Human Resources Form 3231. The certificate shall be placed in the student's folder.

A student suspended or expelled from another school system will not be permitted to enroll in the Treutlen County School System. Students in grades K-12 must furnish a copy of their discipline record from the prior school.

To facilitate prompt, appropriate communication between the home and school, parents, guardians, or persons having charge or control of a student should notify the school immediately when there is a change in the student's address and/or phone number as listed in school records.

Transfers and Withdrawals

1. In order to prevent delay, a parent or guardian should notify the principal's office at least two days prior to the date of expected withdrawal.
2. The school shall forward a transcript of the student's records to the target school upon receipt of a signed request of the parent or guardian.
3. Students are expected to return all books and materials or reimburse the school system for the books and materials not returned.
4. Any student who fails to withdraw properly shall be considered a dropout and must go through the correct procedures before being readmitted.
5. No student who is serving a suspension or an expulsion from another school system shall be allowed to enroll in a Treutlen County school.

Homeless Children and Youth

The McKinney-Vento Education for Homeless Children and Youth Act ensures the educational rights and protections for children and youth experiencing homelessness. This law identified any student who lacks a fixed, regular, and adequate nighttime residence as homeless. It provides legal protections for children and youth in homeless situations to immediately enroll in, attend, and succeed in school and qualifying public preschool programs. It further provides provisions for student records maintenance and transfer, school of origin transportation, and appropriate dispute resolutions for homeless students. In accordance with this law, Treutlen County Public Schools affords homeless children and youth equal access to the same free, appropriate public education, including comparable services, such as Title I support, special education, gifted, English Language Learners (ELL), vocational/technical, and public preschool education, as provided to other non-homeless students. Homeless children and youth will have access to the services needed to support their academic achievement as they work to meet the same challenging standards to which all students are held.

Terminology

Compulsory Attendance— Attendance in a public school, private school, or home school program is required for children between their sixth and sixteenth birthdays. Every parent, guardian, or other person residing in this state having control or charge of any child between their sixth and sixteenth birthdays shall be responsible for enrolling and sending such child to a public school, private school, or home school program. Attendance in a public school, private school, or a home school program is required regardless of the fact that a child has been suspended or expelled from school by the local board of education. Official Code of Georgia (O.C.G.A.) 20-2-690.1

Early Checkout— When a parent, guardian, or other person having charge or control of a student authorizes a student to leave the facility before the end of the school day. School day hours are published in the local school and/or school websites.

Tardy— Students are considered tardy to school or class if the student arrives at a designated location after a school bell, chime, or buzzer has sounded. (Local schools will include specific information relevant to their facility to identify the designated location for student arrival.)

Truant— Any child subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences.

Behavior and Expectations

Viking House System

The TMHS Viking House System is a prevention-oriented way for school personnel to organize evidence-based practices, improve their implementation of those practices, and maximize academic and social behavior outcomes for ALL Treutlen County School students. Our House System puts in place a school wide competitive system that promotes positive behaviors through house-based incentives and activities.

Purpose and Scope of the Behavior Code

Treutlen County Schools ("TCS" or "District") is committed to creating a safe, positive environment for all of our students, staff, parents, stakeholders, and community partners. TCS will work to assure that all students and staff are well-motivated, fully aware of their potential, and dedicated to pursuing excellence in academic knowledge, skills and behavior. TCS believes that all children can thrive in a safe learning environment. The District utilizes a range of activities to recognize, celebrate,and reward positive behavior at the classroom, school and district levels.

TCS has adopted this Code to support the creation of a safe learning environment for all members of the school community. The purpose of this Code is to state clearly our standards for acceptable conduct of students. The Code also explains the consequences for not meeting these standards of conduct. This Code establishes a strict policy for behavior that endangers the safety of the schools and/or disrupts the educational experience for other students.

The Code also sets forth the disciplinary procedures for the students who have committed violationsof the Code. This Code is not meant to be a contract between the District and the students and may be amended at any time. It is a place for TCS to explain certain guidelines applicable to students.

The rules in this Code are designed to notify students (grades K–12) as to the types of behaviors that are not acceptable; nevertheless, every specific situation may not have been included. Consequently, students should expect to be disciplined for misconduct that is obviously inappropriate. A specific rule need not be written for every conceivable variation of behavior that directly affects the orderly mission of the school.

Everyone is entitled to a safe, secure, and orderly environment in which to learn and work. The rules and regulations in this Code are designed toward that end and are effective during the following times and places:

a) On school grounds at any time;
b) Off school grounds at a bus stop, on a school bus, at a school activity, function, or event;
c) Off school grounds when the behavior of a student
   - could result in the student being criminally charged with a felony or which could result in a felony criminal charge if commit- ted by an adult; and which
   - makes the student's continued presence at school a potential danger to person or property at school or which disrupts the educational process. (O.C.G.A. 20-2-751.5(c)).
d) Off school grounds while the student is participating in or attending school-sponsored or school-related activities such as field trips, conferences or athletic events, or is otherwise subject to the jurisdiction of school authorities.
e) Off school grounds when the misconduct is directed at a school student or employee and is related to the victim's school affiliation, or when the off-campus conduct directly affects the safety and welfare of the school community or the orderly mission and function of the school; and
f) Off school grounds and when a student leaves without permission of a school official, or anytime Rule 10 would apply.

The rules of this Code do not apply to:

Student speech that occurs off campus if the speech is at a non-school sponsored event and does not cause or is not likely to cause a material and substantial disruption to the school environment or a school activity.

Rules

Rule 1 – Disruption and Interference with School

No student shall cause or attempt to cause directly or indirectly disruption or interference with school.

Rule 2— Damage, Destruction, or Misuse of School Property or Equipment

A student shall not cause or attempt to cause damage to school property or alter/misuse school technology or any other equipment, including accessing unauthorized areas on the computer. A student shall not steal or attempt to steal school property. A student shall not possess, sell, use, buy or transmit stolen school property or attempt to possess, sell, use, buy or transmit stolen school property.

Rule 3— Damage, Destruction, or Misuse of Private Property

A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property. A student shall not possess, sell, use, buy, or transmit stolen private property on school grounds.

Further, off school's grounds, a student shall not cause or attempt to cause damage to private property belonging to a school employee where such theft or damage is on account of that school employee's performance of his/her official duties. A student shall not sell or buy or attempt to sell orbuy personal property on school grounds.

Rule 4— Abuse, Threats, Intimidation, Assault, or Battery of a School Employee

Section A

Regardless of intent, a student shall not make oral or written communication, create a document, or make a symbolic gesture or contact of a threatening, undermining, or provoking nature to or about a school employee or in the presence of a school employee. This includes, but is not limited to, disrespectful conduct, insult, use of profanity, ethnic, racial, sexual, disability, or religious slur, or harassment and includes the development of a "hit list," "people to kill," "people to shoot," or a statement about bringing a weapon to school and injuring people.

Section B

A student shall not cause or attempt to cause physical injury or behave in such a way that could reasonably cause physical injury or make physical contact of a threatening or provoking nature to a school employee.

Rule 4B also applies off school grounds when the misconduct by the alleged perpetrator is because of the school employee's performance of his or her official duties.

Rule 5— Abuse, Threats, Intimidation, Inappropriate Comments, Assault, or Battery by a Student regarding Another Student or to Any Other Person Not Employed by the School

Section A

Regardless of intent, a student shall not make oral or written communication, create a document, or make a symbolic gesture or contact of a threatening, distracting, or provoking nature to or about a person/student or in the presence of a person/student. This includes, but is not limited to, bullying/cyberbullying, disrespectful conduct, insult, use of profanity; ethnic, racial, sexual, disability,or religious slur; or harassment and includes the development of a "hit list," "people to kill," "peopleto shoot," or a statement about bringing a weapon to school and injuring people.

State law defines Bullying as:

A. any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
B. any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or 3)
C. any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate that:
    a. causes substantial physical harm;
    b. substantially interferes with a student's education;
    c. is so severe, persistent or pervasive that it creates an intimidating/ threateningeducational environment; or
    d. disrupts the orderly operation of school. Upon finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, such studentshall be assigned to an alternative school. (O.C.G.A. 20-2-751.4)

Retaliation for reports of bullying/cyberbullying will not be tolerated and will be subject to independent disciplinary action.

Section B

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause bodily injury to any student/person. A student shall not engage in any behavior that threatens the safety or well-being of another person or has the likelihood of provoking a fight.

The District 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, as the term is defined in Georgia law, of a student by another student is strictly prohibited.

Rule 6— Weapons, Dangerous Instruments, and Explosive or Implosive Devices

A student shall not solicit to buy or sell, or buy or sell or possess, handle, transmit, threaten with ordischarge/use, any object that can reasonably be considered or converted to and/or used as a weapon.

Rule 7— Drugs, Alcohol, Tobacco, and Vaping

Section A

A student shall not be involved in any substance, drug, alcohol, or tobacco transaction (including vaping), including, without limitation to buy, possess, sell, use, transmit, solicit; attempt to buy, possess, sell, use, or transmit; or be under the influence of any narcotic drug, depressant, or stimulant drug including without limitation caffeine pills, hallucinogenic drug, anabolic steroid, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage, or intoxicant of any kind. A student shall not possess, sell, buy, or transmit, or attempt to sell, buy, or transmit any substance under the pretense that it is, in fact, a prohibited substance as described in this rule. The misuse or unauthorized possession of a prescription drug or nonprescription drug shall be considered a violation of this rule;however, this rule shall not apply to proper possession and/or use of a drug as authorized by a medicalprescription from a registered physician.

Self-administration of asthma medication and prescription auto-injectable epinephrine is permitted with written parental approval and required documentation to the principal or his or her designee. See administrator for completion of proper county forms and procedures.

Section B

A student shall not possess, sell, use, transmit, buy or solicit any drug-related paraphernalia which includes, but is not limited to pipes, water pipes, clips, rolling papers, vaping products, or any other items related to drug use or depicting drugs or drug use except where such items are related to an approved curriculum.

Section C

A student shall not possess, sell, use, transmit, buy or solicit tobacco products, or tobacco paraphernalia such as, but not limited to e-cigarettes, matches, lighters, pipes, rolling papers and the like.

Rule 8— Disregard of Directions or Commands

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, administrators, school bus drivers, or other authorized school personnel.

Rule 9— Sexual Misconduct/Indecency

A student shall not engage in any act of sexual harassment of a physical nature or verbal nature. A student shall not perform any act of indecent exposure, lewd exposure, gesture or lewd caress or indecent fondling/touching of the student's own body or the body of another person, or any act of sexual intercourse. A student shall not use any inappropriate gestures that mimic or imply sexual acts or engage in any acts of "streaking" or "mooning" as those terms are commonly understood. Such acts will not be regarded lightly or considered pranks.

A student shall not possess, view, copy, sell, buy, or transmit printed or non-printed pornographic materials including any non-curricular sexually explicit printed or non-printed materials; or a studentshall not possess, view, copy, sell, buy, or transmit printed or non-printed pornographic materials including but not limited to non-curricular materials depicting the human male or female genitals orbuttocks with less than a fully opaque covering or any portion of the female breast with less than a fully opaque covering.

Rule 10— Unexcused Absences

A student shall not be absent from school or from any class or other required school function duringrequired school hours except for illness or other providential cause, except with written permission of the teacher, principal, or other duly authorized school official. A student may not leave school grounds prior to the end of the school day, after his or her initial arrival on campus, without the permission of a duly authorized school official.

Rule 11— Other Conduct Which is Subversive to Good Order

A student shall not perform any other act which is subversive to good order and discipline in the schools. This includes, but is not limited to, violating local school rules; violating local law, state law,or federal law; violating compulsory attendance; gang-related activity or behavior; hate or hate-grouprelated activity or behavior; violation of state and federal law, provide false information (lying); cheating; paging devices; laser pointers; electronic communications (cellular telephones, radios, televisions, etc.); actions that are ethnically or racially inflammatory; loitering; criminal trespassing; community misconduct that would pose a threat to the school community; altering grades in a teacher's grade book or any other record or misrepresent information on school records or forms; driving on school grounds without a license; and/or gambling or community misconduct that would be so serious as to pose a threat to the school community.

The administration of the school system and the local schools reserve the right to punish behavior which is subversive to good order and discipline in the Treutlen County School System even though such behavior is not specified in the preceding written discipline rules.

Rule 12— School Bus Infractions

No student shall cause or attempt to cause (either directly or indirectly) a disruption or interference with a school bus by any means to include:

- talking, whistling, shouting, or making other noises from the time the bus stops for a railroad crossing until the bus is safely across the tracks
- throwing any object from the windows of a bus at any time
- causing any part of his or her or another person's body to protrude, extend, or project from any window, door, or other opening of the bus at any time
- eating and drinking while on the bus (water is allowed) (Georgia Code 20-2-751.5)
  a) Students shall be prohibited from acts of physical violence as defined in Code Section 20-2-751.6, bullying as defined in Code Section 20-2-751.4, physical assault or batteryof other persons on the school bus, verbal assault of other persons on the school bus,disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior.
  b) Students shall be prohibited from using any electronic devices that might interfere with the school bus communications equipment or the school bus driver's operation of a safe school bus environment. This includes any device that prevents the bus driver fromeasily communicating with the student.
  c) Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

Any person who commits the offense of battery against a teacher or other school personnel, engagedin the performance of official duties or while on school property shall, upon conviction thereof, be punished by imprisonment for not less than one nor more than five years or a fine of not more than $10,000 or both. For purposes of this Code, O.C.G.A. 16-5-23.1, 'school property' shall include publicschool buses and public school bus stops as designated by local school boards of education.

Students shall be prohibited from acts of physical violence as defined by O.C.G.A. 20-2-751.6, bullyingas defined by subsection (a) of O.C.G.A. 20-2-751.4 (See Appendix A for definition), physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior.

Students may not use mirrors, lasers, flash cameras, lights and other type of reflective device on the school bus that might interfere with the school bus driver's operation of the bus. Students shall be prohibited from using any electronic devices during the operation of a school bus including but not limited to cell phones; audible radios, tape or compact disc players without headphones; game systems; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus

(Georgia Code 20-2-1181) Parents, guardians and others should not attempt to board a school bus during the bus route. It shall be unlawful for any person to disrupt or interfere with the operation of any public school, public school bus, or public-school bus stop as designated by local school boards

of education. Any person violating this code section shall be guilty of a misdemeanor of a high and aggravated nature.

Bus Disciplinary Procedures

The Treutlen County Board of Education recognizes the fact that riding a public-school bus is a privilege offered to its students. Safely transporting students is the primary objective. When students fail to follow guidelines in places to assure that all students are transported safely, bus privileges can be withheld.

Disciplinary action for misbehavior on school buses is administered by school administration. School buses and bus stops are considered extensions of the school. All rules that govern student conduct while on school property apply while students are on the school buses or at the bus stop.

School administration have the authority to impose or immediate suspension as determined by the offence. School administrator may add any disciplinary action deemed necessary.

Violation of bus rules and regulations may be cause for suspension from any school bus for a period of time up to the remainder of the school year. Misbehavior may also result in the same range of consequences of violations as outlined in this Code of Conduct.

Bus Contract: School bus contracts may be developed for students who engage in serious bus misbehavior on the bus. Parents will be required to meet with school administration for the purpose of developing the school bus contract.

Middle School Bus Discipline Range of Possible Consequences:

- (Written Referral): student will be given a verbal warning **a**nd parent is notified.
- (Written Referral): Student will be suspended from the bus for up to 3 days.
- (Written Referral): Student will be suspended from the bus for up to 5 days.
- (Written Referral): Student will be suspended from the bus for up to 10 days.
- (Written Referral): Student may be suspended from the bus for the rest of the school year.

High School Bus Discipline Range of Possible Consequences:

- (Written Referral): Student will be given a verbal warning or is suspended from the bus up to5 days at the administrator's discretion, and parent is notified.
- (Written Referral): Student will be suspended from the bus for up to 10 days.
- (Written Referral): Student may be suspended from the bus for the rest of the school year

School and County Administration has the right to forego the Bus Discipline Guidelines, if the conduct is deemed more severe than a minor misbehavior.

When suspended from any bus, the student is suspended from all buses (including vehicles used forextra-curricular activities).

Students who jeopardize the safety of others will be susceptible to disciplinary measures that may include being permanently suspended from school transportation services. Riding the bus is a privilege not a right.

TCS DRESS CODE

Students must come to school dressed in a neat and respectable manner. The Principal and other authorized school officials will determine whether any particular dress apparel, grooming, use of emblems, badge or othersymbols result in interference or disruption of the learning process.

TCS GENERAL CLOTHING GUIDELINES

Tops –

- Shirts with spaghetti straps or that leave the shoulders bare are not allowed.
- No midriff showing. No bare skin shall be exposed (front or back) when student is standing or sitting.

Bottoms –

- Boys and girls will be allowed to wear shorts provided that they are no more than 3 inches above the top of the knee and are of appropriate material. Leggings may be worn provided the outer garment is a no more than 3 inches above the knee.
- Dresses and skirts will be allowed provided that they are no more than 3 inches above the top of the knee.
- Frays/holes that show bare skin should be no more than 3 inches above the knee.

Other –

- No article of clothing or jewelry which depicts drugs, alcoholic beverages, profane or obscene language, sexual overtones, or make disparaging comments about another's racial, ethnic, or religious heritage may be worn at any time.
- Inappropriately frayed, ragged, altered, or unfastened clothing will not be permitted.

Headgear –

- Students shall not wear hats, caps, or sunglasses in classes or building.
- Athletic sweatbands, head picks, combs, rollers, scarves, bandanas, and hoods are not to be worn in classes or building at any time.

Shoes –

- Flip-flops, slides, bedroom shoes, and cleats are not allowed.

Jewelry/Accessories

- Jewelry deemed unsafe or distracting from the learning environment will not be permitted.

* **Administration reserves the right to modify the dress code**

PROCEDURES AND CONSEQUENCES FOR VIOLATION OF THE DRESS CODE

- If school personnel observe a violation of the dress code that can't be immediately corrected, then an office staff member will accommodate students at school if resources allow. If not, an authorized staffofficial will contact the parent/guardian to bring a change of clothing to school.
- Students will not be allowed to go home to change clothes.

It is the goal of TCS to maximize all instructional time. The school earnestly asks for parent cooperation in thismatter. Please refrain from allowing students to wear questionable garments.

First Offense and Second Offense: Students will be sent to ISS until the dress code infraction is corrected. A parent contact will be required as well so that dress code expectations can be clarified.

Third and all subsequent Offenses: Students will be sent to ISS. A parent conference will be required as well so that dress code expectations can be clarified.

Saturday School may be used a consequence as deemed necessary

Saturday School may be conducted on designated Saturdays from 8:00 AM until 11:00 AM. Students will be required to complete various work details and/or class assignments for the duration of Saturday School. If a student does not show up or is not on time, another day of Saturday School will be added to replace the day the student was late or not on time. If a student still does not show up, a discipline referral will be given to the student, warranting 1 day of OSS to replace the number of times the studentdid not attend Saturday School.

General Discipline Information

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student, and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the positive character traits.

The following is general information regarding discipline:

1. Students under short-term suspension (1–10 days), long-term suspension (10 or more days), or expulsion are not allowed on any Treutlen County school campus or to attend any school activity, function, or event. Students assigned to in-school suspension are not allowed to participate in extracurricular activities during the school hours while assigned to ISS.
2. All dangerous weapons, instruments, or controlled substances confiscated by school authorities are to be turned in to school administration.
3. A student is considered to be in possession of an illegal and/or banned item(s) or substance(s) when such item(s) or substance(s) is found on the person of the student, in his/her possession, in his/her locker, in a student's vehicle on school property, or in any vehicle a student brought on school property, on property being used by the school, at any school function or activity, or any school eventheld away from the school.
4. Students are prohibited from engaging in gang/hate groups or hazing related activities in school.
5. School administrators and/or their designated representatives possess the authority to conduct a reasonable search of students, their possessions, their lockers, and their vehicles when on school property, on property being used by the school, at any school function or activity, or at any school event held away from the school if it is established there is reasonable suspicion that the search will reveal a violation of the law, the Student Conduct Behavior Code, or local school rules.

   A student may be considered a party to a violation of the Student Conduct Behavior Code and disciplined for the underlying offense when the student:

   - Directly violates the Student Conduct Behavior Code;
   - Intentionally causes some other person to commit a violation of the Student Conduct Behavior Code;

- Intentionally advises, encourages, hires, counsels, or procures another to commit a violation of the Student Conduct Behavior Code. A student may be considered a party to a violation of the Student Conduct Behavior Code even when the responsible persons are not students subject tothe Code.

6. Certain violations of the Student Conduct Behavior Code may also be violations of state law and juvenile authorities. Other law enforcement agencies may address the student's misconduct in accordance with state laws, in addition to the school system's administrative procedures and regulations.
7. Students are to notify an administrator or staff member when suspected illegal items, dangerous items, or other items banned from school are found in the school building, on the school campus, or on the school bus. Students are advised not to pick up or handle illegal, dangerous, banned, or unidentified items.
8. Students who are under suspension (short or long term) or expulsion through the spring semester will not be allowed to participate in any school-sponsored activities, including the prom, graduation exercises, or baccalaureate ceremonies.
9. Students should recognize their responsibility to know the contents of this student discipline handbook and to ask the local school administration or staff for any clarification. All students,regardless of age, are subject to the rules and regulations of the Treutlen County Board of Education.Parents will review the contents of this handbook with their students.
10. State law requires that certain criminal offenses committed by a student while on school property or at a school-sponsored activity, function, or event be reported to the principal, school superintendent, appropriate law enforcement authority, and the District Attorney. (O.C.G.A. § 20-2-1184).
11. Georgia law makes it unlawful for any person to manufacture, distribute, disperse, or possess with the intent to distribute a controlled substance or marijuana in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board usedfor elementary or secondary education. Any person who violates or conspires to violate this code section shall be guilty of a felony. (O.C.G.A. § 16-13-32.4)
12. Students coming from DJJ (Department of Juvenile Justice) placement, public or private residential treatment facility, or incarceration for longer than 30 school days will transition through the Treutlen County School Systems Alternative School.
13. Students convicted of a felony will be served through the Treutlen County School Systems Alternative School for a time period up to and including the remainder of their enrollment at TCS.
14. After a disciplinary hearing has been held, textbooks, materials, or equipment belonging to the local school must be returned to a school administrator at their local school.
15. The Unsafe School Choice Option provides students at schools classified as "persistently dangerous" with the option of transferring to another school. Major offenses, including, but not limited to, drug and weapon offenses can lead to a school being named "persistently dangerous" or unsafe pursuant to State Board of Education Rule 160-4-8-.16.
16. Student codes of conduct shall be available in each school and classroom.
17. It is the preferred policy of the board that disruptive students are placed in alternative education settings in lieu of being suspended or expelled.

18. Each local board of education shall make available to all Qualified Student Discipline Hearing Officers and Disciplinary Tribunal or Panel Members the initial and ongoing tribunal training course prior to the individual(s) serving in such capacity. The local board of education shall ensure initially trained student discipline hearing officers and disciplinary tribunal or panel members undergo continuing education so as to continue to serve in such capacity.

19. Each local board of education shall observe Georgia law in developing and implementing disciplinary hearings held by a disciplinary hearing officer, disciplinary panel, or disciplinary tribunal pursuant to O.C.G.A. 20-2-751 through 20-2-759 including the ability to honor disciplinary orders of private schools and other public schools/school systems pursuant to O.C.G.A. 20-2-751.2.

Cheating

Any student caught cheating will receive a zero for that work, and the parents will be notified. Cheating involves one or more of the following actions:

- To use the work of another person as your own.
- To copy information from another student's work including: test and assignments
- To plagiarize – plagiarize means using another person's idea, expression, or works without giving the original author credit.
- To fail to follow test procedures or instructions announced by a teacher (such as no talking, not turning around in seat, etc.)
- Students who give or receive information during testing will be considered guilty of cheating.

Middle/High Suggested progressive Discipline Cycle for Minor Offenses(Ex. In-Class Disruptions, profanity, inappropriate comments, etc.)

ABSD—After/Before School Detention

ISS—In-School Suspension

OSS—Out of School Suspension

CP – Corporal Punishment

SS – Saturday School

Offense	Suggested Progressive Discipline Schedule
1st	Warning **or** ABSD **or** SS
2nd	1 day of ISS **or** ABSD **or** CP **or** SS
3rd	1-3 days of ISS **or** ABSD **or** CP **or** SS
4th	3-5 days of ISS **or** 1 day of OSS/ Mandatory parent conference
5th	1-3 days of OSS/Behavior Contract/ Counselor Referral
6th	3 days of OSS
7th	5 days of OSS
8th	10 days of OSS pending a Disciplinary Hearing

Major Offenses and Possible Sanctions

Alcohol/ Drugs/Firearms

10 days OSS pending a Hearing & file all mandatory legal charges

Harmful Devices (laser pointer, mace, lighter, etc.)

1st offense – 1 day OSS

2nd offense – 3 days OSS, Behavior Contract

3rd offense – 5 days OSS, with the possibility of a Disciplinary Hearing

Weapons

1st offense – 5 days OSS, Behavior Contract, report to law enforcement, with the possibility of a Disciplinary Hearing

2nd offense – minimum of 5 days OSS pending a Disciplinary Hearing and report to law enforcement

Bullying/Cyberbullying

1st offense - 3 days OSS/ School Counselor Referral/ Formal notification of parents with the possibility of a Disciplinary Hearing

2nd offense - 5 days OSS & Behavior Contract with the possibility of a Disciplinary Hearing

3rd offense - 10 days OSS pending a Disciplinary Hearing

Cutting Class/Skipping/Leaving Campus without Permission

1st offense –3 days ISS
2nd offense –3 days OSS
3rd offense –5 days OSS, possible Disciplinary Hearing

Sexual Infractions

1st offense – 3 days OSS/School Counselor Referral/ Formal notifications of parents with the possibility of a Disciplinary Hearing

2nd offense – 5 days OSS & Behavior Contract with the possibility of a Disciplinary Hearing
3rd offense – 10 days OSS pending a Disciplinary Hearing

Fighting

1st offense - 3 days OSS, possible Disciplinary Hearing & legal charges

*2nd offense - 5 days OSS pending a Disciplinary Hearing & legal charges

*Administrator Discretion

In-Class Disruption

1st offense – Verbal Warning
2nd offense – ISS or Corporal Punishment
3rd offense – ISS, OSS

Insubordination

1st offense – 3 days ISS/OSS, Formal notifications of parents with the possibility of a Disciplinary Hearing
2nd offense – 5 days OSS & Behavior Contract with the possibility of a Disciplinary Hearing
3rd offense – 10 days OSS pending a Disciplinary Hearing

Instigation of an Altercation

1st offense— Corporal Punishment/1-3 days ISS/ 1 day OSS

2nd offense— 3 days of OSS & Behavior Contract

3rd offense— 10 days OSS pending a Disciplinary Hearing

Physical Aggression

1st offense— Corporal Punishment/1-3 days ISS/ 1 day OSS

2nd offense— 3 days of OSS and Behavior Contract

3rd offense— 10 days OSS pending a Disciplinary Hearing

Physical Aggression towards Faculty/Staff

10 days of OSS, pending a Disciplinary Hearing & legal charges

Profanity

1st offense –Verbal Warning/ Corporal Punishment/ ISS

2nd offense – Corporal Punishment/ ISS

3rd and subsequent offenses – 1-10 days of OSS, with the possibility of a Disciplinary Hearing & legal charges

Profanity towards Faculty/Staff

3-10 days of OSS, with the possibility of a Disciplinary Hearing & legal charges

Tobacco/Vaping/CBD

1st offense – 1 day of ISS & possible legal charges

2nd offense - 1 day OSS & possible legal charges

3rd and subsequent offenses - 3 days OSS, possible Disciplinary Hearing & legal charges

**Depending on the circumstances vaping could be considered a drug violation.*

Unauthorized Recording and/or Transmission of School, School Personnel or Students

All recordings/ transmissions have to be authorized by the school

2-5 days OSS, possible Discipline Hearing*

* At the discretion of the administrator, depending on content.

Verbal Fight

Profanity laced or threatening argument 2-5 days OSS, possible Disciplinary Hearing & legal charges.

Range of Consequences

The decision to charge a student for violation of this Student Conduct Behavior Code shall be madeby the administration of the local school based on a progressive discipline procedure.

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- Warning and/or counseling with a school administrator or counselor
- Loss of privileges
- Isolation or time Out
- Temporary removal from class or activity
- Notification of parents
- Parent conference
- Detention
- Corporal Punishment
- In School Suspension
- Saturday School
- Referral to a hearing officer
- Short-term suspension
- Restitution for stolen or damaged property
- Suspension or expulsion from the school bus
- Suspension or expulsion from the school
- Placement in an Alternative Education Program

References to Title 16 of the Official Code of Georgia Annotated (O.C.G.A.) included in the Student Conduct Behavior Code do not require that the elements of the specific criminal code section referenced be proved beyond a reasonable doubt before schools may punish misconduct. Further, these code references do not impose any additional intent requirements upon schools pursuing discipline against students for the violation of this code.

Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officialsdetermine such referral to be necessary or appropriate.

Glossary of Discipline Terms

Assault: Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike).

Battery: Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person. This includes attacking another person with a weapon or one that causes serious bodily harm to the victim. This also includes the placement of a bomb or an explosive material sent through the mail, regardless of whether or not the material explodes.

Bullying/Cyberbullying: 1) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so, 2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm, or 3) any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate that: a) causes substantial physical harm, b)substantially interferes with a student's education, c) is so severe, persistent or pervasive that it creates an intimidating/threatening educational environment or d) disrupts the orderly operation of school. (O.C.G.A. 20-2-751.4)

For the purposes of this handbook cyberbullying will be treated as the same as bullying. Cyberbullying which occurs through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication

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

Chronic Disciplinary Problem Student: A student who exhibits a pattern of behavioral characteristicsthat interferes with the learning process of other students.

Detention: A requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed. Detention may require the student's attendance before school or after school. Students are given one day's warning so that arrangements for transportation can be made by the parents or guardians.

Expulsion: Suspension of a student from a public school beyond a calendar year. Such action may be taken only by the hearing officer.

Fighting: Mutual participation in a fight involving physical violence where there is no one main offender or major injury.

Fireworks: The term "fireworks" means any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

Gambling: Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

In-School Suspension (ISS): Removal of a student from assigned and extracurricular classes and placement of that student into an isolated educational setting.

Suspension: Removal of a student from the regular school program for a period not to exceed 10 days (short-term), or for a period greater than 10 days (long- term), which may be imposed only by the hearing officer. During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.

Theft: The offense of taking or misappropriating any property of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

Waiver: A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a hearing officer.

Weapons and/or Harmful Devices: The term weapon is defined as any object which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following items are defined as weapons:

Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, hand grenade, or knife.

Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or Taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Student Removal from Class

A teacher may remove a student from class or refer to the principal or designee a student from class if the student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to direct students in his or her class or the ability of other students to learn in the class. O.C.G.A. § 20-2-738.

When a teacher has previously filed a report of a student's repeated or substantial interference with the classroom or when the behavior of a student poses an immediate threat to the safety of the student's classmates or the teacher, the teacher shall have the authority to remove the student from the classroom pursuant to O.C.G.A. § 20-2-738.

Each school will have a placement review committee. The placement review committee shall be responsible for determining the appropriate placement of a student when the principal recommends that the student be returned to the classroom and the teacher withholds consent for the student's return. The placement review committee shall consist of three members, including two teachers and one alternate teacher chosen by the faculty and a member of the professional staff chosen by the principal. O.C.G.A. § 20-2-738(d).

Electronics/Network Expectations

All Treutlen County students are granted access to the internet. When using Treutlen County School System technology or network access, students are expected to follow the Student Conduct Behavior Code, including respecting others' privacy. Online student accounts are to be used for legitimate educational purposes and are subject to monitoring and review, including review of text and attachments that are related to that student or students. At NO TIME should a student consider e-mail, networked applications, or account or technology access private or confidential in any way.

While the school district does maintain Internet filters, there may be times when a student may accidentally or purposefully discover inappropriate materials online. Treutlen County School System DOES NOT CONDONE the use of such materials. Inappropriate use of system technology or networkaccess is a violation of the Student Conduct Behavior Code. If the parent/guardian wishes to prohibittheir child from accessing the internet, the school or school system must be notified in writing, within30 days of the beginning of the school year or the date of enrollment. Internet access is a privilege, not a right, and all students are expected to treat this learning tool with respect. System technology,network access, and electronic resources must not be used to:

- Harm other people
- Interfere with other people's work
- Steal property
- Gain unauthorized access to other people's files or programs
- Gain unauthorized access to online resources, including using someone else's password
- Make changes to the hardware or software configuration of any machine, including installing or deleting any software
- Improperly use the network, including introducing software viruses and/or bypassing local school or office security policies
- Steal or damage data and/or computers and network equipment
- Access, upload, download, and/or distribute pornographic, hate-oriented, profane, obscene, or sexually explicit material

The Treutlen County Board of Education (BOE) permits students to possess communication devices on a limited basis and provides local school principals with theauthority to set forth rules pertaining to student possession and use of such devices at school or school owned property.

Failure to follow these guidelines can violate the Official Code of Georgia, O.C.G.A., Codes 16-9-90, 16- 9-91, 16-9-93, and 16-9-93.1 as well as Title XVII of United States Public Law 106-554, known asthe Children's Internet Protection Act. Such use can also lead to disciplinary actions, up to and including loss of access to the Treutlen County School System technology resources and further disciplinary actions as defined by existing Treutlen County School System policies. Such disciplinary actions may include confiscation of technology being used inappropriately if an incident occurs.

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in this Code, the school administration may undertake corrective measures which he or she believes to bein the best interest of the student and the school, provided any such action does not violate school Board policy or procedures.

Extracurricular/Field Trips/Special Events Activity Expectations

- Participation in interscholastic athletic competitions is a privilege extended to the students by the Treutlen County Board of Education. Students participating in Georgia High School Association (GHSA)extracurricular athletic activities act as representatives of Treutlen County Schools (TCS). All students are expected to conduct themselves in such a manner as to meet the highest standards of TCS at all times.
- Students with 3 or more disciplinary referrals may be denied the opportunity to participate in any school-sponsored field trip or special event. Students that are failing a course may also be denied such opportunities until the student is passing all assigned courses.
- The Code of Conduct goes into effect on the first day a student joins a TCS high school athletic team.The Code remains in effect for the entire calendar year, including time when school is not in session.
- The offenses and consequences listed below are in addition to (not in lieu of) any school or criminalconsequences associated with the student misconduct.

- All consequences listed in this Code of Conduct are minimum standards. The coach/administrator has the discretionto set consequences over and above the minimum standards. More detailed information may be found in the Treutlen County Schools Athletic Handbook.

Concussion Policy

In accordance with Georgia law and national playing rules published by the National Federation of State High School Associations, any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the practice or contest and shall not return to play until an appropriate health care professional has determined that no concussion has occurred. (NOTE: An appropriate health care professional may include, a licensed physician (MD/DO) or another licensed individual under the supervision of a licensed physician, such as a nurse practitioner, physician assistant, or certified athletic trainer who has received training in concussion evaluation and management.)

Concussion Protocols:

a) No athlete is allowed to return to a game or a practice on the same day that a concussion (a) has been diagnosed, OR (b) cannot be ruled out.
b) Any athlete diagnosed with a concussion shall be cleared medically by an appropriate health care professional prior to resuming participation in any future practice or contest. The formulation of a gradual return to play protocol shall be a part of the medical clearance.
c) It is mandatory that every coach in each GHSA sport participate in a free, online course on concussion management prepared by the NFHS (available online at www.nfhslearn.com) at least every two years – beginning with the 2013-2014 school year.
d) Each school will be responsible for monitoring the participation of its coaches in the concussion management course and shall keep a record of those who participate.

Violation A: Long-term Suspension (exceeding 10 days, with or without alternative school placement)

Consequence: Ineligible to attend or participate in any athletic or extracurricular activityduring time of suspension

Violation B: Arrest for, or charged with the commission of, any act that is a felony or would constitute a felony if committed by an adult (regardless of location or time of the alleged act; in or out of school)

Consequence: Immediate suspension from all participation until such time as:

a) Local prosecutors dismiss or drop all pending charges and petitions; or
b) The student pleads guilty to a misdemeanor charge, in which case refer to Violation D listed in this Code;

If the offense occurs at school or on school property (at any time), off school grounds, at a school-sponsored activity, function, or event or enroute to and from school, the student will be subject to the actions described in the Student Conduct Behavior Code (Policies JCDA, JCDAA, JCDAC, JCDAE, JCDAF, JCDAG) and the following consequences for extracurricular activities.

For the following violations (C, D, and E), the school administration must have valid evidence and/or verifiable record of the violation as defined by the following:

1) Self-admitted involvement by the student
2) Witnessed student involvement by the sponsor, coach, or any staff member
3) Parent admission of their student's involvement in tobacco, alcohol or other drugs
4) Verified by official police report given to the school
5) Evidence of violations through investigation by school officials

Violation C: Tobacco (any type)

Consequences:

1st Offense – Consequence determined by approved local school athletic/extracurricular policy.

2nd Offense – Suspension from athletic extracurricular competition for a minimum of 10% of the remainder of the season.

3rd Offense – Dismissed from team, but allowed to try out for subsequent athletic extracurricular activities after that sport/activity has completed its season

Violation D: Alcohol/Other Drugs (Possession and/or Use)/Misdemeanor Criminal Law Violations

Consequences: Coach/Sponsor and Administrator will meet with the student and parent(s)or guardian.

1st Offense – Consequence determined by approved local school athletic/extracurricular policy

2nd Offense – Suspension from athletic extracurricular activities for a minimum of 20% of the season.

Violation E: Violations of school rules meriting OSS

Consequences:

Out-of-School Suspension (Short-term, not exceeding 10 days) – Participation may resume after suspension is served. (Policy JDD)

Violation F: *Hazing*

Consequences: Coach/Sponsor and local administrator will meet with the student andparent(s) or guardian.

1st Offense – Suspension from any athletic extra-curricular activity for a minimum of 10% ofthe remainder of the season.

2nd Offense – Suspension from all athletic extra-curricular activities for remainder of schoolyear extracurricular activities.

3rd Offense – Possible permanent suspension from all athletic and school activities.

Rights and Responsibilities

Rights of Students

Students shall have the right to:

1) Pursue a successful education in a safe environment without disruption;
2) Receive fair and equitable treatment without discrimination in every aspect of the educational system;
3) Be treated respectfully and as an individual; and
4) Be informed of their rights, responsibilities and the discipline policies of the school.

Responsibilities of Students

All students share with the administration and faculty the responsibility to develop a safe learning environment within the school. Students shall have the responsibility to:

1) Attend school regularly, arrive on time, and bring materials;
2) Respect the personal, civil and property rights of others;
3) Put forth conscientious effort in classroom work and homework;
4) Groom and dress appropriately;
5) Have knowledge of and conform to school rules and regulations;
6) Not use indecent, obscene, or foul language;
7) Report incidents or activities that may threaten or disrupt the school environment; and
8) Be responsible for all textbooks, uniforms, science equipment, athletic gear, library materials, and any other services provided to them during the school year. Each item must be returned at the end of the semester or year to the teacher or individual who issued the item. Students are expected to pay for any damaged equipment, materials, or other property, and any fees due.

Rights of Parents/Guardians

Parents shall have the right to:

1) Receive regular official reports or their child's academic progress;
2) Receive an explanation for the basis of any grade given by the teacher;
3) Receive a prompt report of their child's attendance to class or school;
4) Request a conference with the teacher and/or principal;
5) Bring an interpreter during disciplinary conferences or hearings, when a parent or student has limited English proficiency and the parent or student requests an interpreter or the school observes that a parent or student's limited English proficiency would deny them an opportunity to meaningfully participate in the conference or hearing; and
6) Appeal disciplinary actions of suspensions of 10 days or more.

Responsibilities of Parents/Guardians

Parents/guardians shall have the responsibility to:

2) Ensure that their children between the ages of 6 and 16 enroll in schools regularly, on time, and for the whole school day in accordance with the laws of the State of Georgia;
3) Enroll their child in another school if he/she is expelled from TCS;
4) Present to school officials any concern in a calm, reasoned manner;
5) Work with the school on academic, disciplinary, or other related matters pertaining to their child;

6) Plan the time and place for homework assignments and provide necessary supervision;
7) Talk with their child about school activities and expected behavior;
8) Know the rules set forth in this Code and review them with their child; and
9) Ensure that their child receives the periodic student health examinations that arerequired by law.

Health & Safety

Treutlen County School System Safety Plan

The Treutlen County School System has developed an Emergency Preparedness Plan for the school system and for each of the Treutlen County schools. A copy of each plan is on file in the Treutlen County Board of Education office. A copy of the individual school plan is on file in the principal's office. Safety drills are held at each school based on the school's approved plan. The schools and the central office monitor weather conditions on a continuous basis.

Child Abuse and/or Neglect

All Treutlen County Schools faculty and staff are state mandated reporters and are required to report any suspected instances of child abuse or neglect to designated school officials, who in-turn report to the appropriate authorities.

Emergency Contact Information

In the event of an emergency/illness at school, it is very important that the school has up-to-date contact information. It is the parent/guardian's responsibility to make transportation arrangements to pick up sick and/or injured students promptly from the school.

First Aid/Illness

Students who become ill during the school day or are in need of first aid must report to the principal's office or clinic. Arrangements are made for getting students to a doctor or home when an emergency arises. If a student is taken to a doctor or the hospital, the parent is notified immediately and is expected to pick up the student and assume responsibility for their well-being. STUDENTS MAY RETURN TO SCHOOL WHEN THEIR TEMPERATURE HAS BEEN NORMAL FOR 24 HOURS (WITHOUT MEDICATION TO CONTROL TEMPERATURE). Please immediately notify the school principal andschool nurse upon enrollment or subsequent diagnosis of any allergies a child has.

Head Lice

Schools will contact parents when their child is suspected of having head lice. Before your child can be admitted to school, he or she must be checked by the local school nurse. Unless proof of treatment is presented and all live lice are gone, your child will not be readmitted to school nor will he/she be allowed to ride the school bus until these procedures are followed. Please accompany your child for him/her to be rechecked by the school nurse. One day of excused absence will be granted to treat head lice.

Bedbugs

Schools will contact parents when their child is suspected of having bedbugs. Before your child can be admitted to school, he or she must be checked by the local school administrative designee. Your child will not be readmitted to school until they are bedbug and egg free. Please accompany your child for him/her to be rechecked by the local school administrative designee. One day of excused absence will be granted to treat bedbugs.

Hospital/Homebound Program

The Hospital/Homebound Program is available for students who have a serious illness necessitating an absence of ten (10) days or more or who have a documented chronic illness necessitating frequent, intermittent absences. The parent must obtain forms from the school and have a doctor complete a statement that the student is too sick to attend school. When this form is returned to the school, a meeting will be scheduled to develop an educational service plan. The student is counted present for the time of confinement as long as he or she is served three (3) hours or more per week by the Hospital/Homebound Teacher.

Students who miss more than four weeks of school due to an illness should be referred to the student support team at the school. Modifications and adaptations in the classroom; services of the school nurse, and/or counselor; modifications in the length of day; and other alternatives should be considered in an effort to enable the student to participate in the educational process on the actual school campus. Hospital/homebound services are not a substitution for the on-campus academic curriculum.

Medication

All medications, along with a completed Authorization for Administration of Medicine form, must be carried to the clinic by a parent/guardian in the original labeled bottle and logged in with the school nurse. **DO NOT SEND MEDICATION TO SCHOOL WITH YOUR STUDENT.**

Medication brought in by students will not be given and will be held until logged in by a parent or guardian. While the student is at school, medication will be kept and administered by the school nurse or designee in the clinic or office, and the inventory will be updated as medication is taken.

The following information is needed for all prescriptions:

A. Student Name
B. Date/Time of Dosage
C. Name of Medication/Expiration Date
D. Generic Name (if applicable)
E. Name of Doctor
F. Directions

Self-Administration of Medication

Senate Bill 472 authorizes student self-administration of prescription asthma medication at school, thus relieving the school district and its employees of any liability in connection with such self-administration. In order for a student to keep an asthma inhaler in his possession, the bill requires (1) written authorization from a parent or legal guardian; (2) a physician's written statement detailing the name and purpose of the medication, prescribed dosage, and time(s) or special circumstances for administration of the medication; and, (3) written authorization from the parent(s) or guardian(s) for the school to seek emergency medical treatment for the student when necessary and appropriate. Please contact the school nurse to obtain the appropriate form.

School Closings

School closings are determined by the Superintendent, not by the local school. If bad weather causes school to be cancelled or dismissed early, public announcements will be made on the school system's website (www.treutlen.k12.ga.us). The basic premise is that school is open or will remain open unless it is specifically announced otherwise. Full-day cancellations usually are announced by 6 AM.

Instruction

Curriculum

Georgia Standards of Excellence (GSE) describe the knowledge and skills in English Language Arts and Mathematics that students will need when they graduate, whatever their choice of college or career. These sets of standards define the knowledge and skills students should have to succeed in entry-level, credit-bearing, and academic college courses and in workforce training programs. The standards are based on the best national and international standards, giving our students a competitive advantage in the global economy.

Treutlen County Schools uses the Measures of Academic Progress (MAP) for academic universal screening K-12 in reading, language usage, and math. The computerized screeners are completed three times a year. MAP creates a personalized assessment experience by adapting to each student'slearning level for a measurement of student progress and growth. The System in collaboration with school leadership teams at the schools also use MAP to predict student performance on the Georgia Milestones.

Dual Enrollment (DE)

House Bill 149, Dual Enrollment provides an arrangement whereby an eligible student in attendance at a public high school in Georgia may take **all of his or her courses** at or through an eligible institution or a virtual medium approved by the State Board of Education. Throughthis dual enrollment, the student will receive secondary credit from his or her high school with the goal of completing graduation and high school diploma requirements. As with all dual enrollments, DEstudents are enrolled in both the high school and the postsecondary institution and earn credits through both systems. Under HB149, funding for DE students is provided through FTE, as arranged bythe Department of Education.

Dual enrollment provides Georgia high school students with the opportunity to take college-level courses and earn concurrent credit toward a high school diploma and a college degree. Participationin dual enrollment eases the transition from high school to college, provides students with an early start on their college careers, and offers meaningful and challenging academic experiences toqualified students. Dual enrollment can help increase the number of high school graduates who are ready to both begin college and start a career.

Any eligible high school student may enroll full-time or part-time in approved credit-bearing college-level courses that are approved by the State Board of Education. Courses may be taken before, during,or after regular school hours on the college campus, online, or at the high school. Approved courses may count toward high school graduation requirements, as well.

Tuition, materials and fees for full- time dual enrollment students is provided through the student's high school FTE funding. Under the DE program, an eligible student enrolled in courses taken at an eligible institution for secondary credit shall not be able to apply for any other state student financialaid at said institution.

HOPE Grant Program

The HOPE Grant program is a non-need based grant program, separate from the HOPE Scholarship, offered during the fall, winter, and spring terms of the school year at eligible high schools for Georgia residents seeking technical certificates or diplomas from TCSG and USG eligible postsecondary institutions. The Georgia Lottery for Education funds the Hope Grant program. The Georgia Student Finance Commission (GSFC) administers the program.

Please see your school counselor or contact the Georgia Student Finance Commission for the most current information on these programs.

Exceptional Student Services

The Exceptional Student Services Department meets the individual needs of students ages three through twenty-one who are eligible for services according to the Individuals with Disabilities Education Act (IDEA).

A full continuum of services is available, ranging from the least restrictive to more restrictive environments, depending on the specific needs of the student. The department supports schools to ensure that students with disabilities can appropriately access the curriculum and provide specialized instruction as determined necessary by the Individualized Education Program (IEP).

In collaboration with students, schools, families, and the community, the Exceptional Student Services Department assists students with disabilities to increase academic performance and enhancing postsecondary options.

Georgia Milestones Assessment "Test Out" Option for High School

The opportunity exists for students to "test-out" of any course for which there is an associated End of Course Test (EOCT) and earn credit for the course through that process (See State Board of Education Rule 160-5-1-15).

Students must meet the following eligibility requirements to exercise this option:

- The student must not be currently or previously enrolled in the course for which the Georgia Milestones Assessment is being exempted.
- The student must have earned a grade of B or better in the most recent course that is in the same content area of the course for which the student is attempting the Georgia Milestones Assessment.
- The student must receive a recommendation from the teacher in the most recent course in the same content area for which the student is attempting the Georgia Milestones Assessment.
- The student must have parent/guardian permission if the student is less than 18 years of age.
- If the student does not reach the performance level of Distinguished when attempting to test-out, they will be required to enroll and complete the associated course to receive credit and will retake the EOCT following completion of the course.
- A $50 deposit is required for any student taking the test.

Grading

For students in grades 1–12, student performance is graded using the following scale:

90% and above	A - excellent progress
80% - 89%	B – above average
70% - 79%	C – average progress
69% and below	F - unsatisfactory

Parents 'Right to Know' the Professional Qualifications of their Student's Classroom Teachers and Paraprofessionals

In compliance with the requirements of the *Every Student Succeed Act*, parents may request the following information:

1. has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
3. is teaching in the field of discipline of the certification of the teacher; and

If you wish to request information concerning the qualifications of your child's teacher and/or Paraprofessional, please contact the school principal.

All Georgia Paraprofessionals must hold a valid state license issued by the Georgia Professional Standards Commission, (based on state certification rule 505-2-18).

Promotion/Placement/Retention Policy

Grades 1-8

To be promoted from one grade to another, a student may not be failing more than one subject, satisfy requirements of policy IHE, and satisfy attendance requirements. Students in grade 3, 5, and 8 must have passed the appropriate Georgia Milestones Assessment.

If a student receives services through the Exceptional Services Department or has been retained before, a special committee will determine appropriate placement.

Grades 9-12

Students must meet the following minimal number of credits to be promoted to the next grade level:
Freshman (9th grade) – students with 0 – 6 credits
Sophomore (10th grade) – students with 7 – 12 credits
Juniors (11th grade) – students with 13 – 18 credits
Seniors (12th grade) – students with 19 or more credits

TCS students must have a total of 27 Required credits to be eligible for graduation beginning with first time 9th graders in the 2020-2021 school year – See Policy IHF(7). Students entering 9th grade prior to the 2020-2021 school year would refer to Policy IHF(6).
The time, place, and program for graduation will be arranged by the principal in cooperation with the senior sponsors and the Board of Education. Students must satisfy requirements for a diploma or certificate before participation exercises. These students may be a part of Dual Enrollment, Work Based Learning (WBL), or in classes but MUST be enrolled at Treutlen High School. All prospective graduates must participate in graduation practices in order to participate in the graduation ceremony with their class.

Honor Graduates:

1. Class ranking for all students will be determined using grades from the 9, 10, 11, and 12 grade years.
2. ONLY non-modified core academic courses will be used in determining honor graduate status. CORE: Math, Science, English, Social Studies, and Foreign Language.
3. To be eligible for honor graduate status, a student must have a ninety (90) or better overall average in work completed.

4. Grades received through the first semester of the senior year will be averaged to determine honor graduates. Honor graduates will be announced in January each year, and be considered in good academic standing at the time of graduation.
   NOTE: Second semester grades will be included for final determination of honor graduate status.
5. To be valedictorian, a student must have attended Treutlen High School for his/her entire junior and senior years. They must also have met all other Honor Graduate requirements and be ranked #1 in their senior class at the end of the first semester of their senior year.
6. To be salutatorian, a student must have attended Treutlen High School for his/her entire junior and senior years. They must also have met all other Honor Graduate requirements and be ranked #2 in their senior class at the end of the first semester of their senior year.
7. In case of a tie, CEEB scores attained on Scholastic Aptitude Test will determine which student receives a superior rank in class.
8. Prospective honor graduates must have a 90 average before taking pictures for the yearbook.
9. A student must have passed and met all state testing requirements and be receiving a regulardiploma in order to become an honor graduate.

Star Student:

The star student will be selected in accordance with the eligibility requirements established by P.A.G.E.

The requirements are as follows:

1. Be in upper 10 percent of his/her class. This is to be determined on a cumulative basis beginning with the first semester of the 9th grade and ending with the junior year.
2. Be a legally enrolled senior.
3. Attend a fully accredited private or public school accredited by the Georgia Accrediting Commission.
4. Take the SAT from any test administration through November of the senior year.
5. Make scores on the SAT equal to the latest national high school average.
6. Math, Critical Reading, and Writing scores from one test date must be used – combined scores from two test dates may not be used.

Student Support

Treutlen County Schools uses the SST process in conjunction with a Multi-Tiered Student Support System. Schools utilize Response to Invention:

Requests for service for the student from the Student Support Team may include curriculum strategies and interventions, learning style assessment, behavior management techniques, achievement assessment, home-school communication, or study skill assistance.

The Student Support Team may make an immediate recommendation to determine eligibility for services under IDEA. These cases are those in which the necessity for services is so clear that use of other options would be non-productive or harmful to the child and are well documented.

Title I, Parental Involvement Plan

The Board recognizes that a child's education is a responsibility shared by the school and the family. To effectively educate students, the schools and parents must work as knowledgeable partners. Parent and family involvement is an ongoing process that assists the teachers in meeting their obligations to the child. As their child's first teacher, the parent helps to promote clear, two-way communication between the home and the school.

The Board and all Treutlen County public schools shall abide by and support all rules and regulations pertaining to Title I, Improving the Academic Achievement of the Disadvantaged, No Child Left BehindAct of 2001, Public Law 107-110, and

Georgia's ESEA Flexibility Waiver approved Feb. 9, 2012. A written plan for Title I parental involvement that establishes programs and practices to enhance parental involvement and reflects the needs of students and families will be jointly developed by parents and school staff. The plan willbe unique to each school and will include a home/school compact. The plan will support the development, implementation, and regular evaluation of the parental involvement program.

The Superintendent or his designee shall supervise the development and annual review of the Treutlen County Public Schools Title I Parental Involvement Policy to be incorporated into the plan developed pursuant to 20
U.S.C.A. § 6312. The Title I Parental Involvement Policy shall be developed jointly with, approved by,and distributed to parents. The Title I Parental Involvement plan shall establish Treutlen County Public Schools expectations for parental involvement and shall describe how Treutlen County Public Schoolswill:

1) Involve parents in development of the plan required under 20 U.S.C.A. § 6312 and the process of school review and improvement;
2) Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3) Build the schools' and parents' capacity for strong parental involvement;
4) Coordinate and integrate parental involvement strategies under Title I with parental involvement strategies under other instructional pre-K through 12 programs;
5) Annually evaluate, with the involvement of parents, the content and effectiveness of the Title I Parental Involvement Plan in improving the academic quality of the schools, including identifying barriers to greater participation (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, limited literacy, or are of any minority background). The findings of said evaluation should assist in designing strategies for more effective parental involvement, and to revise, if necessary, the Title I Parental Involvement Plan.

Annual Notice of Nondiscrimination

As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, the Treutlen County School System does not discriminate on the basis of race, color, national origin, sex, age, or disabilityin admission to its programs, services, or activities; in access to them; in the treatment of individuals;or in any aspect of its operations and provides equal access to the Boys Scouts and other designated youth groups. Treutlen County School System's Career, Technical and Agricultural Education (CTAE) department does not discriminate in enrollment or access to any of the available programs located in middle or high schools. The challenging CTAE curriculum, in conjunction with core academics, provides a robust academic skills and hands-on experience. Program offerings include Broadcast/Video Production, Business and Computer Science, Construction, Culinary Arts, Engineering and Technology, Education, Graphic Communication and

Design, Government and PublicSafety including JROTC, Healthcare Science, Journalism and Marketing Education. Program offeringsvary by school location. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. The Treutlen County School System also does not discriminate in its hiring or employment practices.

Any student or employee who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon his or her race, color, religion, national origin, age, disability, or sex should promptly report the same to the school principal or directly to the contacts listed below.

Ms. Regina Harris
Federal Programs Director - TCBOE
5040 South Third St.
Soperton, GA 30457

Inquiries concerning the application of Title II, Title IX, Title VI, Section 504, or the Americans with disabilities Act to the policies of the Treutlen County Board of Education may be addressed to the person listed above, who can assist with processing complaints, questions, or requests for additional information.

Treutlen County School System Complaint Procedure for Title II; Title IX; and Section504

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

Complaints Procedure

Complaints made to the School District regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI; religion or sex in violation of Title VII; sex in violation of Title IX; disability in violation of Section 504 or the ADA, or on the basis of age in violationof the ADEA, will be processed in accordance with the following procedure:

Any employee, applicant for employment, or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shallbe responsible for notifying the appropriate coordinator of the complaint.

If the alleged offending individual is the coordinator designated by the Board of Education, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.

The coordinator or his or her designee shall have fifteen workdays to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review

the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the Superintendent or his or her designee.

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

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

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

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

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

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

Rights, the Equal Employment Opportunity Commission or any other appropriate state or federal agency with regard to any allegations that the system has violated the statutes described above.

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

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

The School District does not discriminate on the basis of race, color, national origin, religion, age, disability, or sex in its employment practices. It is the policy of the Board of Education to comply fullywith the requirements of Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973, theAmericans with Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA) and all accompanying regulations.

The following person has been designated as the employee responsible for coordinating the Board's efforts to implement this non- discrimination policy.

Ms. Regina Harris
Federal Programs Director - TCBOE
5040 South Third St.
Soperton, GA 30457

Title II of the Americans with Disabilities Act of 1990 ("Title II"); Title IX of the Education Amendmentsof 1972 ("Title IX"); or Section 504 of the Rehabilitation Act of 1973 ("Section 504") formal complaintsmay be filed with the United States Department of Education.

Office for Civil Rights (OCR) 400 Maryland Avenue, SW Washington, DC20202-1100
Customer Service Hotline 800.421.3481 Fax: 202-453-6012
TDD: 877.521.2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

Office for Civil Rights, Region IV
61 Forsyth Street S.W., Suite 19T10 Atlanta, GA 30303-8927Telephone: 404-974-9406
Fax: 404-974-9471
Email: OCR.Atlanta@ed.gov

Family Educational Rights and Privacy Act (FERPA)

Parents have certain rights with respect to student educational records pursuant to the Family Educational Rights and Privacy Act (FERPA). These rights transfer to the student when the student becomes an "Eligible Student" upon reaching the age of 18 or attending a school beyond the high school level. The rights of Parents and/or Eligible Students are summarized as follows:

- The right to inspect and review student educational records maintained by the school. A Parent or Eligible Student seeking to inspect and review educational records should submit a written request to the Principal of the school in which the student is enrolled or last attended.
- Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal or appropriate school official, clearly identify the part of the record they would like changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request.
- The right to notice of what information the school has designated as directory information and a reasonable time after such notice to inform the school that the designated information should not be released without prior consent. See the following section for information on the release of directory information.
- The right to consent to the disclosure of personally identifiable information contained in student educational records (other than directory information), except to the extent FERPA authorizes disclosure without consent. Disclosures for which the consent of the Parent or Eligible Student is not required include the following:
  a) to school officials with a legitimate educational interest. A school official is any school employeeor any contractor, consultant, volunteer, or other person who performs school system services or functions that would otherwise be completed by school employees. A legitimate educationalinterest is a need that arises out of a school official's role in providing educational services, including instruction, evaluation, therapy, etc., to a student, or out of the performance of administrative, supervisory, clerical, or other responsibilities prescribed by the school system;
  b) to other school systems in which the student seeks or intends to enroll as long as the disclosure is for purposes related to the student's enrollment or transfer;
  c) to specified officials for audit or evaluation purposes;
  d) in connection with the student's application for financial aid;
  e) to state and local officials pursuant to State law;
  f) to organizations conducting studies on behalf of the school;
  g) to accrediting organizations;
  h) to parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
  i) to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other persons; and
  j) in compliance with judicial order or pursuant to any lawfully issued subpoena when theeducational agency makes reasonable effort to notify the Parent or Eligible Student in advance of the compliance. In limited circumstances, an order or subpoena may require the District to disclose information without notifying the Parent or Eligible Student.

k) A Parent or Eligible Student who believes his or her rights under FERPA may have been violated may file a complaint by writing to the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA occurred.

Complaints should be sent to:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, D.C. 20202-5920

Harassment Statement

It is the policy of the Treutlen County Board of Education not to discriminate on the basis of gender, age, race, ethnicity, color, disability, religious belief, or national origin in educational programs and activities, nor in admissions to facilities operated by the Treutlen County Board of Education, or in the employment practices of the school system. It is the express policy of the Treutlen County School Board to comply with all laws and regulations relating to discrimination now in effect or hereafter enacted.

The Treutlen County Board of Education does not and will not tolerate harassment of our students or employees. The term "harassment" includes, but is not limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's race, ethnicity, color, gender, religious belief, nationality, citizenship, age, or disability. "Harassment" also includes sexual advances, requests for sexual favors, unwelcome or offensive touching, and other verbal, graphic, or physical conduct of a sexual nature.

Violations of this policy will subject an employee to disciplinary action up to and including immediate employment termination. Students violating this policy may be disciplined up to and including expulsion from school.

Student Complaints and Grievances

The Treutlen County Board of Education is committed to providing an environment free of sexual harassment and all forms of harassment and discrimination on the basis of race, color, religion, gender, age, nationality, or disability. If a student believes he or she is being mistreated on account of race, color, religion, gender, nationality, or disability, the student may utilize the following three-step procedure.

Step I:

If a student has a complaint of discrimination or unfair treatment, they should report their concern to the principal, the local school's Title IX coordinator, teachers, counselors, or other school administrators. If a student is not satisfied with the complaint's resolution, the student or their parent may request a meeting with the principal, following which, the principal will inform the parent in writing of their decision regarding the complaint.

Step II:

If, after meeting with the school principal, the student is not satisfied with the principal's decision, a written appeal may be submitted to the Grievance Coordinator, Ms. Regina Harris, within 10 working days of the receipt of the principal's decision.

The appeal must cite specific reasons for reconsideration of the complaint, stating precisely the sourceof dissatisfaction, and be limited to the matter under review.

Step III:

For assistance with the student complaint or grievance process, you may contact the district office for Treutlen County Schools.

Retaliation on account of filing a complaint at any level is strictly prohibited.

Parents and Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment affords Parents and Eligible Students rights and protections regarding instructional materials used in educational programs, surveys administered to students, and the conduct of certain physical examinations. The rights and protections established by the PPRA include:

- **Instructional Materials.** The Parent or Eligible Student has the right to inspect any instructional material used as part of the educational curriculum for the student; and Surveys**.** The Parent or Eligible Student has the right to inspect any survey created by a third party, prior to the administration or distribution of the survey and the right to opt the student out of participation in any such survey. In addition, before a student may be required to submit to a survey revealing "Protected Information," the written consent of the Parent or the consent of the Eligible Studentis required. Finally, a minor student may not volunteer to submit to a survey revealing "Protected Information" without providing the Parent of the student with prior written notice of the administration of the survey and an opportunity to opt out of the survey. "Protected Information" falls into in the following categories:

  1) Political affiliations or beliefs of the student or student's parent;
  2) Mental and psychological problems of the student or the student's family;
  3) Sexual behaviors and attitudes;
  4) Any self-incriminating 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 with lawyers,physicians, and ministers;
  7) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
  8) Religious practices, affiliations, or beliefs of the student or parents.

Physical Examinations. Parents have the right to notice of any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. Exceptions include hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law.

The Treutlen County Board of Education has developed and adopted policies regarding these rights, as well as arrangements to protect students' privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution procedures.

The Treutlen County Board of Education will notify parents and eligible students of these policies at least annually and after any substantive changes. Individual schools will directly notify parents and students, at least annually, at the start of each school year of the specific or approximate dates of the

collection, disclosure, or use of personal information for marketing, sales or other distribution and the opportunity to opt out of said services.

Family Policy Compliance Office
U. S. Department Education 100 Maryland Avenue, SW Washington, D.C. 20202-4605

Release of Directory Information

FERPA permits the District to disclose information designated as Directory Information without the consent of the Parent or Eligible Student. Directory Information is data which is generally not considered harmful or an invasion of privacy when distributed.

Among the purposes that the Directory Information exception facilitates is the release of student information in athletic and extracurricular programs, yearbooks, honor roll and other recognition lists, graduation programs, media releases, etc.

Treutlen County Public Schools has designated the following information as "Directory Information": name, address, telephone number, date of birth, electronic mail (e-mail) address, photograph, audio recordings, video recordings, grade level, years of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, and honors and awards received. Unless the Parent or Eligible Student decides to opt out of Directory Information disclosure, the items as indicated above may be distributed to appropriate legitimate agencies identified by the District, including, but not limited to, PTA, colleges, and military recruiters. You have the right to refuse this disclosure. In order to opt, you must notify your student's principal in writing within 10 days of receipt of this handbook.

The written notice must include:

1. the name of the student;
2. FERPA; and signed and
3. a statement that the parent/guardian or eligible student is opting out of the disclosure of Directory Information under dated by the parent, guardian, or eligible student. *

**Please note that your written notice will be effective for the current year only and must be renewed on an annual basis should you wish to continue to opt out of the release of directory information.*

Section 504 of the Rehabilitation Act of 1973

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education. Section 504 provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance"

To be protected under Section 504, a student must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such an impairment; or (3) be regarded as having such an impairment. Section 504 requires that school districts provide a free appropriate public education (FAPE) to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities.

CHILD FIND RESPONSIBILITY: Under Child Find for Section 504, a school district is obligated to identify students who are disabled and may need related services or accommodations because of their disability. Section 504 eligibility and the need for an accommodation plan are separate determinations. OCR (Office of Civil Rights) has indicated that a student does not have to demonstrate a need for related services or accommodations in order to be Section 504 eligible. Even if a student does not need a 504 Accommodation Plan, he/she can be determined eligible and receive procedural safeguards, periodic reevaluation, manifestation determination and the nondiscrimination protections of Section 504. Should the need for 504 Accommodation Plan develop, the team would reconvene and develop an appropriate plan.

EVALUATION AND ELIGIBILITY DETERMINATION: An evaluation under Section 504 is not necessarily a comprehensive evaluation as required under Individuals with Disabilities Education Act (IDEA).
Section 504 evaluations draw upon a variety of sources and may include cumulative record and work sample review; observational data; interviews with student, parent and/or school personnel; and/or administration of formal assessment measures. A physician's medical diagnosis alone is insufficient to suffice as an evaluation. Although a medical diagnosis is one source of data to consider, it is neither required nor sufficient for establishing eligibility under Section 504. The Section 504 team may request medical documentation to assist in determining eligibility. The 504 team should alwaysinclude persons knowledgeable about the student, interpretation of evaluation data, and the placement options available.

SECTION 504 ACCOMMODATION PLAN (504 PLAN): A student who is eligible for Section 504 and requires related services or accommodations in order for his/her educational needs to be met as adequately as those of nondisabled peers will have a Section 504 Accommodation Plan developed.The goal of the plan is to provide reasonable accommodations that ensure a student with a disability has the opportunity to participate and access the general education curriculum and extracurricular activities to the same extent as a nondisabled peer. This does not guarantee equal outcome, but provides equal opportunity, so that if appropriate effort is applied, a student will benefit the same as nondisabled peers. The 504 Plan will be developed by the Section 504 team and will be based upon the individual student's educational needs and least restrictive environment. For a diabetic student, whose endocrine system does not function properly and is atrisk of serious health problems, and even death, if not properly treated, the 504 Plan may include,but is not limited to: monitoring of blood glucose levels, permission to carry and use blood glucose monitoring supplies, snacks, water, and insulin as per the student's Diabetes Medical Management Plan (DMMP), and frequent restroom breaks

STUDENTS WITH DIABETES: Students with school- developed health plans may need to be referredfor 504 evaluations. It is the responsibility of the school nurse or another TCS staff member to initiatethe Section 504 referral; it is not the responsibility of the parent to do so, although they may also initiate the referral. After a 504 evaluation and eligibility determination, a 504 Accommodation Plan may be written to reflect needed accommodations, including those indicated in the student's Diabetes Medical Management Plan (DMMP). It is important to note that a diabetic student need not exhibit limitations in learning in order to be referred for a Section 504 evaluation.

TRAINING TO ADDRESS MEDICAL NEEDS:

Treutlen County Schools will provide training by qualified medical personnel to staff who educate, serve, supervise, or transport students. Training for staff (includes, but is not limited to, administrators, school nurses, teachers, paraprofessionals, bus drivers, cafeteria staff, substitute teachers, substitute paraprofessionals, substitute bus drivers, and staff supervising students on fieldtrips or other off-campus locations), will address the needs of students with medical conditions requiring school-developed health plans and/or Section 504 Accommodation Plans. Detailed information will be provided with regard to addressing the needs of students with diabetes, including diabetic and emergency care and a review of a protocol reflecting required written notification by the school nurse to the parent/guardian one week in advance of a student needing medical and other related supplies. If supplies are not received within three calendar days, then the school nurse will follow- up with a phone call or email (parent-provided email address). All notifications must be documented by the school nurse.

If a parent, guardian, or adult student has a question about their rights under Section 504, they may contact the district's designated Section 504 representative at 912-529-7101.

Sexual Misconduct

"20-2-751.7(a) The Professional Standards Commission shall establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state mandated process and shall include the mandated process in the student handbooks and in employee handbooks or policies."

a) Any student (*or parent or friend of a student)* who has been the victim of an act of sexual abuse of sexual misconduct by a teacher, administrator or other school system employee is urged to make a verbal report of the act to their teacher, counselor, or an administrator at their school.

b) Any teacher, counselor, or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make a verbal report of the incident immediately to the school principal or principal's designee and shall submit a written report of the incident to the school principal or principal's designee, within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the verbal and written reports should be made to the superintendent or the superintendent's designee.*

c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make a verbal report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe that a child has been abused. The report should be made by telephone and followed by a written report, if requested, to a child welfare agency providing protective

services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of sexual misconduct against a student by a teacher, administrator or other employee notcovered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the alleged sexual misconduct indicates a reasonable cause to believe that the report is valid, the school principal or principal's designee shall make an immediate written report to the superintendent.

"Sexual Abuse" means a person's employing, using, persuading, inducing, enticing or coercing any minor who is not that person's spouse to engage in any sexual act as defined in O.C.G.A. 19- 7-5.

"Sexual Misconduct" includes behavior by an educator that is directed at a student and intended to sexually arouse the educator or the child. Sexual misconduct by an educator may include, but is not limited to, the following behavior:

1) Making sexual comments, jokes or gestures;
2) Showing or displaying sexual pictures, photographs, illustrations, or messages;
3) Writing sexual messages/graffiti on notes or the Internet;
4) Spreading sexual rumors;
5) Unnecessarily supervising students as they dress, shower or use restroom areas at school;
6) Flashing or "mooning" students;
7) Touching, excessively hugging or grabbing students in a sexual manner;
8) Forcing a student to make a sign of physical affection or any movement sexual in nature;
9) Talking or asking about a student's developing body, sexuality, dating habits, etc.;
10) Talking repeatedly about sexual activities or sexual fantasies;
11) Making fun of the student's physical attributes; or
12) Calling the students by a sexual name.

Miscellaneous District Information

Alternative Education

Treutlen County Schools offers an alternative education program that exists to meet the needs of students who cannot be addressed in a traditional classroom setting, but through the assignment of students to an alternative setting that are designed to remediate academic performance, improve behavior, or provide an enhanced learning experience.

Electronic Media for Students

Treutlen County School System recognizes that the use of technology is prevalent in society. However, they also can become a major distraction to the learning environment and are vulnerable to theft.

TCS Cellphone Guidelines

Students shall not have cell phones turned on during school hours unless by a doctor's request. These students shall have a written plan including the doctor's written verification for cell phone use which has been approved by the school administrator and which is on file in the school office. In addition, students are not to be communicating on any non-authorized device such as a smart watch during instructional time unless for specific instructional purposes designated by staff.

1st Offense-Students will have their cell phone taken and locked up in the office until a parent can come to school to retrieve it.

2nd Offense-Students will no longer be allowed to bring a cell phone to school until a parent conference with the administration is held.

Subsequent Offense(s) - (defiance) - Additional parent contact and more severe disciplinary action - including but not limited to suspension. ***Treutlen County Schools is not responsible for lost, damaged or stolen phones and/or any other electronic devices.***

Google Guidelines

The Treutlen County School District is a member institute of the Google Apps for Education program.With this initiative, all elementary through high school Treutlen County students are enrolled in thisprogram which provides students and teachers with access to online tools such as digital storage, word processing, and a collaborative email system for classes. The overall goal of this program is to provide a digital educational resource that appropriately serves the students throughout their tenurein the Treutlen County School System.

Money Procedures

Please do not bring large amounts of money to school. All valuable articles should be in possession ofthe owner at all times. The school cannot accept responsibility for stolen or lost money or other articles.

Student Deliveries

No deliveries of flowers, balloons, or other such items can be accepted at school because of safety concerns and because of resulting disruptions to instruction.

VALENTINE'S DAY EXCEPTION

Valentine deliveries will be accepted on the date and time designated by school administration.

Photography/Digital Media

Unless the parent/guardian requests otherwise, pictures and/or recordings of students may be takenby the news media, individual schools, partnering colleges and universities or the school system during the school day or at school events. Such pictures and/or recordings of students may appear on school and school system website, on Treutlen County School's social media pages/site or in otherpublic places.

If the parent/guardian wishes to prohibit the taking of any picture and/or audiovisual recording of their child by the news media, the school, or the school system, notification must be filed, in writing, within 30 days of the beginning of the school year or the date of enrollment. Pictures and/or recordings that identify students as receiving specialized instruction or services provided through an Individualized Education Program will not be publicly displayed. Regardless of parentalconsent or notification, the school system has the right to record students with video cameras forsafety, instructional purposes, and at extracurricular activities.

Posters, Invitations, and Announcements

1) All posters/announcements to be displayed must first be approved by the administration. An indication of that approval must be displayed on the poster/announcement.
2) The individual posting the posters/ announcements is responsible for removing them.

School Nutrition Program Information

As a partner in education, the Treutlen County's School Nutrition Program contributes to a successful academic experience and encourages a lifetime of healthy eating by providing each student with the affordable opportunity to consume meals that are nutritious, appealing, and served by caring professionals in a pleasant environment. Treutlen County is a participant in the USDA's CEP grant, which entitles every student to one free reimbursable breakfast and lunch.

Prices:

Adult breakfast $1.75
Second student breakfast $1.75
Adult lunch $4.00
Second student lunch.....$4.00
Extra entrée.....$1.50
Tea or lemonade $1.25
Juice or water..... $1.00
Side item.....$1.00

Students may not charge anything. Money can be deposited on a student's account. There will be a $35.00 Return check Fee that must be paid in cash.

All student food allergies will be recognized, and accommodations will be made with proper documentation signed by a physician.

If a parent or student needs any information about school nutrition, he or she may contact the Director of School Nutrition, Alecia "Red" Barrett at (912) 529-7109.

Schools are not responsible for lost or stolen cash.

Food from outside restaurants, caterers, and other vendors cannot be brought to students.

Student Solicitations and Fundraising

The principal, superintendent, and the Board of Education must approve any fundraising project prior to its commencement. Individual student, staff, parent fundraising is not permitted.

School facilities are intended for use for programs for students, for staff, and for the community. Guidelines for community use of school facilities and forms for handling requests are available in school offices.

Transportation

Bus drivers are not permitted to wait for students who are tardy. Students are to be at the bus stop on time each day. Students must be at the bus stop five minutes before the bus is due to arrive.

Any parent, guardian, or person other than a student at the public school in question who has been advised that minor children are present and who continues to, insult, or abuse any public school teacher, public school administrator, or public school bus driver in the presence and hearing of a pupil while on the premises of any public school or public school bus may be orderedby any of the above designated school personnel to leave the school premises or school

bus, andupon failure to do so, such person shall be guilty of a misdemeanor and, upon conviction thereof,shall be punished by a fine not to exceed $500 (O.C.G.A.20-2-1182

In order to transport items on a bus, students must be able to hold the item in his/her lap. Flowers, balloons, and other such items cannot be transported on the bus because of safety concerns. Parents must make provisions for transporting them.

Students are to ride only their assigned bus home or to their daycare provider. In emergency cases, the school will issue the student a bus pass for the student to present to the bus driver. Please provide information required on the bus pass for the administration.

Students should learn the proper school bus evacuation procedures. There are three basic types of evacuations. Evacuation instructions will be given, and drills will be held as follows:

Type A: Evacuations through the entrance door. Students should file out in order, beginning with the seat nearest to the entrance door and ending with the seat farthest from the door.

Type B: Evacuations through the rear emergency door. Students should file out in order, beginning with the seat nearest the rear door.

Type C: Evacuations through both doors. Students should file out of the door nearest to them in order, beginning with the seats nearest the doors and ending with the seats farthest from the doors.

TCS CHANGE OF TRANSPORTATION

It is our FIRST obligation to ensure the safety and well-being of all students. **All transportation requests must be verified and approved by an administrator. All changes to a student's afternoon travel must be received and approved by 2:30pm on the date of the change.**

PLEASE make plans ahead of time and come to the school in advance to make these arrangements. We will be happy to honor your request for a change in transportation as long as you (the parent/legal guardian) make the request in advance and comply with the approval process. It is not our intent to inconvenience anyone but rather to ensure that your children arrive home safely each & every day.We greatly appreciate your help in this procedure.

Visitors and on School Property

1) Parents and other visitors shall register with the office secretary upon arriving on campus. Interruptions to school/class are **not permitted**.
2) Food from outside restaurants cannot be brought to school for use during breakfast or lunch time.
3) The school shall not issue visitor permits except to those persons on school related business as sanctioned by the administration. Students are not permitted to bring visitors with them to school.
4) The principal or other faculty member shall direct any unauthorized visitor to leave the school property. Upon refusing to leave, or upon returning a second time, the school shall file appropriate charges with the local law enforcement agency. Disruption of school operations is a misdemeanor.
5) Parents (except as invited by the administration) and other nonstudents cannot ride buses. Appropriate charges may be filed upon a person's refusal to leave the bus.

6) Violations of safety, security, or health procedures will result in forfeiture of visitation privileges.

Volunteers

All volunteers and chaperones who wish to provide non-paid services as it pertains to the care, safety and wellbeing of ***Treutlen County Schools System*** students, must have a national and state background check conducted **prior** to commencing of volunteer services to the school system.

Pursuant to ***Georgia Law, O.C.G.A 35-3-34.2,*** volunteers who may have unsupervised access to children, will submit to a fingerprint screening which includes a query through the Federal Bureau of Investigation (FBI) and the Georgia Bureau of Investigation (GBI) of their criminal history. The criminal history check isto "determine suitability (and fitness) of a potential child care provider," who may be responsible for the safety and wellbeing of children. ***(National Child Protection Act section 3(a) (1)*** Disqualifying criminal history information for volunteer services may include, but are not **limited to**, any convictions of child abuse crimes, exploitation, physical or mental abuse, negligent treatment or maltreatment of a child by any person. According to the National Child Protection Act (NCPA), an identifiable child abuse crime case may be "identified by the authorized criminal justice agency of the State as involving a child abuse crime by reference to the statutory citation of descriptive label of the crime."

The Treutlen County Sheriff's Department is the authorized agency for the Treutlen County Schools System to conduct all criminal history checks for employees, volunteers and chaperones within the system. The Treutlen County Sheriff's Department will make every reasonable effort to conduct background checks in a timely fashion. The fee for each background check is **$45.00 (cash, check or money order).** The fees associated with the applicant's background check is submitted to the Treutlen County Schools System, which in turn is forwarded to the Federal Bureau of Investigation (FBI) and the Georgia Bureau of Investigation.

Progress Reports and Report Cards:

Progress Reports will be sent home every 4 ½ weeks and should be signed by the parent or guardian and returned to the subject area teacher or homeroom teacher the day after the reports are issued. Report cards will be issued at the end of each nine weeks.

Honor Roll:

A student must have an overall average of 90 or better.

Semester Exams

Only students who are absent with approved excuses will be allowed to make up the semester exams. Excuses will be approved for the following:

1. Personal illness of student (doctor's certificate required).
2. Hospitalization or death of immediate family (note from parents required). Immediate family shallbe interpreted to mean father, mother, brother, sister, child, husband or wife, grandmother, grandfather, or a relative living in the residence of the student.
3. Participants in school sponsored activity under supervision of school personnel.
4. Extenuating circumstances requiring prior approval of the principal.
5. Students who are absent for other reasons will receive a zero for the test and will not be given the opportunity of taking the test. Students will not be allowed to leave the classroom until the end of the testing period to go to other areas of the school or to leave campus. This is disrupting to students

whohave not finished their exams and will not be allowed. Student who are absent from a class less than two days for each semester will be allowed to exempt the semester examination for that course.

ATHLETES:

All athletes must abide by the Viking Student Athletics Handbook, as well as local and state guidelines.

HOMECOMING KING AND QUEEN SELECTION:

Grades 9-12 will select boys and girls from their respective grades to serve as attendants to form the Homecoming Court. **Twelfth grade** will elect 4 boys and 4 girls; **Eleventh grade** will elect 2 boys and 2 girls; **Tenth grade** will elect 2 boys and 2 girls;**Ninth grade** will elect 2 boys and 2 girls. All participants will be selected based on popular vote.

SPECIAL EVENTS:

Special events (field day, school programs, other) participation will be contingent upon good student behavior and passing grades. Administrators may restrict student participation based on each student's discipline record, behavior, or passing grades.

STUDENT PARKING:

Student parking is limited to high school students only. Parking privileges may be restricted by administrators based on student behavior and attendance.

CELLULAR PHONES AND OTHER ELECTRONICS:

The Treutlen County School System prohibits the use of electronic devices, including cellular phones, during the school hours of 7:15 AM until 3:15 PM. Cell phones and other electronic devices must be turned off, and not in use during the specified school hours.

The discipline procedure for having cell phones and other electronic devices for Pre-Kindergarten through grade 12 students visible or in use during the school hours are as follows:
All electronic devices, including cell phones/game system, and communication devices, will be confiscated if in use during the school hours.

- For the first offense, cell phones or other electronic devices will be confiscated and will be available ONLY to the parent/guardian the next scheduled school day. A meeting will be held with the parent/guardian and school administrators when the device is returned to the parent/guardian.
- All subsequent offenses will result in the same actions as the first with the additional disciplinaryaction added at the Principal's discretion. Examples may include Saturday School.
- Refusal to relinquish a cell phone when requested by a teacher or administrator will be considered disrespect/insubordination and will be punished.
  Students are not permitted to use or bring into the testing environment any electronic device that could allow students to access information (e.g. cell phone, electronic recording or playback device, smart watches, etc.) when testing.

All students shall be prohibited from using any electronic devices during the operation of a school bus, including, but not limited to, cellular phones, game systems, or any other electronic device that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus.

Treutlen County Schools/District will not be responsible for investigating or replacing/reimbursing lost or stolen electronic devices.

Student Acceptable Use Policy

Internet access is available in the Treutlen County School System. We are very pleased to bring this access to our schools and believe the Internet offers vast, diverse and unique resources to our students and staff. Our goal in providing this service is to promote educational excellence in the curriculum by facilitating communications for resource sharing and innovation. On a global network it is impossible to control all materials and an industrious user may discover controversial information. In an effort to provide a safe environment for our users, a monitoring system has been deployed within the Treutlen County Wide Area Network. It is the position of the Treutlen County School System (TCSS) that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of this system.

Internet Guidelines

The Treutlen County School System guidelines are provided so that users are aware of the responsibilities they are about to accept. If a TCSS user violates any of the following provisions, his or her access may be terminated. Disciplinary actions may be taken which could result in appropriate legal action being initiated.

Student Due Process

If a Treutlen County School System student violates any of the following provisions, his or her access may be terminated. Disciplinary actions may be taken which could result in suspension or appropriate legal action being initiated. The site administrator or designee will investigate allegations of student violations of Internet Acceptable Use Policy/Procedures. The student will be notified and provided an opportunity to respond to the allegations. Activities on the Internet that are in violation of the Treutlen County School System Code of Conduct will be handled in accordance with that code. The student's parent(s) and appropriate legal authorities will be contacted if there is any suspicion of illegal activity.
Internet

The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of this privilege. Every TCSS user must participate in an orientation session concerning the appropriate educational use of the Internet and sign a User Internet Agreement Form at least annually.
(Employees/Parents – User Agreement Form; Students – Code of Conduct signature page)
Usage Guidelines:
A. Internet
1. Do not reveal personal information or that of others, such as home address or home phone number unless utilizing an approved application deemed appropriate by the superintendent or his/her designee.
2. Do not search for or access inappropriate sites.
3. Do not view or transmit any racist, sexist, pornographic, obscene, or threatening material.
4. Do not make solicitations or purchases of a personal nature.
5. Do not conduct unethical or illegal activities of any kind.
6. Do not conduct commercial, for-profit activities.
Downloading of any copyrighted material requires permission from the owner of the materials and should adhere to Federal Copyright Laws - http://www.copyright.gov/

B. Social Media Procedures
The district recognizes the use of online social media networks as a communications and e-learning tool. As a result, the district provides password-protected, innovative social tools for e-learning and collaboration purposes. However, public social media networks may not be used for classroom instruction
without prior consent of the superintendent or designee. The district may use publicly available social media for fulfilling its responsibility for effectively communicating in a timely manner with the general public, through designated employees at the direction of the superintendent or designee.

Procedures for TCSS Technology Issued to Students
A. School district technological resources are provided for school-related purposes. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning. Use of school district technological resources for political purposes or for commercial gain or profit is prohibited. Student personal use of school district technological resources for amusement or entertainment is also prohibited.

B. School district technological resources are installed and maintained by members of the Technology Department. Students and employees shall not attempt to perform any installation or maintenance without the permission of the Technology Department.

C. Under no circumstance may software purchased by the school district be copied for personal use.

D. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as cheating, as stated in the Student Code of Conduct.

E. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors. All users must comply with Board Policy on Bullying, when using school district technology.

Warranties
The Treutlen County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Treutlen County School System will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by network failure or your own errors or omissions.

Supervision and Monitoring
It shall be the responsibility of all members of the TCSS staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator, Media Specialist or designated representatives.

CIPA BACKGROUND
Full text of the Children's Internet Protection Act
http://www.fcc.gov/ccb/universal_service/chipact.doc

FCC regulations implementing CIPA; FCC 01-120
http://www.fcc.gov/Bureaus/Common_Carrier/Orders/2001/fcc01120.doc

SLD's FAQ on E-rate certification procedures and timing
http://www.sl.universalservice.org/reference/CIPAfaq.asp

Internet Filtering
The Treutlen County School System is presently using an advanced filtering solution to choose, access and manage the type and level of online information that is most appropriate and relevant to the system's educational needs and goals, as well as reduce legal liability. The filtering software in place uses a sophisticated research process involving human review to continuously comb, analyze, and catalog each Internet site. This provides the most powerful, flexible tool available for assisting in the enforcement of the acceptable use policies (AUP) for the Treutlen County School System. It is prohibited to use personally owned equipment such as, but not limited to, smart cards, wireless cards, etc, to bypass the filtered Internet that TCSS has put in place. Software and websites that are used to bypass the filter such as anonymizers and proxies are prohibited. The Treutlen County Board of Education is not responsible for the content accessed by users who connect to the Internet on school-owned devices via their personal or public Internet access points.

Vandalism
Vandalism will result in immediate cancellation of privileges and possible disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy. The use of TCSS technology equipment should not be used for unauthorized access to other networks.

User Information
All TCSS users must complete and return a new Internet Procedures Agreement form at least annually. This is known as the Students – Code of Conduct Signature Form, which is found in the student’s handbook.

Acceptance

All terms and conditions as stated in this document are applicable to the Treutlen County School System. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understanding of the parties. These terms and conditions shall apply to the laws of the State of Georgia and the United States of America.

Student Electronic Communication Guidelines

Students being assigned an email and/or a network account by the Treutlen County Schools Technology Department must follow certain guidelines. This will be a privilege available only to students whose teacher deems it necessary to have these accounts for instructional purposes.

Guidelines

1. Students will use their email account and network login for course-related activities only.
2. Students will NOT share their email or network password with anyone.
3. Students will NOT use the email account to conduct commercial or for-profit business activities.
4. Students will NOT view or transmit any racist, sexist, pornographic, obscene, or threatening material.
5. Students will NOT download any materials that are not related to course work.
6. Email correspondence will be monitored by the onsite advisor for the online course.
7. Students will not upload viruses to or destroy data on the Treutlen County School System network. This is considered vandalism and will result in immediate cancellation of privileges and possible disciplinary action.

Cameras or other Recording Devices

1. Video or still recording devices are not permitted to be used in the school, without teacher approval. This includes those devices found on a cellphone.