



# **Long Cane Elementary**

***Where YOU Matter!***

**2023-2024**

***Parent-Student Handbook and Calendar***

***Christy Keeth***

*Principal*

***Rochelle Pompey***

*Assistant Principal*

**238 Long Cane Road**

**LaGrange, GA 30240**

**706-812-7948 phone    706-812-7950 fax**

Dear Long Cane Families,

We are so excited about the 2023-2024 school year! My primary goal as your principal is to ensure that high levels of learning are taking place in each classroom. I always strive to ensure that our school is a safe environment where students feel supported and cared for. Long Cane Elementary is committed to providing all students the opportunity to succeed academically, socially, and through extracurricular activities.

A strong elementary school education begins with a strong foundation in reading and math. At Long Cane Elementary, our staff is dedicated to helping make this happen for each child. We work together through grade level meetings and professional learning communities to ensure that we are planning lessons that meet the needs of all students.

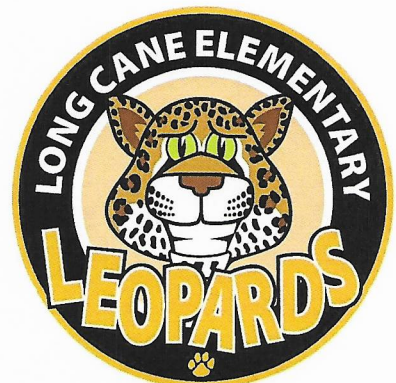
Our parent and family connection also plays an important part in every child's education. We strive to communicate with you in numerous ways and keep you updated on anything that is taking place at the school. There will be multiple opportunities for you to participate in school activities and conferences about your child and their progress.

I am so thankful for each and every one of you and look forward to building relationships with you as we work together to provide your child with the best elementary school experience possible. With your support, we can ensure that your child is successful at Long Cane Elementary School!

Sincerely,

*Christy Keeth*

Christy Keeth  
Principal





Long Cane Elementary  
Faculty and Staff  
2023-2024

**Administration**

Christy Keeth, Principal  
Rochelle Pompey, Asst. Principal

**Pre-Kindergarten**

Veronica Longshore  
Kacey Seabaugh

**Kindergarten**

Rachel Arndt  
Kristen Cadenhead  
Amy Goodson  
Lindsey Truitt

**First Grade**

Shannon Gipson  
Brittany Holle  
Jill Keener  
Mary Beth Scott

**Second Grade**

Meghan Norton  
Connie Nixon  
Hailey Montarella  
Amber Hogg

**Third Grade**

Keisha Atkinson  
Lyndsey Jenkins  
Amy Taylor  
Kristy Morris

**Fourth Grade**

Carrie Driver  
Chelsea Williamson  
Whitney Singell  
Amy Taylor

**Fifth Grade**

Jase Crenshaw  
Tricia Hammond  
Karyn Miller  
Kathey Sandiford

**EIP Teachers**

Lindsey Sabens  
Amy Starling  
Calli Shadix

**Interpreter**

Diane Mitchell

**Social Worker**

Dalentina Robertson

**Specialists**

John Curry, Music  
Molly Carson, Ex. Ed. Resource  
Stephanie Whitehead, Counselor  
Nikki DeMooney, Ex. Ed. Self-Contained  
Jessica Holstun, Media Specialist  
Laura Hicks, SLP  
Sedrianna Simpson, Art  
Becky Wynne, Interventionist  
Suzie Cook, TOSA  
Valerie Martin, Ex. Ed. Resource  
Cherise Costley, Enrichment  
Ernest Ward, Physical Education  
Brantley Crenshaw, Ex. Ed. Resource

**Teacher Assistants**

Diane Bartlett  
Suzy Beistline  
Amy Hartzog  
Sharonza Stevenson  
Jeri Smith  
Jaquelyne Stafford  
Brittany Arrington  
Amber Harrison  
Caitlyn Vaught  
Amy Linskey  
Tabitha Ray  
Jasmine Haynes  
Crystal Lyons

**Custodians**

Donald Lovelace  
Melissa Strickland  
Norma Veasley  
Gary Boddie

**Cafeteria Staff**

Shannon Poe - Manager  
Tammy Cruce  
Wynette Bryant  
Martha Zavala  
Lisa Deviva

**School Nurse**

Ivy Burton

**Family Liaison**

Amy Pressley

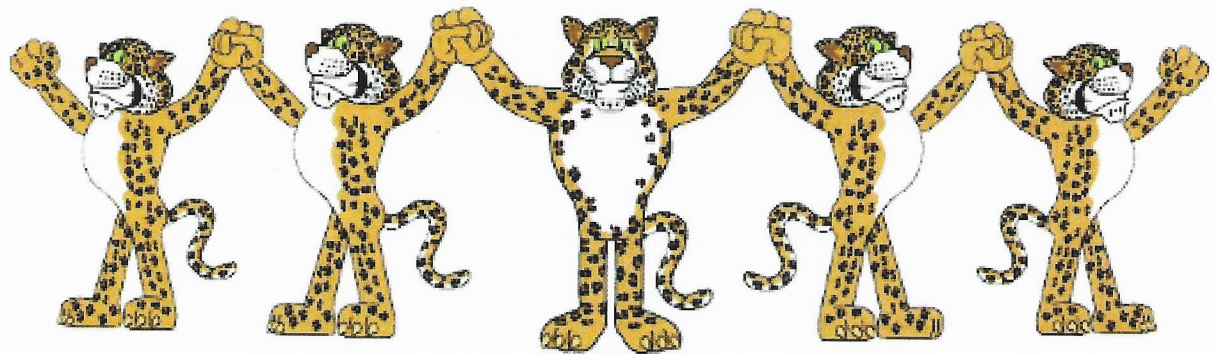
**Secretaries**

Anna Campbell  
Tracy Lau

**GNETs Classroom**

Allison Hale- Teacher  
Lindsey Kirkland

# Leopard Clubs & Activities



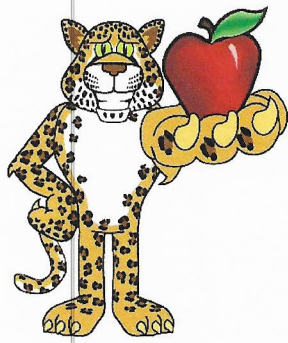
Long Cane Elementary is pleased to offer several opportunities for extracurricular student involvement.

They are:

- Animation Station (4<sup>th</sup>)
- Basketball Team (3<sup>rd</sup>-5<sup>th</sup>)
- Broadcast Team (4<sup>th</sup>/5<sup>th</sup>)
- Fastest Kid (3<sup>rd</sup>-5<sup>th</sup>)
- Garden Club (2<sup>nd</sup>/3<sup>rd</sup>)
- GreenPower Racing (4<sup>th</sup>/5<sup>th</sup>)
- Ambassadors (5<sup>th</sup>)
- Cheer (5<sup>th</sup>)
- Writing Club (5<sup>th</sup>)
- Academic Bowl Team (4<sup>th</sup>/5<sup>th</sup>)

Not all clubs are offered year-round. As sponsors prepare to begin club selection and meetings, notices will go home to the appropriate grade levels. Students can be dismissed from clubs and activities at the advisor's discretion for behavior or academic standing.





## Long Cane Elementary

238 Long Cane Road

LaGrange, GA 30240

706-812-7948 voice 706-812-7950 fax

Christy Keeth  
Principal

Rochelle Pompey  
Assistant Principal



## 2023-2024 School Calendar

August 2	Meet the Teacher 12-5:30 pm
August 4	First Day of School
August 24	Fall Pictures (yearbook)
September 4	Labor Day
September 7	Open House 5:30 - 7:00 pm
September 21	Goodies with Grandparents
October 5	Q1 Ends
October 6	Student/Staff Holiday
October 9	Student Holiday
October 16	3rd Grade Parent Conferences
October 17	4th Grade Parent Conferences
October 18	5th Grade Parent Conferences
October 23	Kindergarten Parent Conferences
October 24	1st Grade Parent Conferences
October 25	2nd Grade Parent Conferences
November 2	Fall Festival
November 20-24	Thanksgiving Holidays
December 8	PreK Conferences
December 15	Q2 Ends
Dec 18 - Jan 2	Christmas Holidays (students return Jan. 3)
January 15	No School - MLK
January 25	Class Pictures
January 25	K-2nd Grade Virtual Reading Night
February 16-19	No School - Teacher Work Day/ President's Day
February 27	GMAS Workshop and SIP night for families
March 1	Spring Pics
March 7	Q3 Ends
March 8	No School- Teacher workday
March 11-13	Kindergarten- 2nd Grade Conferences
April 1 - 5	Spring Break
April 29-May 6	GMAS Testing 3rd - 5th
May 3	Pre K Conferences
May 8	K and 5th Cap and Gown Pics
May 9	Field Day PreK - 2nd
May 10	Field Day 3rd - 5th
May 22	Last Day of School

## ***ATTENDANCE AND SCHOOL HOURS***

Georgia law requires students to attend school every day except when there is a valid reason for their absence. An absence for a valid reason will be treated as excused. The following are valid reasons for school absences:

- Illness that would endanger the health of the student or the health of others.
- Serious illness or death in the immediate family (father, mother, brother, sister, or grandparent).
- Special or recognized religious holidays observed by the faith of the family.
- Any condition making attendance dangerous to the student's health and safety.

When a child has been absent for any reason, the parent should send a note stating the reason for the absence when the child returns to school. Students should be fever-free for 24 hours, without the aid of a fever reducer, before returning to school.

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

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

An absence is also excused when:

- A student who has been referred to a juvenile court for delinquent conduct or conduct in need of supervision (CHINS) is absent from class because of the referral, as long as:
  - 1) the probation officer or court official provides a written explanation for the absence to the school district; and
  - 2) the student successfully completes all missed assignments.
- A student who has been referred to the Georgia Department of Human Services or other welfare unit on the basis of abuse or neglect is absent from class because of the referral, as long as:
  - 1) the caseworker communicates the reason for the absence to district personnel; and
  - 2) the student successfully completes all missed assignments.

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



explanations of the reason behind an absence. The administrator(s) determines if the absence is excused according to policy or decides to excuse the absence according to circumstance.

Pre-notification of an absence does not automatically excuse an absence, nor does the successful completion of make-up work either before or after the absence. After 5 handwritten parent notes in a semester, administrators or a designee may require a doctor's note. A doctor's note may also be required after three consecutive parent notes.

Daily attendance at school is critical for student success. Students are expected to attend school every day, to be on time, and to complete the school day. Students who are tardy or dismissed early miss valuable instruction and interrupt the learning environment for other students. Please be considerate of our children by keeping interruptions to a minimum.

### ***Early Dismissal***

A request to have a child excused from classes early should be sent with the child on the morning of the dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of the school hours.

By law, no school may allow anyone to sign-out a minor child without the permission of the person who enrolled the child as documented on the forms that were completed when the student registered at Long Cane Elementary (at Meet the Teacher Day). **Any change in that list of persons approved to sign-out the child must be completed in writing by the enrolling person (the person who signed the blue card at the school).**

If a parent/guardian needs to pick up their child, the parent should come to the school office to sign out the child. Picture IDs are used to confirm the identity, and will be required for the school to release the student. A member of the office staff will then call the child up for dismissal. For early dismissals, a child will not be called from his/her classroom until the parent has officially signed the child out in the office. **Students may not be checked out after 1:45 p.m. After that time, Parents will either have to go through car rider line or wait in the office until car rider is over to pick-up their students**

### ***Truancy***

Troup County School System has developed and implemented a "Truancy Protocol." Parents were given a copy of the protocol at the time of registration. A copy can be found in the online handbook in the Board Policies section, or will be provided upon request.

## ***TRANSPORTATION***

### ***Bus Transportation***

The Troup County School System operates buses for transporting students to and from Long Cane Elementary. Students transported to school are expected to behave in an appropriate, safe manner. Appropriate conduct on the bus is essential for the safety of the driver and passengers. Students

who violate the bus conduct regulations may be suspended from the privilege of bus transportation. Students may also be subject to other disciplinary consequence for inappropriate bus behavior.

Bus riders should enter through the gymnasium side entrance. Buses will leave campus by 2:25 p.m. each afternoon.

**If you need to change your child's mode of transportation, please be aware that changes must be in writing by the appropriate parent or guardian or other adult authorized by the parent or guardian. Transportation changes cannot be accepted via phone, fax or email. All transportation changes must be made before 1:45 p.m.**

### *Car Transportation*

Long Cane Elementary School will be open to receive car riders at 7:10 a.m. At this time, your child may go to his/ her classroom or go to the cafeteria for breakfast. **Children should not be dropped off unattended prior to 7:10 a.m.**

Car riders must arrive by 7:30 a.m. in order to eat breakfast in the school cafeteria. **All car riders should enter through the front doors of the school.**

The tardy bell rings at 7:40 a.m. If your child arrives after 7:40 a.m., please accompany your child to the office. The office will "check-in" your child, and give them a Tardy Slip to present to the teacher. **Students not in the building by 7:40 a.m. will be counted tardy. Parents will not be allowed to walk students to class if they are tardy since instruction already is underway.**

#### **Morning Drop-off procedures:**

- To make drop-off more efficient, we ask that parents have students ready with book bag(s), lunch box(es), or other school items before the car door is opened.
- Always remain in a single line. Students may immediately walk on the sidewalk as they exit the cars.
- If you are planning to enter the building, please remain in the single line and park in the visitor parking area in front of the gym – not in the reserved spots or next to car rider line.
- Parents choosing to park their car must walk their student to the building.
- Do not drop off your student before 7:10 a.m.

#### **Afternoon Pick-up procedures:**

- Dismissal begins at 2:10 p.m. for bus riders followed by car riders at 2:15 p.m. Buses leave campus by 2:25 p.m.
- Car riders may be picked up in the car rider line at the front entrance of the school beginning at 2:15 p.m.
- **Students who have not been picked up by 2:40 p.m. will be sent to ACE, and the daily charge of \$7 will apply.** This charge must be paid at the time the student is picked up.
- Long Cane Elementary car rider tags for the year 2023-2024 should be displayed during dismissal. Each student will be issued two tags at registration. Replacement or additional tags may be requested for a charge of \$1.00. Any vehicle not displaying the issued car tag for the 2023-2024 school year will be directed to the office so that identity can be verified.
- **For safety reasons, students will not be released to "walk-in" parents until the end of the car rider line.**
- Always remain in a single car line.
- Please do not park at another location on campus and walk to the car rider line.



### *Transportation Changes*

At the beginning of the school year, each child's method of transportation from school is established. If there is a change in the way your child will leave from school for any period of time (a day, a week, etc.), the school must receive a **WRITTEN** note from the registering party. **Please understand that without a note, the school cannot change the established method of transportation.** When school officials do not have a note from the parent, a child will not be allowed to leave school except as previously established.

**PHONE CALLS, EMAILS, AND FAXES FOR TRANSPORTATION CHANGES WILL NOT BE ACCEPTED. ALL TRANSPORTATION CHANGES MUST BE MADE IN WRITING BY A PARENT OR AUTHORIZED ADULT BEFORE 1:45 p.m.**

**When a student is riding home with a friend, we must have WRITTEN permission from the parents of both children.** For safety reasons, children will not be "pulled off" a bus if a note has not been sent. These procedures will help ensure that your child is transported from school safely.

### **After Class Enrichment (ACE)**

The ACE program is a project of the Troup County School System. The purpose of this after school program is to provide students with activities in a safe, supervised, and relaxed environment. **ACE is available through a lottery drawing. We do not have enough workers to allow all who register for ACE into the program. Students that are picked through a lottery system have to be properly registered and PRE-PAID.** The ACE fee is \$7.00 per day. Family discounts are available. Students may stay in ACE until 6:00 p.m. Fines will be imposed when students are still in ACE after 6:00 p.m. Excessive late pick-ups may result in dismissal from the ACE program. **According to Troup County School System guidelines, ACE is a "prepay" program; therefore, parents need to pay for ACE before a child may attend.** Authorities/ local agencies may be contacted in the event that a student is left at school after dismissal with no communicated plans for parent pick up with/without an existing outstanding ACE balance.

The ACE program is a privilege. We strive to promote an atmosphere conducive to safety and appropriate behavior. Parents will be notified if their child violates the rules. Students who do not exhibit appropriate behavior may be suspended or withdrawn from the program.

### **BOOK BAGS**

Rolling book bags are a safety concern at Long Cane Elementary School. Rolling book bags are often pulled or pushed too fast, causing injury to other students. Students will not be permitted to pull or push book bags down the hall. Therefore, a student **MUST** carry his/her book bag on his/her arm or on the back.

## DRESS CODE

Students are expected to wear attire appropriate for the learning environment. Long Cane Elementary will follow the Troup County Board Policy concerning Dress Code. Students dressed in a manner that interferes with or interrupts the learning environment will be asked to change. Parents may be contacted for additional clothing; however, if parents cannot be contacted, students may be asked to sit in an alternate location until appropriate clothing is obtained.

## FOOD SERVICES

Breakfast and lunch are served at Long Cane Elementary School daily. Students are not charged for breakfast. Free or reduced meals are available for those who qualify. An application must be completed. Milk is available for seventy-five cents (\$.75) for those who wish to bring their lunch or for those who wish to purchase an extra milk with their tray.

You may pre-pay for your child's meals. The money will be credited to your child's lunchroom account and debited when he/she eats lunch.

When sending meal money, please put it in a sealed envelope with the following information on the outside:

- Student First and Last Name
- Grade
- Homeroom Teacher's Name
- Amount of Money Enclosed

If you are paying with a check and not using an envelope, please include the same information on the check. Whether paying by cash or check, all money will be credited to the account. If you have more than one child in school, please send separate envelopes/checks.

State regulations require milk to be served with every purchased meal. Therefore, students who cannot drink milk should have a note from their doctor for verification. We can then substitute with a nutritional beverage.

If your child brings lunch, please think nutritionally when it is prepared. Research shows that good nutrition can benefit learning. **Students will not be permitted to bring gum or carbonated drinks into the cafeteria for lunch.**

**Parents are welcome to bring an outside lunch for their student only if they plan to stay and eat. The school will not be able to deliver outside food/drink to a student.**



### *Meal Prices for 2023-2024*

#### Breakfast Prices

Reduced	No cost
Paid	No cost
Adults	\$2.00 per day

#### Lunch Prices

Paid	\$2.95 per day	\$ 14.75 per week
Adults	\$4.50 per day	

Extra milk     \$.75 per half pint

### *Returned Checks*

A \$30.00 fee is charged for a check returned by the bank due to non-sufficient (NSF) or a closed account. If three returned checks are received from the same person over the course of the school year, you must pay with cash for the remainder of the school year.

### *Charge Procedure for Elementary Schools*

1. Payment is required when meals are served.
2. Students are allowed to charge up to \$10 for meals.
3. If the charged amount is not paid in full, students will be offered an alternate lunch consisting of a sandwich and milk.
4. A written reminder will be given to the student to take home to inform parents about charges.

**It is our hope that parents will not place their child in unpleasant circumstances because of meal charges.**

### *Family Applications for Free and Reduced Price Meals*

You may complete one application for your family. Be sure to list all students enrolled in the Troup County School System as well as all other family members in your household. Exception: A separate application must be completed for each foster child in the family. **A new application must be completed for your family each school year.**

**If you have any questions concerning your child's lunch account, please call the Cafeteria Manager, at 812-7982.**

### *PayPAMS*

PayPAMS is the simple, safe, and secure portal to pay for your child's meals. PayPAMS will ensure that your money goes directly to the student's account. With PayPAMS, parents can set up automatic payment plans, view account balances and history, and receive automatic notification on balance status.

There is no cost to register, browse the website, or check account balances. However, a service fee of \$1.95 will be charged per online transaction.

## DISCIPLINE

An official copy of the Troup County School System Elementary code of Conduct is available in the online handbook on the school's website or upon request. Students who are aggressive or repeatedly disrupt the learning environment will be referred to the office for discipline. Consequences of inappropriate behaviors may include: conferences, counseling, time-out assignment, out-of-school suspension, or other measures deemed necessary by the school administration.

## MEDICATION

All prescription and non-prescription medication should be brought to school by the parent with instructions on administering the medication. **It must be contained in the prescription bottle, properly labeled by the pharmacist** (the pharmacist will provide the parent with duplicate bottles). **Non-prescription medication may be administered if sent to the school in the original container showing that the medication is non-prescription.**

**A parent or legal guardian must complete and sign a copy of a "Medication Permission Form" that authorizes the school staff to administer medication.** This form also serves as documentation of medication administration.

## DELIVERIES

It is requested that flowers, balloons, etc. not be sent to school as they become a distraction during the school day. These types of items cannot be taken home on the bus due to student safety.

**DELIVERIES FOR YOUR STUDENT CANNOT BE ACCEPTED AT SCHOOL**

## PARTIES

Two classroom parties (Christmas and End-of-the year) are scheduled during the school year. Room Mothers will contact parents to serve as helpers. **Middle and High School students may not attend elementary parties.**

Troup County schools welcome parental involvement in organizing class parties and special events. These festive occasions often include snacks for students to enjoy. **Due to food safety concerns and special dietary needs of some students, all snacks distributed for classroom parties or special events must be pre-packaged and display ingredients.** This applies to beverages as well.

## STUDENT BIRTHDAYS

Student birthday parties during school hours are not permitted. Birthday cakes and candles are not permitted. On a student's birthday, parents may send in a special snack to be served at a time



designated by the teacher. Cupcakes are fine. **Due to food safety concerns and special dietary needs of some students, all snacks distributed for classroom parties or special events must be pre-packaged and display ingredients. Please contact your child's teacher to schedule the snack and time at least two days prior to the birthday.**

Party invitations for events outside of the school may be distributed only if all students in the class are being invited to the event. If only part of the class is invited, then invitations should be sent in the mail. For privacy reasons, the school is not able to provide any parent with phone numbers or addresses of the other students.

## **PRE-PACKAGED FOODS**

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

## **SCHOOL SUPPLIES**

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

## **STUDENT SAFETY**

As part of an overall plan to protect the health, welfare, safety and lives of students, faculty, staff and visitors to our schools, and to reinforce provisions of the Code of Student Conduct, metal detectors may be used to screen for fire arms and other weapons in order to locate and deter their use. Random searches may be conducted with minimal disruption to the educational program.

## **VISITING YOUR SCHOOL**

Parents are welcome to visit Long Cane Elementary School. Visitor parking is provided in front of the school. Long Cane Elementary will follow Troup County Board Policies concerning visitors. **All classroom observations must be scheduled in advance with administration.**

- All visitors **MUST** sign in at the front office and acquire a Visitor's Badge. **An official photo ID will be required at sign in.** Please sign out as you leave the building.
- If you are having lunch with your child, you do not have to make advanced reservations. You may pay for your meal when you get your tray.
- If you would like to help in the classroom, please let the teacher know in advance.

**Older Siblings (Middle and High School students) should not attend elementary events during regular school hours.**

## **PARENT TEACHER ORGANIZATION (P.T.O.)**

The Long Cane Elementary P.T.O. is an organization of parents and teachers formed for the purpose of enhancing the education of our children. Each parent is encouraged to be an active member of this important organization to help provide educational support for our children.

Meetings are open to all parents and opportunities are provided all year to become an official member. Please review the calendar for specific information regarding scheduled activities and meetings.

## **PARENT/TEACHER CONFERENCES**

One of the keys to an effective learning environment is open communication between school and home. Parents are urged to contact the school whenever the need arises. Teachers may be contacted by note, telephone, or e-mail. If you call during instructional times, the office will be glad to give the teacher a message to return the call. Please call (706-812-7948) in advance to schedule a conference with your child's teacher.

## **REPORT CARDS/PROGRESS REPORTS**

(PURPOSE: To communicate to parents about their child's academic performance/progress)

Report Cards for grades 3-5 are sent home at the end of each grading period. These should be signed by the child's parent or guardian and returned to school the following day. Progress Reports are sent home during the middle of each grading period. These also must be signed by the child's parent or guardian and returned the following day.

Kindergarten through second grade will receive a Standards Based report card at the end of each grading period.

## **ACCIDENTS**

In case of a minor injury at school, the student will be administered first-aid. In the event of a serious illness or accident, an effort will be made to notify the parents immediately. If the parents are not available, we will contact the emergency numbers listed on the child's registration card. Please notify the school as soon as possible of any changes in emergency phone numbers.



## **ELECTRONIC GAMES AND CELL PHONES**

Students may not bring electronic games to school. Electronic devices should only be brought on designated days and used only for instructional purposes. Troup County School System and Long Cane Elementary are not liable for any device that is lost, stolen, or damaged. Students are expected to adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use (Policies IFBG, JCDAF, and JCDAD) and Internet Safety (Policy IFBGE), which are available upon request and are included in the online Long Cane Elementary handbook on the school's website.

## **ITEMS TO SELL AND TRADE**

Students may not bring to school items to sell or to trade with other students. These activities are disruptive to the classroom and the overall learning environment. Items, including money, that are involved in selling and trading at school may be taken up from students and held in the office until a parent or guardian retrieves them.

## **TITLE I SCHOOLWIDE PROGRAM**

Long Cane Elementary is a Title I School. The Title I Schoolwide Improvement Plan was developed with input from parents, students, community members, and the faculty. A copy of this plan, including the Parental Involvement Policy, is kept in the school's office. This plan is available to parents upon request. Information about the Title I Schoolwide Program will be given at the Annual Meetings.

# Long Cane Elementary School

## Parent and Family Engagement Policy & Plan for Shared Student Success 2023- 2024 School Year

Christy Keeth, Principal  
238 Long Cane Road  
(706) 812-7948  
[www.troup.org/14/Home](http://www.troup.org/14/Home)

Plan Revised June 30, 2023

### What is Title I?

*Long Cane Elementary is identified as a Title I school as part of the Every Student Succeeds Act (ESSA). Title I is designed to support State and local school reform efforts tied to challenging state academic standards to reinforce and enhance efforts in improving teaching and learning for students. Title I programs must be based on effective means of improving student achievement and include strategies to support parent involvement.*

*Title I schools must jointly  
develop with all parents  
a written parent and  
family engagement  
policy.*

## School Plan for Shared Student Achievement

### What is it?

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

### How is it revised?

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

### Who is it for?

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

### Where is it available?

At the beginning of the year, the plan is included in the student handbook that is posted on our website. Copies of the plan will be available at our Annual Title I Parent Meeting at the beginning of the year if you want a hard copy. The plan is also housed in the Parent Resource Room, as well.



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

### *District Values*

Connection	Equity
Achievement	Resilience
Integrity	Compassion

## School-Parent Compacts

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

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

## Let's Get Together!

Long Cane Elementary School will host the following events to build the capacity for strong parent and family engagement to support a partnership among the school, parents, and the community to improve student academic achievement. Most meetings will be offered at 2 different times to accommodate our families. We may also be able to offer child care during meetings if needed. Please call the office about this service.

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

We invite you to an evening of learning and sharing about our Title I program, including our parent and family engagement policy, the schoolwide plan, the school-parent compacts, and parents' requirements. Invitations will come home in Tuesday folders, will be posted on the website, and mentioned in grade level newsletters.

### **Family Events – Various times during the year**

LCES will host fun, family events throughout the year. Please check the Parent-Student handbook for more information about these events. Information about these events will also be shared in Tuesday folders, posted on our website, and mentioned in grade level newsletters. Some of these events include Back to School bash, Open House, Goodies with Grandparents, Breakfast with Brown, Fall Festival, Field Day, and Lunch and Learns.

### **Parent Conferences– Fall and Spring**

Teachers will work with families to schedule conferences during the year. These conferences are a wonderful opportunity for families to hear about grade level standards and their child's progress with the standards. As always, we welcome parents to schedule conferences at any time during the year, as well.

### **Parent Workshops – Various times during the year**

Families are invited, at various times throughout the school year, to attend parent workshops. For example, parents will gain valuable information about testing during our Annual GMAS Workshop. We will host a minimum of 2 academic workshops during the year. Workshop topics are offered based on parents' suggestions in our annual survey. In 22-23 we will focus on lexile workshops and math workshops. We also plan on doing some quarterly parent videos on what standards will be taught each quarter.

### **School Improvement Forum – Spring**

Parents will have an opportunity to provide input by reviewing/revising the Parent and Family Engagement Policy, the School Improvement Plan/schoolwide plan, and the Title 1 Budget for the upcoming school year. Family input is very important to Long Cane Elementary.



## Parent Resource Center

*Our parent resource center is located across from the cafeteria. Come to look through the pamphlets on a variety of topics or use the computer to find other resources. Hours of operation are 7:30-2:30.*

## Parent and Family Engagement

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

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

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

(706) 812-7948 or

[www.troupp.org/14/Home](http://www.troupp.org/14/Home)

## Long Cane Leopards

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

✓ Ensure that all information related to school and parent programs, meetings, and other activities is published in grade level newsletters and in Tuesday folders. We will also be sure information is posted on the school website and social media for parents.

✓ Provide regular information for staff during faculty meetings and in staff updates on strategies to improve communication with parents and ideas to increase family engagement. Staff will also share best practices during regularly scheduled faculty meetings.

✓ Partner with Head Start and Early Reading programs by conducting joint staff meetings for parents and sending school information about parent engagement activities to help prepare parents and their child for kindergarten and improve school transition.

✓ Share information in grade level newsletters and on the website for parents to understand the school's academic standards and assessments as well as the ways parents can monitor their child's progress and work with educators.

✓ Communicate with all families and the community on a regular basis regarding school wide events and activities, through phone messages, social media, and flyers.

✓ Work with our parents to develop relevant trainings and helpful presentations to educate our staff on the importance of parent and family engagement.

✓ Provide necessary materials and handouts for parents at conferences, meetings, and activities to help parents work with their child to improve their child's achievement.

✓ Use our Partners in Education, School Council, and Parent Advisory Council (PAC) to improve awareness of the activities and events listed in the school's parent and family engagement policy.

✓ Share information about literacy and computer classes for parents to help further enhance their various educational levels.

✓ Provide translated materials and interpreters during meetings and conferences to the extent possible to help parents work with their children to improve achievement.

✓ Collect feedback from parents at all events and post a suggestion form on the school website in order to respond to parents' requests for additional support for parent and family engagement activities.



## LCES' Family Liaison

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

## Parent Advisory Council

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

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

## Parent Advisory Council

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

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

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

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

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

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

## Share Your Thoughts

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

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

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## **Visitors to School**

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

### **Student Auditing Classes**

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

### **Classroom Observations (Parents can request a Classroom Observation Form from the Office)**

These guidelines were developed to ensure that (a) the educational program will not be interrupted and (b) the normal classroom environment will be maintained when visitors are in the room.

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

### **Americans with Disabilities Act**

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



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

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

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

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

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

**Board Policy      Descriptor Code: IHE**  
**Promotion and Retention**

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

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

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

**1. DEFINITIONS**

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

**2. LOCAL PROMOTION STANDARDS FOR GRADES K-8 Kindergarten:**



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

Grades One and Two:

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

Grades Three, Four, and Five:

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

Grades Six, Seven, and Eight:

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

Grades Nine, Ten, Eleven, and Twelve:

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

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

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

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

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

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

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

Troup County Schools      Date Adopted: 7/1/2001

Last Revised: 7/20/2017



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

### **Parental Rights**

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

Whether the teacher/paraprofessional has met the Georgia Professional Standards Commission's certification requirements for the grade level and subject areas in which the teacher provides instruction;

Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;

The college major and any graduate certification or degree held by the teacher;

Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualifications, please contact Christy Keeth, principal at 706-812-7948.

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

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

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

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

### **Written Complaint Procedures**

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



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

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

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

#### **Assessment Security**

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

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

#### **Board Policy**      **Descriptor Code: IDDF** **Special Education Programs**

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

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

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

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

## **Section 504**

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

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

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

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

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

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

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

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

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

The Georgia Board of Education has two options for eligibility:

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

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

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

### **Title I School Program**

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

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

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

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



## **Student Achievement**

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

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

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

## **Annual Meetings**

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

## **Administrative Regulation Internet Acceptable Use**

**Descriptor Code: IFBG-R**

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

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

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

### **Computer Fraud and Abuse**

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

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

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

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

Student access to workstations should be monitored at all times by adults authorized by the district. Even with such steps to ensure that Internet resources are used only for purposes consistent with approved



curricula, students may be able to search for and access materials which have not been evaluated by staff. Families should be aware that some material accessible via the Internet may contain items that are inaccurate, defamatory, illegal, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be liable.

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

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

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



of the district or the schools, departments, classes, personnel contained therein, without the consent of the Superintendent or his designee.

25. Violating confidentiality laws that govern student records, health, and select personnel records and information.

26. Storing personal files, photos, data, and other content on school system equipment.

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

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

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

Date Issued: 3/1/2003 Last Revised: 8/7/2013

### **Technology Letter**

Dear Parent(s),

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

### Definition of "Technology"

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

### Internet

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

### Security and Damages

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

### Acceptable Use Policy (AUP)

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

### Teachers' Role

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

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

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

### **Troup County BYOD Guidelines**

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

Furthermore, the student must agree to the following conditions.

Please read carefully and initial every statement:

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

The student immediately complies with teachers' requests to shut down devices, close the screen, or turn



the device face down on the desk.

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

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

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

#### Internet/Email Opt Out

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

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

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

#### Student Discipline: Code of Conduct, Offenses by Classification

Policy Descriptor Code: JCDA

Student Code of Conduct

- A. **STATEMENT OF PURPOSE** - The Troup County Board of Education strongly believes that appropriate behavior and conduct of all students in the Troup County Schools is necessary to create a proper learning environment, to maintain good order and discipline, and to teach and instill in all students the attitude of being law abiding citizens. The rules, regulations, and due process procedures set forth herein are designed to guide all students in the exercise of their duty of appropriate behavior.
- B. **EFFECTIVE TIME AND LOCATION** - These rules are effective during the following times and in the following places:
1. On the school grounds during and immediately before or immediately after school hours or off school grounds while enroute to or from school.
  2. On the school grounds at any other time when the school is being used by a school group or at school related functions.

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



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

### **C. STUDENT BEHAVIOR CODE**

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

#### **OFFENSES INVOLVING THE PERSON**

- 1.01 **Simple Assault** - A student commits the offense of simple assault when he/she either: (1) Attempts to commit a violent injury to the person of another; or (2) Commits an act which places another in reasonable apprehension of immediately receiving a violent injury.
- 1.02 **Aggravated Assault** (Mandatory Hearing Offense) - A student commits the offense of aggravated assault when he/she assaults: (1) with intent to rob; or (2) with a deadly weapon or with any object, device, or instrument which, when used offensively against a person, is likely to or actually does result in serious bodily injury.
- 1.03 **Simple Battery** - A student commits the offense of simple battery when he/she either: (1) Intentionally makes physical contact of an inappropriate, insulting, or provoking nature with the person of another; or (2) Intentionally makes physical contact or causes physical harm to another unless such physical contact or harm was in defense of himself or herself.
- 1.04 **Battery** (Mandatory Hearing Offense) - A student commits the offense of battery when he/she intentionally causes substantial physical harm or visible bodily harm to another. The term "visible bodily harm" means bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or their facial or body parts, or substantial bruises to body parts.
- 1.05 **Aggravated Battery** (Mandatory Hearing Offense) - A student commits the offense of aggravated battery when he/she maliciously causes bodily harm to another by depriving him of a member of his body, by rendering a member of his body useless, or by seriously disfiguring his body or a member thereof.
- 1.06 **Hazing** (Mandatory Hearing Offense) - A student commits the offense of hazing when he/she subjects another student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity, in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.
- 1.07 **Affray** - A student who commits the offense of affray when he/she fights with one or more other persons in a public place to the disturbance of the school tranquility.
- 1.08 **Bullying** - A student commits the offense of bullying when the student commits an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is: (1) any willfully attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; (2) any intentionally display of force such as would give the victim reason to fear or expect immediate bodily harm; or (3) any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: (a) causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1; (b) has the effect of substantially interfering with a student's education; (c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational



environment; or (d) has the effect of substantially disrupting the orderly operation of the school.

**1.09 Cyberbullying - Cyberbullying is defined as:**

- A.** A student commits the offense of cyberbullying when the student uses any electronic communication, by individuals or groups to: (1) make a true threat against a student or school employee; (2) materially disrupt school operations; or (3) substantially impinge on the rights of another student such as, but not limited to: creating reasonable fear or harm to the student's person or property; creating a substantially detrimental effort on the student's physical or mental health; substantially interfering with a student's academic performance or interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school; or being so severe, persistent, or pervasive as to cause severe emotional distress.
- B.** Includes conduct that is based on, but not limited to, a student's actual or perceived race, color, national origin, gender, religion, disability, sexual orientation or gender identity, distinguishing physical or personal characteristic, socioeconomic status; or association with any person identified in Section I (2)(b)(i)-(ix).
- C.** As used herein, the term "electronic communications" means communications through any electronic device, including, but not limited to, computers, telephone, mobile phone, and pagers, and any type of communication, including, but not limited to, emails, instant messages, text messages, pictures messages, and websites.
- D. Jurisdiction for Cyberbullying:** (1) No student shall be subjected to cyberbullying by an electronic communication that bears the imprimatur of the school regardless of whether such electronic communication originated on or off the school's campus. (2) The school shall have jurisdiction to prohibit cyberbullying that originates on the school's campus if the electronic communication was made using the school's technological resources or the electronic communication was made on the school's campus using the student's own personal technological resources. (3) The school shall have jurisdiction to prohibit cyberbullying that originates off the school's campus if: (a) it was reasonably foreseeable that the electronic communication would reach the school's campus; or (b) there is a sufficient nexus between the electronic communication and the school which includes, but is not limited to, speech that is directed at a school-specific audience, or the speech was brought onto or accessed on the school campus, even if it was not the student in question who did so.

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



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

## **OFFENSES INVOLVING THEFT**

- 2.01 Theft by Taking - A student commits the offense of theft by taking when he/she unlawfully takes or, being in lawful possession thereof, unlawfully appropriates any property of another with the intention of depriving him of the property, regardless of the manner in which the property is taken or appropriated.
- 2.02 Theft of Lost or Mislaid Property - A student commits the offense of theft of lost or mislaid property when he/she comes into control of property that he knows or learns to have been lost or mislaid and appropriates the property to his own use without first taking reasonable measures to restore the property to the owner.
- 2.03 Theft by Receiving Stolen Property - A student commits the offense of theft by receiving stolen property when he/she receives, disposes of, or retains stolen property which he knows or should know was stolen unless the property is received, disposed of, or retained with intent to restore it to the owner. "Receiving" means acquiring possession or control of the property.
- 2.04 Theft by Extortion (Mandatory Hearing Offense) A student commits the offense of theft by extortion when he/she unlawfully obtains property of or from another person by threatening to:
- (1) Inflict bodily injury on anyone or commit any other criminal offense;
  - (2) Accuse anyone of a criminal offense;
  - (3) Disseminate any information tending to subject any person to hatred, contempt, or ridicule; or
  - (4) Testify or provide information or withhold testimony or information with respect to another's legal claim or defense.

## **OFFENSES INVOLVING ROBBERY**

- 2.01 Robbery (Mandatory Hearing Offense) - A student commits the offense of robbery when, with intent to commit theft, he/she takes property of another from the person or the immediate presence of another: (1) By use of force; (2) By intimidation, by the use of threat or coercion, or by placing such person in fear of immediate serious bodily injury to himself or to another; or (3) By sudden snatching.
- 2.02 Armed Robbery (Mandatory Hearing Offense) - A student commits the offense of armed robbery when, with intent to commit theft, he/she takes property of another from the person or the immediate presence of another by use of an offensive weapon, or any replica, article, or device having the appearance of such weapon.

## **OFFENSES INVOLVING WEAPONS**

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



## **OFFENSES INVOLVING DRUGS, ALCOHOL AND TOBACCO**

- i.01 Possession of Drugs or Alcohol (Mandatory Hearing Offense)** - A student shall not have, possess, handle, carry or exercise control over or transmit any controlled substance or dangerous drug prohibited by Georgia law to include but not limited to marijuana, cocaine, amphetamine, barbiturate or alcoholic beverages of any kind; nor shall a student have, possess, carry, handle or exercise control over or transmit marijuana, synthetic marijuana, or any substance represented or thought to be controlled substance, dangerous drug, or alcoholic beverage.
- i.02 Sale of Drugs or Alcohol (Mandatory Hearing Offense)** - A student shall not sell or attempt to sell or buy or attempt to buy any controlled substance or dangerous drug prohibited by Georgia law or substances represented or thought to be drugs or alcoholic beverages of any kind.
- i.03 Use of Drugs or Alcohol (Mandatory Hearing Offense)** - A student shall not use or be under the influence of any alcoholic beverage of any kind, controlled substance or dangerous drug prohibited by Georgia law or any drugs except by a prescription from a physician for a specific medical condition.
- i.04 Possession or Use of Tobacco Products** - No student shall have, handle, possess, carry or exercise control over or use tobacco products of any nature, including but not limited to cigars, cigarettes, snuff, chewing tobacco, pipe tobacco, or electronic cigarettes.
- i.05 Drug Related Objects (Mandatory Hearing Offense)** - A student shall not have, handle, possess, carry or exercise control over a drug related object. A drug related object means any machine, instrument, tool, equipment, contrivance, or device which an average person would reasonably conclude is intended to be used for one or more of the following purposes: (1) To introduce into the human body any dangerous drug or controlled substance under circumstances in violation of the laws of this state; (2) To enhance the effect on the human body of any dangerous drug or controlled substance under circumstances in violation of the laws of this state; (3) To conceal any quantity of any dangerous drug or controlled substance under circumstances in violation of the laws of this state; or (4) To test the strength, effectiveness, or purity of any dangerous drug or controlled substance under circumstances in violation of the laws of this state.

## **OFFENSES INVOLVING FALSE INFORMATION**

- i.01 False Statement** - A student to whom a request has been made by a school official to provide information regarding any school related matter commits the offense of furnishing a false statement when he/she, knowingly and willfully, makes a false statement, whether orally or in writing.
- i.02 Perjury** - A student to whom a lawful oath or affirmation has been administered commits the offense of perjury when, in a student disciplinary proceeding, he/she knowingly and willfully makes a false statement material to the issue or point in question.
- i.03 Forgery** - A student commits the offense of forgery when he/she knowingly makes, alters, or possesses any school related writing, record, or document in a fictitious name or in such manner that the writing, record or document as made or altered purports to have been made by another person, or at another time with different provisions, or by authority of one who did not give such authority.

## **OFFENSES INVOLVING SCHOOL ORDER**

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



- 7.01 False Report of a Crime - A student shall not willfully or knowingly give or cause a false report of a crime to be given to any law enforcement officer or school official.
- 7.02 False Report of a Fire (Mandatory Hearing Offense) - A student shall not transmit in any manner to a fire department, a false report of a fire, knowing at the time that there is no reasonable ground for believing that such fire exists.
- 7.03 False Public Alarm (Mandatory Hearing Offense) - A student who transmits in any manner a false alarm to the effect that a bomb or other explosive of any nature is concealed in such place that its explosion would endanger human life, knowing at the time that there is no reasonable ground for believing that such a bomb or explosive is concealed in such place, commits the offense of transmitting a false public alarm.
- 7.04 Refusal to Obey a School Official - A student shall not refuse to obey the directions, requests or orders of a school official.
- 7.05 Influencing Witnesses (Mandatory Hearing Offense) - A student shall not with intent to deter a witness from testifying freely, fully, and truthfully to any matter pending in any disciplinary or in any administrative proceeding, communicate directly or indirectly, to such witness any threat of injury or damage to the person, property or employment of any relative of the witness or who offers or delivers any benefit, reward, or consideration to such witness or to a relative of the witness.
- 7.10 Participation in Gang Activity (Mandatory Hearing Offense) - No student shall actively participate in any street gang with knowledge that its members engage in or have engaged in a pattern of gang activity and who willfully promotes, furthers, or assists in any criminal conduct or violation of school rules, or represents himself or herself as being a gang member.
- 7.11 Threat of Physical Violence to School Personnel (Mandatory Hearing Offense) - No student shall offer to commit or threaten to commit any act of physical violence against any teacher, administrator, other school personnel employee or bus driver employed by the Troup County Board of Education.

#### **OFFENSES INVOLVING DAMAGE TO PROPERTY**

- 7.01 Damage to School Property - A student commits the offense of damage to school property when he/she destroys, damages, marks or defaces school property. School property shall include, but not be limited to text books, library books, reference materials, desks, lockers, athletic equipment, school buses and school facilities.
- 7.02 Damage to Private Property - A student shall not damage, destroy, mark or deface the personal property of other students, school personnel or any person legitimately on school grounds or attending a school function.
- 7.03 Unauthorized Entry - A student commits the offense of unauthorized entry when he/she knowingly and without authority enters the locker or desk of another person or into any part of any vehicle for an unlawful purpose.

#### **OFFENSES INVOLVING ATTEMPT, SOLICITATION AND CONSPIRACY**

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



- 1.03 Solicitation - A student commits the offense of solicitation when, he/she solicits, requests, commands, importunes, or otherwise attempts to cause the other person to engage in conduct which would constitute an offense under or which would be a violation of the Troup County School District Behavior Code.
- 1.04 Conspiracy - A student commits the offense of conspiracy when he/she together with one or more persons conspires to commit any offense and any one or more of such persons does any overt act to affect the object of the conspiracy.

#### OFFENSES INVOLVING ACADEMIC ACHIEVEMENT

- 0.01 Academic Achievement - A student shall make a reasonable effort toward academic achievement and progress. Refusal or failure to make a reasonable effort toward academic achievement and progress shall constitute an offense hereunder.
- 0.02 Completion of Assignments - A student shall complete all classes and homework assignments. Continued or repeated refusal or failure to complete such class or homework assignments shall constitute an offense hereunder.
- 0.03 Disruptive Conduct - No student shall conduct himself or behave in any manner which is disruptive to the orderly educational process in a classroom or other instructional setting.
- 0.04 Cheating - A student shall not cheat on tests, examinations, projects, homework or reports by giving or receiving unauthorized assistance.
- 0.05 Unexcused Absence and Tardiness - A student shall not be unlawfully absent from school, cut or skip any class, be tardy or leave the school during the school day without permission from a school official. Students must comply with compulsory attendance as required under O.C.G.A. Section 20-2-609.1 which requires that students between the age of six and sixteen must be enrolled and attend a public school, private school, or home student program.

#### OFFENSES INVOLVING COMMUNICATION WITH OTHERS

- 1.01 Rude or Disrespectful Behavior - A student shall at all times show respect for all school officials and shall not talk back to, argue with, or in any manner, whether by tone or voice, action or use of words, be disrespectful to a school official.
- 1.02 Use of Profane or Obscene Language - No student shall use profane, vulgar or obscene words, gestures or other actions to any other student or school personnel or any person legitimately on school grounds or attending a school function.

#### OFFENSES INVOLVING MISCELLANEOUS MATTERS

- 2.01 Inappropriate Display of Affection - A student shall not engage in any inappropriate display of affection with another student to include but not limited to holding hands, kissing or embracing.
- 2.02 Criminal Conduct - A student shall not violate any of the criminal laws of the State of Georgia, not otherwise defined in this Disciplinary Code.who did not give such authority.
- 7.06 Threats and Intimidation - A student commits the offense of threats and intimidation when he/she by words, verbal or written or by physical action  
(1) threatens to commit any act of violence against another; (2) causes another to fear for his or her safety; or (3) threatens to burn or damage a school building, school facility or bus or causes the evacuation thereof.
- 7.07 Riot (Mandatory Hearing Offense) - Any two or more students commit the offense of riot when they do an unlawful act of violence or any other act in a violent and tumultuous manner.
- 7.08 Inciting to Riot (Mandatory Hearing Offense) - A student commits the offense of inciting to riot when, with intent to riot, he/she does an act or engages in conduct which urges, counsels, or advises others to riot, at a time and place and under circumstances which



produce a clear and present danger of a riot.

- 2.03 Electronic Devices** - No student shall use an electronic communication device, to include a cell phone during the regular school day except as may be provided for by the student handbook.
- 2.04 Gambling** - No student shall gamble or solicit others to gamble. Gambling shall include but not be limited to betting on any event, shooting dice, matching, or playing poker or other games of chance. No student shall solicit, offer to buy, sell, trade or arrange for the purchase of lottery tickets sold by the State of Georgia.
- 2.05 Other Conduct** - Any conduct not specifically provided for herein which operates to the prejudice of the good order and discipline of the schools of Troup County shall constitute an offense hereunder for which disciplinary action may be taken.
- 2.06 Other Policies** - Violation of any other policies of the Troup County Board of Education shall constitute an offense hereunder for which disciplinary action may be taken.
- 2.07 Disruption of Educational Climate** - A student who has been arrested, charged, or convicted of a felony, whether as a juvenile or an adult, or arrested, charged, or convicted of a violation of the Georgia Controlled Substances Act and whose continued presence at school is reasonably certain to endanger other students or school officials or to cause a substantial disruption to the educational climate may be disciplined hereunder.
- 2.08 Outside Conduct** - A student who commits any act or exhibits conduct outside of school hours or away from school which may adversely affect the educational process or endanger the health, property, safety, morals, or well-being of other students, teachers, or employees within the school system may be disciplined hereunder.
- 2.09 Chronic Misbehavior** - A student commits the offense of chronic misbehavior when he/she engages in repeated, continued or habitual acts of misconduct which acts, when considered together (a) are reflective of a defiance of school authority, (b) significantly interfere with the learning opportunities of fellow students, or (c) are indicative of an abandonment or disregard of educational opportunities available to the student. Willful and persistent violations of the Troup County School District Student Behavior Code may be disciplined hereunder.
- 2.10 Reckless Conduct** - A student commits the offense of reckless conduct when he/she causes bodily harm or endangers the physical safety or the health of another by disregarding a substantial or unjustifiable risk that the student's conduct will cause harm or endanger another. Such reckless conduct includes but is not limited to such conduct as throwing objects, propelling objects with a rubber band, spitting, transmitting bodily fluids or excessive horseplay.
- 2.11 Violation of Probation** - A student who has been placed on probation by a disciplinary decision and violates the terms of such probation may be disciplined hereunder for such violation.

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

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



himself or herself.

#### **OFFENSES INVOLVING BUS CONDUCT**

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

- 14.01 Electronic Devices - No student shall use an electronic device during the operation of the school bus including, but not limited to, cell phones, pagers, audible radios, tape or compact disk without headphones, or any other electronic device that does or could interfere with the school bus communications equipment or the operation of the school bus by the school bus driver.
- 14.02 Use of Reflective Devices - No student shall use a mirror, laser, flash camera or any other lights or reflective devices on a public school bus in a manner that does or could interfere with the operation of the school bus by the school bus driver.

#### **OFFENSES INVOLVING SEXUAL MISCONDUCT**

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

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

- 5.02 Sexual Battery (Mandatory Hearing Offense) - A student commits the offense of sexual battery when he/she intentionally or inappropriately makes physical contact with the intimate parts of the body of another person regardless of the consent of that person. The term "intimate parts" means the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.
- 5.03 Sexual Propositions - No student shall make written, verbal or physical propositions, suggestions or invitations to another student to engage in sexual acts of any nature.
- 5.04 Public Indecency (Mandatory Hearing Offense) - A student commits the offense of public indecency when he/she performs any of the following acts: (i) a lewd exposure of the sexual organs or genital area; a lewd appearance in a state of partial or complete nudity; or any act suggestive of sexual relations.
- 5.05 Sexually Explicit Material - A student shall not possess, handle, exercise control over, transmit, exhibit to other students, sell, attempt to sell, buy or attempt to buy (a) any sexually explicit photographs or other material which shows, depicts or represents any person, whether male or female, in a partial or total state of nudity; or (b) any photographs or other material which is lewd, obscene or sexually suggestive in nature.
- 5.06 Sexual Relations (Mandatory Hearing Offense) - A student shall not engage in any act of oral sex, sexual intercourse, sodomy or any other sexual act with another person regardless of the consent of that person; and no student shall engage in any act of masturbation, or commit any act of physical sexual assault to include rape or child molestation.

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



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

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

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

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

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

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

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

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

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

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

The school's principal will be responsible for designating personnel to administer this protocol. A student may be absent from school for the following reasons:

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

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

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



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

Revised 08/16

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

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

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

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

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

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

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

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

## **Board Policy**

### **Student Records**

**Descriptor Code: JR**

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

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

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

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



students in advance of such disclosures, unless

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

#### B. DIRECTORY INFORMATION

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

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

Directory information is defined as follows:

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

#### **Excluded Student Information**

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

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

#### C. Procedures for Obtaining Access to Student Records

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

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

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

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



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

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

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

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

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

##### **Requirements:**

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

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

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

(1) through (8). The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

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

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

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

Date Adopted: 7/1/2001

Last Revised: 4/21/2016

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

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

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

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

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

### **Mentoring and Tutoring**

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

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