



Troup High School Student Handbook 2024-2025



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VISION STATEMENT

We inspire learning, build positive relationships, and foster an environment for success.

ADMINISTRATION:

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Mascot – *Tigers*

School Colors – *Navy Blue and Gold*

#RiseUp

#BelieveInTHS

Tradition

Honor

Success

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TROUP HIGH SCHOOL POLICIES AND EXPECTATIONS

ANNOUNCEMENTS

Announcements regarding THS activities are made each morning at the beginning of first period and will be posted on the school's social media each day. Students are expected to pay attention to these announcements.

Georgia state law requires that every public school student be afforded the opportunity to recite the Pledge of Allegiance each day and to have a moment of silent reflection. This will occur at the beginning of first period. All students at Troup High School are expected to remain silent during the Moment of Silent Reflection.

ARRIVAL

- THS campus will open and students may enter the building **through the gym doors at 7:40** a.m. each morning.
- All car riders will be dropped off in the front of the school. Because of safety concerns, car riders may not be dropped off on the bus landing area.
- Car riders arriving to school **between 7:30 and 7:50** will walk around the side of the building to the bus landing and enter through the gym doors.
- **At 7:50 a.m.**, the D Hall front door of the school will open and students may enter through the front doors to report to the cafeteria.
- When a student arrives on campus by bus or by car they must enter the school building. Students are not permitted to loiter in parking lots or parked vehicles.
- At **8:00 a.m.** all students will be dismissed to their first period class.
- Students are not permitted to loiter in the parking areas, restrooms or hallways.
- Students should not enter the building through A, B, or C Halls. Students may only enter through the gym doors and D Hall front doors.
- When a student physically arrives on campus (regardless of the time of day) they are considered present. He/she may not leave the campus for any reason (walking or driving) without following proper check-out procedures through the front office. This is considered 'skipping.' If a student arrives on campus and does not enter their designated classroom or area they will be considered tardy/absent/or skipping.
- Students arriving after the 8:10 a.m. tardy bell must enter through the front door, check in at the front office, secure a tardy pass and proceed to class. Teachers should not allow students into class without a tardy pass after the 8:10 a.m. bell.
- If a student needs to go to their car after arriving on campus, the student must obtain approval from an administrator or the front office.

DISMISSAL

- At the 3:20 dismissal bell it is imperative that students leave campus and go directly to their bus, car, practice or after school sponsored activity. There can be no loitering in the cafeteria or on school grounds once school has dismissed for the day.
- Students should go directly to their area for afternoon departure and leave as soon as transportation is available.
- Car riders must be picked up no later than 4:00 pm and students will NOT be allowed to remain in the building to wait for their rides. Students MUST WAIT OUTSIDE THE BUILDING. Car riders are to be picked up in the front of the school by the flag pole only.
- There should be no student in the building after 3:30 pm who is not under the direct supervision of a coach, teacher, or other school personnel.
- Transportation is available to all TCSS students at the end of the regular school day.
- Anyone who cannot have their ride here before 4:00 pm must ride the bus home.
- The building will be officially closed at 4:00 pm. Students cannot remain on campus, unsupervised after this time.

ATTENDANCE

ABSENCES

Georgia Law requires students ages six to sixteen to enroll in school by the opening date and be in regular attendance. Absences may be excused under the following conditions:

- 1) Personal illness,
- 2) Serious illness or death of immediate family member,
- 3) Mandated by order of governmental agencies or court order,
- 4) Observing of religious holidays of the faith embraced by the student necessitating absence from school,
- 5) When conditions render school attendance impossible or hazardous to the student's health or safety,
- 6) Registering to vote or voting (not to exceed one day),
- 7) Serving as Pages of the General Assembly
- 8) Parent of student is in the military and has been called for deployment (limited to 5 excused days per school year).

Absences are unexcused for all other reasons, including, but not limited to:

Missing the Bus	Vacations, Trips	Power Outage	Oversleeping
Babysitting	Car Trouble	Errands	Family Visits

Once a student returns to school from being absent they must bring either a written note from a parent, note from a doctor/dentist or court order and turn this note in to the front office within 3 days of return to school/class.

Handwritten notes must be signed by a parent/guardian, include a current phone number for the parent/guardian, and must state the reason for the absence. Failure to bring a note results in an unexcused absence. After 5 handwritten parent notes in a semester, administrators or a designee may require a doctor's note.

Students missing more than 25 min of a class period/block are considered absent from the class.

Absences due to a school sponsored activity are excused, and do not count toward exam exemptions, provided that the student has the activity absence form completely filled out by teachers and parents prior to the absence.

It is necessary that we know where to reach a parent/guardian at all times. Home numbers, cell phone numbers, work numbers, and email addresses should be updated through the Infinite Campus Parent Portal. To improve the partnership between school and home, Send It (an automated communication system) will be used to share attendance information and other important communications. The student's attendance record is always available for parent review in Infinite Campus. Several cell phone providers offer apps that are compatible with Infinite Campus and offer automatic notification of absences and the posting of grades. Contact the THS media center for more information regarding Infinite Campus Parent Portal.

ABSENCES FOR COLLEGE VISITS

Seniors may have four days for college visits during the school year. Juniors may have two days for college visits during the school year. To request permission for an excused absence for a college visit, students are required to complete a form prior to the scheduled visit. These forms are available in the Guidance Office and must be completed by the student, signed by teachers and parent/guardian. Upon returning from the visit, it is the responsibility of the student to provide documentation from the college confirming the visit before the absence will be considered excused.

EARLY CHECK OUT

Students checking out of school early must check out in the front office. Students should bring a check-out note to the front office in the mornings so office staff have enough time to call and get verification from a parent/guardian to authorize the checkout. Check-out notes can be a parent note, doctor appointment note, court appearance

summons, or other certified documentation. The note should include a phone number whereby the parent can be reached for verification. Once the check-out has been approved, the student will receive a check out slip.

If a parent or adult listed on a student's registration form/ Infinite Campus is picking up a student from school during the day, the parent/adult will present their photo ID to the front office staff. Once the parent's/adult's identity is verified/authorized to check-out a student, they will be asked to return to their vehicle and wait for the student(s) to walk outside to them. Parents wishing to check-out their student in person can call 706-812-7957 ext. 4701.

***** Bringing in a check-out note from parent will eliminate this need/process*****

ATTENDANCE FOR COURSE CREDIT IN GRADES 9-12

When a student has had more than five (5) unexcused absences from first period, the school will notify the parents and juvenile authorities. When a student in grades 9-12 has more than five (5) absences in a course, whether excused or unexcused, the student is in danger of losing credit for the specified class. Students with serious medical illnesses/conditions may be eligible for homebound services.

All work missed is expected to be made up for all absences. Students are expected to make arrangements within three (3) days to make up missed work following their return to school.

ATTENDANCE RECOVERY

According to TCSS policy, students with more than five unexcused absences per class will not earn credit for that course. However, students may participate in the school's Attendance Recovery Program which will be held on designated days throughout the school year. Each hour that a student participates in this program will replace one unexcused absence for a class.

Please note that students have to make up the missed attendance during the school year in which the absences occurred. Students have from August to June to make up unexcused absences over five. Failure to do so by the end of summer school of the same school year will result in the student receiving a failing grade and having to retake the course either on the schedule for the next school year or in credit recovery (during school and/or after school)

BELL SCHEDULES

THS REGULAR BELL SCHEDULE 2024-2025

7:40 – 8:00	Breakfast
8:00	Dismissal to class
8:10	Tardy Bell
8:10 – 9:45	1 st period
9:50 – 11:25	2 nd period
11:30 – 1:40	3 rd period
11:30 – 12:00	First lunch
12:03 – 12:33	Second lunch
12:36 – 1:06	Third lunch
1:09 – 1:40	Fourth lunch
1:45 – 3:20	4 th period

ThINC Academy Schedule

8:15 – 9:37	1 st Block
9:41 – 11:03	2 nd Block
12:09 – 1:31	3 rd Block
1:35 – 2:57	4 th Block

Please see the attendance protocol form that must be signed by all students and their legal guardians at the beginning of each school year. This document must be e-signed before a student can register for classes.

It is located in Appendix A at the end of this of this document.

Bullying

The Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows: An act that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - a. Causes 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.

The term applies to acts which occur 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. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either

anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

BUS CHANGES

In order to get our students home safely, any change in bus transportation must be submitted in writing to the front office. The note must be submitted in the morning in order to allow the front office time to call parents/guardians for verification.

BUS REGULATIONS

The Troup County Board of Education is vitally concerned about the safety and welfare of the students riding buses. In an effort to inform students and parents or guardians of acts that can threaten that safety and welfare, bus rules and regulations have been adopted. The driver, together with the transportation supervisor and the school principal, shall have full responsibility for discipline on buses.

1. Pupils shall obey the driver willingly and promptly. The driver is in full charge of the bus and pupils.
2. The driver has the right to assign seats as he/she deems necessary.
3. Pupils are to help keep their bus clean by not throwing trash on the floor. Pupils shall not throw any refuse out the windows.
4. No pupil shall at any time extend his/her head, hands, or arms, or any part of his body out the window.
5. Any damages done to bus or equipment must be paid for by that individual.
6. No soft drink bottles or cans, knives, sharp objects, or any object that might endanger another student can be brought onto the bus at any time.
7. Students must ride the bus in which they have been assigned. If a student wishes to ride any other bus, the student must present a note, signed by a parent or guardian, to the front office prior to 9:00 a.m. Office

personnel will contact the parent to verify the bus change and sign the note. The note must then be presented to the bus driver in order to board the bus.

8. Students should remain seated and should face the front of the bus at all times.
9. No food or drinks are permitted to be consumed on the bus.
10. Pupils shall behave in an appropriate and orderly manner.

CAFETERIA AND BREAKFAST/LUNCH

Chartwells is committed to preparing a variety of nutritious meals for our students. Students are encouraged pay for lunches in advance with cash or check. THS cashiers do not make change; any balance will be credited to a student's account for future purchases. Parents/guardians can prepay for meals online by registering for a PayPAMS account at www.paypams.com. Troup High School discourages charging of meals. However, students who do not have enough money to cover a reimbursable lunch will be allowed to charge up to five reimbursable lunches. Student who exceed the charge limit of five reimbursable lunches will receive an alternative meal. Ala carte food and breakfast may not be charged.

- All students are required to report directly to the cafeteria during their assigned lunch period and must remain in the cafeteria, courtyard or bus landing during this time. Students found outside the designated lunch area without a pass will be considered skipping.
- Students may not leave the building/campus during lunch without following checkout procedures.
- All students are encouraged to apply for free or reduced-price meals by completing the application.
- Students will be required to pay for meals beginning on the first day of school so it is important to fill out a new application for free or reduced lunch as soon as possible and return it to the cafeteria staff.

2024-25' MEAL PRICES:

<u>Breakfast</u>		<u>Lunch</u>	
Students	No Charge	Students	No Charge
Adults	\$2.50	Adults	\$5.00

Extra milk and juice will be \$.75 each
Ala Cart Items will need to be paid for at time of purchase

CERTIFICATE OF ATTENDANCE/ADAP CARDS

A student must have a completed, notarized copy of the Certificate of Attendance form to obtain a Georgia Driver's permit or license. Certificate of Attendance form are available in the Front Office. Certificates will not be available without at least three (3) days' notice. The ADAP card is earned through the student's health or ROTC class. ADAP cards are required for a student to obtain a Georgia Driver's License.

CHEATING/ACADEMIC HONESTY

Students must demonstrate honesty and ethical choices when fulfilling academic obligations. Cheating and plagiarism will not be tolerated.

Cheating is defined as using dishonest methods to gain an advantage. A student shall not cheat on tests, examinations, projects, homework, or reports by giving or receiving unauthorized assistance. This includes utilizing any kind of secretive means of gaining information for use on quizzes, tests, or homework.

Plagiarism is the intentional or unintentional use of another person's ideas, opinions, or theories in one's own work without clearly and accurately acknowledging the source of the information. Plagiarism occurs when one submits work that has been written by someone else, purchased or retrieved from electronic sources, or summarized/

paraphrased from other print or non-print sources. When a student knowingly submits someone's work as their own, they are guilty of intentional plagiarism. When a student fails to acknowledge the source of information due to oversight or fails to provide accurate reference data for the source of information, they are guilty of unintentional plagiarism. Regardless of intent, plagiarism is dishonest and unethical.

Any student who is guilty of any of the above will receive a zero on the suspect assignment and may be referred to the office for disciplinary consequences. For grading purposes, the zero will stand as the grade for the assignment. Students will not be eligible for the 40 participation grade as stated in the system grading protocol. Disciplinary consequences will be based on the number and severity of offenses. (See BOE policy IHA-R 1 at www.troup.org)

DRESS CODE

The purpose of a dress code is not to inhibit any person's taste in attire, but rather to aid the process of education through reasonable guidelines of "dress." Instilling dignity, pride, modesty, and cleanliness are our goals. For these reasons, some types of clothing are prohibited. Listed below are some of the basic guiding principles of the THS dress code. (See board policy JCDB-R for the complete TCSS dress code)

1. All pants, jeans, shorts, capris, etc., must be worn at the waist. No sagging pants (busting slack) and no holes above fingertip length that exposes skin. Wearing tights, yoga pants, shorts, or other clothing under pants does not exempt a student from this rule. However, patches sewn/attached to the pants are acceptable.
2. Students will be permitted to wear shorts, dresses, and skirts, provided they reach the end of the middle finger-tip or longer when arms are at the side. Splits in skirts/dresses/shorts must be below the middle fingertips.
3. No clothing which displays emblems relating to drugs, tobacco products, alcohol, sex, violence, and obscenities are permitted. No clothing that might be considered socially unacceptable or inflammatory. Any emblem, sign, or representation of a gang symbol indicating a gang affiliation may not be worn.
4. **NOTHING WORN ON THE HEAD** - No hats, visors, hoods, bandanas, stocking caps, do rags, athletic headbands, bonnets, toboggans, masks, or other head garments. Bandanas are not permitted at any time. **Hats are not allowed to be worn in the school building during school hours. Hats will be taken up by school staff in the morning if a student attempts to enter the building with a hat. These may be picked up at the end of the day in the front office.**
5. Athletic apparel that is tight and clings to the body, bike shorts, and clothing designed as undergarments worn as outer garments or pajama/lounge pants are unacceptable. Leggings, tights or yoga pants must be worn with an appropriate shirt/dress covering them. Shirts worn over leggings/tights should be fingertip length.
6. Students should not wear clothing of abbreviated style and/or revealing nature (**no exposed cleavage***), including but not limited to bare midriff tops, tank tops, halter tops, tube tops, see-through clothing, blouses, pants, cutout garments, shirts or blouses with large armholes, and blouses with revealing necklines. (If the student's midriff or waist area shows when the arms are extended parallel to the floor, it is considered a midriff top). Shoulder straps on blouses, shirts, and dresses must be a minimum width of 2 inches. Shirts and dresses must have both shoulder straps.
7. Dog chains, wallet chains, spiked chokers and any apparel that may be used to harm another are not permitted to be worn.
8. Bedroom slippers, cleats, heelies or other novelty footwear deemed inappropriate by the principal may not be worn. **Blankets are not allowed in the school building during school hours. If a student attempts to enter the building with a blanket it will be taken up by school staff. These may be picked up at the end of the day in the front office.**
9. With approval of the principal, activity sponsors may establish different rules for dress and grooming for participation in special activities.

10. Other attire deemed unsafe, inappropriate, or disruptive to the learning environment by the building administration may be subject to disciplinary action.

ELECTRONIC DEVICES

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

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

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

CELL PHONE/EARBUD USE AND CONSEQUENCES

Cell Phone and/or tablets (electronic device) use is permitted before school, during class changes, at lunch time, and after school. By definition, a cell phone is an electronic device. All electronic devices must be turned off during instructional time, except when permitted by a teacher for an instructional lesson or purpose. Students will be allowed to wear ONE ear bud during class change provided that the student is still capable to hear any directions given by adults in the building. Also, NO MUSIC coming from electronic devices or earbuds should be able to be heard by others while in any part of the building at any time. No ear buds are to be worn inside of a classroom at any time. All electronic device privileges may be restricted by the administration if violations for use of these devices rise to a level of concern. Improper use of a cell phone may result in a discipline referral. Devices will be confiscated when these rules are not followed. Confiscated devices may be picked up only by a parent or adult listed on the Infinite Campus check-out list from the front office before 4:00 p.m.

If a student is using their phone or electronic device/tablet/cell phone during instructional time, these steps will be followed:

- 1st offense = Teacher will take up the device and turn it into the office. A parent/guardian will be contacted and notified that they will have to come pick up the device.
- 2nd offense = Teacher will take up the device and turn it into the office. The device will be held for one calendar week.
- 3rd and subsequent offenses = take up the device and turn it into the office. The device will be held for two calendar weeks.

If a student refuses to give their electronic device to a school official, that student will be suspended from school OSS (Out of School Suspension) for three days. Also, if a parent chooses to pick up their child's electronic device early (2nd/3rd/etc. offenses), then that student will be suspended from school (OSS) for three days.

Students may not use cameras or video and audio recording devices on their cell phones during school hours (7:30 a.m. – 4:00 p.m.) while on campus unless given permission from an administrator. Additionally, students may not use cell phones to take pictures of any kind throughout the school day unless given permission by an administrator. Students may be subject to disciplinary action for filming verbal or physical altercations.

Personal property should be secured at all times. THS will not be held liable for the loss of personal property. THS staff may elect NOT to investigate the theft of items that are not properly secured. With reasonable suspicion, the administration of THS has the authority to search items brought on school grounds, including cell phones & electronic devices.

EMERGENCY MANAGEMENT

THS and the Troup County Board of Education have developed an emergency management plan to address hazards which threaten the safety of students. This plan provides appropriate direction in the event of an imminent or actual disaster. Situations addressed in this plan include, but are not limited to, severe weather, evacuations, intruders, assaults, and weapons. In the event of an emergency or emergency drill, the doors to the school will be locked in accordance with the safety plan. Parents will have access to their student upon the all clear signal.

EXTRA CURRICULAR ACTIVITIES

ATHLETICS

Troup High School is a member of Region 2-AAA. Scholastic eligibility is governed by the Georgia High School Association (GHSAA). Students must be on track for graduation, have a physical examination by a doctor within the past 12 months and meet all other GHSAA eligibility requirements. TCSAA requires students to return a signed concussion form and be covered by school insurance before participating in any athletic team practice, including students participating in Band or Band Auxiliaries. Athletic insurance does not cover injuries incurred during the school day. Troup High School competes in the following:

Fall: Cheerleading, Cross Country, Fast-Pitch Softball, Flag Football, Football, One-Act Play, Volleyball

Winter: Basketball, Bass Fishing, Cheerleading, Dance, ESports, Swimming & Diving, Wrestling

Spring: Baseball, Golf, Literary, Soccer, Tennis, Track and Field

CLUBS AND STUDENT ORGANIZATIONS

School sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction, and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school-sponsored club or organization designated by them. The following school-sponsored clubs will be in operation during this school year (provided a sponsor is available). Parents/guardians have the right to withhold your permission for your student's participation in any club or organization. If you do not wish for your student to participate in one of the following clubs/organizations please send your request in writing to the front office.

Academic Team
Bass Fishing Club
Diamond Dolls

Air Force Jr ROTC
Beta Club
Distinguished Young Women

Art Club
DECA
E Sports

Family, Career, & Community Leaders of America (FCCLA)		4-H
Fellowship of Christian Athletes (FCA)	Green Power Race Team	
Future Business Leaders of America (FBLA)	Future Farmers of America (FFA)	History Club
Interact	Key Club	Literary
Marching Band & Tigerettes/Majorettes	National Art Honors Society	National Honors Society
Pre-Med Club	Science Club	SkillsUSA
Spanish Club	Step Tea	Student Council
Thespian Society	Travel Club	THS Ambassadors
Tri-M Music Honor Society	Yearbook Staff	

NCAA CLEARINGHOUSE

Any senior wishing to participate in athletics on the college level after graduation from high school MUST submit high school transcripts and eligibility papers to the NCAA Clearinghouse during his/her senior year. All courses taken through the credit recovery program DO NOT meet NCAA Clearinghouse standards. For more information, see your guidance counselor.

FIGHTING AND VERBAL ALTERCATIONS

Our primary goal at THS is to provide a safe learning environment to ensure the growth and success of our students. In order to ensure this, the consequences below will be implemented. All students involved in a physical altercation (intentionally making physical contact in an insulting or provoking nature), disturbing the educational setting of the school, are subject to any discipline deemed appropriate for the situation and context of the altercation per Administrative discretion. This may include but not be limited to a disciplinary tribunal hearing with the recommendation for placement at H.O.P.E. Academy or expulsion from the Troup County School System.

There will be no warning for this behavior. If a student is involved in a physical altercation at THS, they will be taken to tribunal with a recommendation for placement at HOPE Academy.

All students involved in a verbal altercation that requires adult intervention, regardless of who started the altercation, which disturbs the educational setting of the school will automatically receive 3 days of OSS or any other suitable punishment deemed appropriate by a school administrator.

FINES

Students at Troup High School must pay all fines owed the school before purchasing prom tickets and/or attending prom. Seniors must pay all fines as part of the exemption policy and before participating in graduation ceremonies

FINAL EXAMINATIONS POLICY (Descriptor Code: IHAA)

The intent of this policy is to encourage student attendance, proper behavior, and to maximize student exposure to instruction.

No middle or high school student who owes fines, has had a discipline referral resulting in ISS/OSS, or has been suspended from riding the bus is eligible for an exemption.

Middle and High School Exemptions

Middle and high school students who meet the discipline criteria are eligible to be exempt if:

1. They have no more than five (5) absences in the semester provided the student has an A average, or;

2. They have no more than four (4) absences in the semester provided the student has a B average, or;
3. They have no more than three (3) absences in the semester provided the student has a C average.

Eligibility will be determined by attendance per class period.

Students who are eligible for an exemption from their semester (final) exam may do so only with parental permission. Students who are eligible for an exemption from their semester (final) exam, but choose to take the semester (final) exam, shall have the score considered only if it improves their grade.

FOOD / DRINK POLICY

Students should not consume food in classrooms, labs or hallways. All food items must be consumed in the cafeteria, courtyard or other areas designated by administration. Students may have bottled water in the classrooms. There can be no outside food brought into the school to be eaten in classrooms. **Students returning from Thinc or other off campus events are not allowed to bring restaurant/take-out food for themselves or others into the building.** Students are not allowed to order food from restaurants and have it delivered to the school. The school building is closed to all visitors who do not have an appointment with a teacher or administrator. Therefore, outside food/lunch cannot be dropped off in the front office for students. Also, students cannot leave the building to get food being dropped off.

GRADING POLICY

Grading Policy

Policy Descriptor Code: IHA-R (1)

Revised: 1/19/2023

High School

Final grades are calculated at the end of an 18-week block. They are the sum of 80% of the average of grades earned in the Daily Grading System and 20% of the grade earned on the EOC/Final Exam. The daily grading system consists of three types of graded learning categories: Major, Minor, and Soft Skills/Professional Skills:

1. Major Assessments - 60% (may include: unit tests, mid-unit tests, benchmarks, major projects, essays, performance tasks, etc.)
2. Minor Assessments - 30% (may include: homework, quizzes, minor projects, minor writing assignments, vocabulary quizzes, etc.)
3. Soft Skills/Professional Skills - 10% (may include: communication, critical thinking, leadership, teamwork, homework, classwork, participation, etc.) Soft Skill grades should be based on school-specific, predetermined criteria which align with the skills required to demonstrate mastery of content standards. These criteria will be reflected in school handbooks.

THINC College and Career Academy operates under a special charter and therefore may alter grade category and weights.

During each semester, teachers will provide students with a minimum number of assessment opportunities as described below:

- Major Assessments: A minimum of 6 (approximately one every three weeks).
- Minor Assessments: A minimum of 15 (approximately one per week).

Based on IHA-R(0), belief statement 3, grades should be based upon evidence of content mastery. Priority should be given to the most recent evidence, the most comprehensive evidence, and evidence related to the essential learning goals and standards. Therefore, replacement grades based on more recent evidence of mastery should be considered when assigning final grades.

High School Advanced Placement classes will have neither minimum grades nor replacement grades. All work will be scored as per the teacher's syllabus submitted to College Board.

Teachers should give serious consideration to any final grade ending in a 9. At middle school: a grade of 69 may not be given without consulting the principal. At high school: a grade of 69, 79, or 89 may not be given without consulting the principal.

The grading scale is as follows:

- 90 -100 = A
- 80 - 89 = B
- 70 - 79 = C
- Below 70 = F

Exemptions & Final Exams
1/19/2023

Policy Descriptor Code: IHAA

Revised

The intent of this policy is to encourage student attendance, proper behavior, and to maximize student exposure to instruction.

No middle or high school student who owes fines, has had a discipline referral resulting in ISS/OSS, or has been suspended from riding the bus is eligible for an exemption from the class(es) where ISS/OSS is assigned.

Middle and High School Exemptions

Middle and high school students who meet the discipline criteria are eligible to be exempt if:

1. They have no more than five (5) absences in the semester provided the student has an A average, or;
2. They have no more than four (4) absences in the semester provided the student has a B average, or;

3. They have no more than three (3) absences in the semester provided the student has a C average.

Eligibility will be determined by attendance per class period.

Students who are eligible for an exemption from their semester (final) exam may do so only with parental permission. Students who are eligible for an exemption from their semester (final) exam, but choose to take the semester (final) exam, shall have the score considered only if it improves their grade.

VALEDICTORIAN & SALUTATORIAN

SELECTION FOR VALEDICTORIAN, SALUTATORIAN, DISTINGUISHED HONOR GRADUATES, AND HONOR GRADUATES FOR THE GRADUATING CLASS OF 2024 AND BEYOND

For the graduating class of 2024 and beyond, the Valedictorian, Salutatorian, and Distinguished Honor Graduates are those who have demonstrated the highest level of performance in all academic content areas in the most rigorous courses of study. These honors represent the best performance of the local high school graduating class; therefore, students must be enrolled in the Troup County School System for a minimum of four (4) semesters prior to their graduation date to be considered for Valedictorian and Salutatorian. Students receiving Honor Graduate status represent those who have maintained a high simple grade point average in their desired course of study. Selection of Valedictorian, Salutatorian, Distinguished Honor Graduates, and Honor Graduates will be based on the criteria described below.

CLASS RANK DETERMINATION:

Class rank will be based on weighted GPA and used to determine the system's Valedictorian and Salutatorian. Transcript grades and grades that are posted to the report card at the end of the third nine weeks of the senior year will be used to calculate class rank. Class rank of students will be established using a four point scale where four (4) points are given for an A, three (3) points for a B, and two (2) points for a C for all classes, each receiving equal weighting with the exception of Advanced Placement, International Baccalaureate (IB) , and dual enrollment. Advanced Placement and International Baccalaureate (IB) courses will carry honor weights of six (6) points for an A, five (5) points for a B, and four (4) points for a C. Dual

enrollment in academic classes (English, Math, Science, Social Studies, and Foreign Language) will carry honor weights of five (5) points for an A, four (4) points for a B, and three (3) points for a C.

Per the Georgia Student Finance Commission, effective for the 2020-2021 school year and beyond, the Dual Enrollment program is subject to a Funding Cap. The Funding Cap is a maximum amount of financial assistance for tuition paid by the Dual Enrollment funding program for terms of enrollment. Only Dual Enrollment credit earned within the Funding Cap will be included in class rank and Valedictorian and Salutatorian calculations.

CRITERIA FOR SELECTION OF HONOR GRADUATES OF EACH HIGH SCHOOL:

Honor Graduates will be determined using a simple GPA calculation at the conclusion of the first semester of the senior year. Students earning a simple GPA of 3.75 or above (without rounding) will receive the Honor Graduate distinction. Only students having attained the status of Honor Graduate will be considered for Distinguished Honor status. Distinguished Honor Graduates, Valedictorian, and Salutatorian will be determined at the conclusion of the third nine weeks of the senior year. The grade that is received in the registrar's office on this date is the grade that will be used in determining Distinguished Honor Graduates, Valedictorian, and Salutatorian.

In order to attain the title of Distinguished Honor Graduate, the student must first receive an A in the categories using any combination of half or whole credits. The combination must be earned in an increasingly rigorous course of study.

- Four (4) units of mathematics
- Four (4) units of English
- Four (4) units of science
- Three (3) units of social studies
- Two (2) units of foreign language
- Three (3) units of fine arts; health and/or physical education; career, technical, agricultural education; or an additional foreign language unit(s).

Additionally, Distinguished Honor Graduates must take a minimum of four (4) Advanced Placement/IB and/or dual enrollment courses in academic classes (English, Math, Science, Social Studies, and Foreign Language) while enrolled in high school, and earn a score of 3 or above on at least one (1) AP test or 4 or better on at least one (1) IB test before the beginning of their senior year.

CRITERIA FOR SELECTION OF THE VALEDICTORIAN:

- The Valedictorian must be a member of the graduating class cohort.
- The Valedictorian must be a Distinguished Honor Graduate.
- The Distinguished Honor Graduate who has taken one or more AP/IB class(es) in each of the four academic areas (ELA, math, science, social studies), taken at least one AP/IB exam in each academic area, and who has the highest weighted GPA will be the Valedictorian. These testing

requirements must be met prior to the student's date of graduation. If the testing is scheduled to take place after the announcement of honors distinctions and the student fails to complete the requirements, the student's honor graduate status will be changed prior to graduation.

- The Valedictorian will be awarded the highest class rank in the graduating class.
- In the event where a school has no Distinguished Honor Graduate(s), the Valedictorian will be the student with the highest weighted GPA, and by default will be a Distinguished Honor Graduate.
- In the event of a tie for Valedictorian, the honoree will be the student with the highest simple GPA on a 100 point scale calculated to four decimal places.
- In the event there is still a tie: the student with the highest number of Advanced Placement test scores earning a 3 or higher will be Valedictorian.

CRITERIA FOR SELECTION OF THE SALUTATORIAN:

- The Salutatorian must be a member of the graduating class cohort.
- The Salutatorian must be a Distinguished Honor Graduate.
- The Distinguished Honor Graduate who has taken one or more AP/IB class(es) in each of the four academic areas (ELA, math, science, social studies), taken at least one AP/IB exam in each academic area, and who has the second highest weighted GPA will be the Salutatorian. These testing requirements must be met prior to the student's date of graduation. If the testing is scheduled to take place after the announcement of honors distinctions and the student fails to complete the requirements, the student's honor graduate status will be changed prior to graduation.
- The Salutatorian will be awarded the second highest class rank in the graduating class.
- In the event where a school has no Distinguished Honor Graduate(s), the Salutatorian will be the student with the second highest weighted GPA, and by default will be a Distinguished Honor Graduate.
- In the event of a tie for Salutatorian, the honoree will be the student with the second highest simple GPA on a 100 point scale calculated to four decimal places.
- In the event there is still a tie: the student with the highest number of Advanced Placement test scores earning a 3 or higher will be Salutatorian.

TRANSFER CREDITS

- For the determination of Distinguished Honor Graduates, Valedictorian, and Salutatorian, only those transfer credits which are equivalent to those available to all TCSS students will be considered.
- For the determination of Distinguished Honor Graduates, Valedictorian, and Salutatorian, only courses approved by TCSS will be considered. Only Dual Enrollment credit earned within the Funding Cap will be included for honors distinctions.*

PROCEDURES FOR THE ANNOUNCEMENT OF VALEDICTORIAN, SALUTATORIAN, AND DISTINGUISHED HONOR GRADUATES:

- Written explanation of selection process will be provided to all high school students in the student handbook each fall.
- Each high school principal will provide the Director of Secondary Education with information and documentation regarding the candidates for Valedictorian, Salutatorian, and Distinguished Honor Graduates for review prior to the April Board of Education meeting. Valedictorian, Salutatorian, and Distinguished Honor Graduates will be announced at the April Board of Education meeting.

*The state funding cap as of June 2023 is 30 hours. If this cap should change, this policy will adjust to align with the new state guidelines.

GUIDANCE AND COUNSELING

Students are assigned a THS Counselor based on student last name and will remain with the same counselor throughout their high school years. Students and parents are encouraged to work through the student’s assigned counselor to address any scheduling, course requirements, or graduation requirements, concerns, or questions that might arise. Registration conferences are held annually with parents and students. Parents will receive written notification of conference dates. Parents are highly encouraged to attend scheduling / guidance conferences with their student(s). Students and/or parents who wish to meet with the counselors should make an appointment through the guidance office secretary.

Counselor Based on Initial of Students’ Last Names

Catherine Pleasants (A-F)

Valerie Gill (G-N)

Bridget Benefield (O-Z)

The counseling office also provides the following information:

- career information, college catalogs, and applications
- credit recovery
- financial aid and scholarship information
- Georgia Futures
- information about SAT, PSAT, ACT, Accuplacer and ASVAB
- information about Georgia Scholar Program and Governor’s Honors Program

Issues related to discipline or the involvement of other students in the violation of school board policy should be discussed with the student's assigned administrator.

MOVE ON WHEN READY (MOWR)

The MOWR Program provides opportunities for Georgia High School Students to take college level courses to earn credit towards high school graduation and college requirements.

MOWR Process Overview

1. Apply to the MOWR program at the institution of your choice.
2. Pass the required entrance exam for the chosen institution.
3. Schedule a parent/student meeting with your THS counselor to complete the MOWR Student Participation Agreements. This will ensure the classes you are registering for at the college will line up with your high school graduation requirements and will ensure proper transcription of credits.
4. Register for classes at the College/University with their high school MOWR coordinator.
5. Turn in a copy of your college schedule to your THS counselor.
6. Complete MOWR online application through gafutures.org for funding.

SCHOLARSHIPS / FINANCIAL AID

Obtaining funding for college is a major concern for our college-bound seniors. Students and parents should begin planning toward this end early. The first step in preparing for college is to take the PSAT. It is given in October and may be taken by first time sophomores for free. Juniors and freshmen may request to participate at the student's expense (\$15). This test is the qualifying exam for juniors who apply for the National Merit Scholarships and the National Achievement Scholarships. Students should listen for announcements and sign up for the test in the Counseling Department. Scholarship seekers may need to take the SAT/ACT several times beginning in the spring of their junior year because few colleges will grant scholarships to students having SAT scores below 1000. Counselors have SAT/ACT applications.

It is important to apply to the college of one's choice early in the senior year. Many colleges have November and December application deadlines for their best scholarships. After the student has been accepted to the school of his choice, he should contact the school's financial aid office immediately for information about scholarships for which he may apply. The great majority of scholarship aid comes from the college itself. Applications must be submitted for consideration.

Grants and loans are also available to students who qualify. Again, it is necessary to begin seeking aid early. Free Application for Federal Student AID (FAFSA) should be mailed in January, as soon as the parents' tax forms are completed. FAFSA forms are available in January in the Counseling Department. Parents and students should know that many schools have March deadlines for all financial aid applications, so early filing is important.

HOPE SCHOLARSHIP

Georgia residents have options for getting an education through the HOPE - *Helping Outstanding Pupils Educationally* - Scholarship. There are scholarships offered for Georgia Public Colleges or Universities, Georgia Public Technical Institutes, and private colleges/universities. Contact your counselor or call 1-800-546-HOPE for more information.

SCHEDULE CHANGES

Schedule changes are made only with the approval of a counselor or administrator. The registrar will only change schedules if the student has already taken and passed the class, if the student failed a prerequisite course, or if a class is needed to complete a given pathway. If a student transfers into a new class because of a schedule change, the absences, tardies and grades recorded in the previous class will transfer with the student to the new class.

TRANSCRIPTS

Requests for transcripts must be in writing by the student. Students can complete a transcript request form in the

front office or Guidance office and it must be completed three (3) days in advance of deadline. On the form students must provide the name of institution, address of the institution and contact person/ department. There is a \$4.00 charge for transcripts sent to post-secondary schools and/or prospective employers. Personal copies are not available.

HALL PASS and 10/10 RULE

Students who need to leave the classroom must have a pass from their teacher. Students must have a pass or classroom lanyard in their possession and visibly display it to school personnel when requested. Students should use the shortest and quickest practical route without stopping at any unauthorized location. Students found in the hall without a proper pass or who choose an impractical route will be subject to disciplinary action. Also, students caught forging passes in any way are subject to punishment for forgery under school policy. **THS 10/10 Rule – no passes out of class during the first 10 minutes and last 10 minutes of class**

HOMECOMING KING AND QUEEN

Students at Troup High must sign up in order to compete for THS Homecoming Queen and King. In order for a student's name to appear on the ballot, he/she must be an upstanding school citizen, on track to graduate, passing 3 out of 4 classes with no more than 5 unexcused absences and no more than 5 tardies. Homecoming candidates may not have more than one disciplinary referral for the current or previous school year **combined**. If a student has one referral, then that disciplinary referral **can not** result in OSS, long term suspension, or placement at the Hope Academy." The principal will make all final determinations about eligibility to run for Homecoming Court.

IDENTIFICATION CARDS FOR STUDENTS

Troup High School requires students to wear identification cards while on campus during the school day. The purpose of this initiative is to ensure the safety and security of all individuals on campus and to allow appropriate access to hallways. The following procedures will be used by teachers and administrators to assist our students in meeting this expectation:

1. All students should wear their current year ID cards at all times while on campus during school hours.
2. The ID card should be worn on a lanyard, hanging from the neck, and should be visible at all times. Students may purchase and wear a lanyard of their choosing (provided it is school appropriate) or can be issued a THS lanyard if they prefer.
 - a) The ID card or identification must be presented to any school faculty/staff member when asked for identification.
 - d) The front of the ID card must remain plain and free of stickers, markings, other photos, etc.
 - e) Lost, stolen, altered, damaged, and defaced ID Cards should be replaced IMMEDIATELY through the THS Media Center either before school, after school, or during the student's designated lunch period.
 - f) The replacement cost for a new ID card costs \$5.00, a new plastic sleeve costs \$1.50 and THS lanyards will be \$3. A media center fine will be assessed if the student cannot pay that day.
 - g) Students are excused from wearing IDs during classes where they present a hazard to student safety.

3. Wearing your lanyard and i.d. is an important school safety measure. Please make sure you have your i.d. visible every day.

Note: Refusing to identify yourself or provide access to your ID to an adult on campus is considered a violation of TCSS Student Behavior Code 7.08 – Refusal to Obey a School Official.

IN-SCHOOL SUSPENSION (ISS)

The purpose of the In-School Suspension (ISS) Program is to hold students accountable for their actions, behavior, and their school assignments. Students should not expect the same classroom rules they have in regular classes. ISS is not a regular class and should not be treated as such. It is a punishment for students and they should expect

consequences related to their actions. Students are required to write down these rules each day of ISS assignment to receive credit for the day.

ISS Classroom Rules and Procedures

You are required to copy these rules every time you enter ISS. Failure to comply and complete this assignment will result in additional discipline.

1. I must report immediately to ISS when I arrive to school.
2. I must turn in my cell phone and any electronic device. If I do not turn in my cell phone I will get three additional days in ISS.
3. I must remain in my assigned seat.
4. I must complete all assignments in a timely manner.
5. No talking.
6. No gum, food or drinks.
7. We will go to the restroom as a group at 10:30am and 1:30pm only.
8. No earbuds or headphones unless required for an assignment.
9. No sleeping.
10. I will not turn around in my desk.
11. I must put my name on my work.
12. We will eat breakfast and lunch in the ISS room.
13. We say “yes sir” or “no sir” when addressing adults in ISS.
14. I must raise my hand if you I have a question and not talk out loud.
15. I must complete the character lessons assigned for my infraction and follow any directions given to me by the ISS instructor.

MEDIA CENTER

The media center and computer lab are designed to support the educational goals of the TCSS and Troup High School. The Media Center provides an organized, diverse collection of materials for students and teachers that support and enrich the curriculum and encourage pleasure reading. The primary purpose of the computer lab is to provide internet access and computer services to aid the classroom teacher and students in achieving the educational goals and objectives of the curriculum areas.

HOURS

Media Center hours are 8:00 am to 3:30 pm Monday – Friday. During school hours, a student must have a signed pass from a teacher to visit the media center. A media center pass is not required before or after school.

STUDENT RESPONSIBILITIES

- Students using the Media Center facilities must utilize equipment and materials in a manner conducive to research and study.
- Students must respect the rights of others by engaging in quiet, productive instructional activities assigned by the teacher.
- No food or drink are allowed in the Media Center.

CIRCULATION

- The borrower is responsible for all items checked out under his/her ID number. A student must pay for all materials that the student damages or losses and any fines owed.
- Students may check out up to 2 books at a time for a period of 2 weeks. Books may be renewed once if not on reserve for another student.

- If a student fails to return materials on time, he/she is expected to pay overdue fines. Book fines are 10 cents per school day and overnight materials are 25 cents per school day.
- Fines must be paid in order to check out new materials.
- Failure to return overdue books and pay fines could result in the suspension of Media Center privileges and the opportunity for seniors to exempt final exams or buy Prom tickets. All fines must be paid before graduation.

MEDICATION AT SCHOOL

Students may not possess prescription or over-the-counter medications while at school. Parents/guardians must check in all medicine brought to school (prescribed and over-the-counter drugs) for administration at school. Forms are available from the school nurse and the Guidance Office. The prescription medicine must clearly be labeled with the student's name, doctor's name, dosage, and date of issue. *See Board policy Descriptor Code: JGCD & JGCD-R.

METAL DETECTOR USE / SEARCHES

As part of an overall plan to protect the health, welfare, safety, and lives of students, faculty, staff, and visitors at Troup High School, and to reinforce provisions of the Code of Student Conduct, metal detectors may be used to screen for firearms and other weapons in order to locate and deter their use. Police canine units may be used to screen for illegal drugs in order to locate and deter their use. Random searches may be conducted with minimal disruption to the educational environment.

MONEY AND VALUABLES

Students are discouraged from bringing money and valuables to school unless absolutely necessary. Students taking physical education are responsible for securing their valuable items during class time. Students are encouraged to speak to their teacher about options for securing valuables.

OUT OF-SCHOOL SUSPENSION (OSS)

OSS is the removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school. Students are not to be on school campus or other locations of school activities.

PARKING GUIDELINES

All students parking anywhere on campus must purchase and display a parking decal. Students must be parked in their designated parking spot on the THS campus. The fee for a parking spot is \$60.00. Cars must be operated in accordance with state and local laws, common rules of courtesy, and consideration of others. Drive carefully, adhering to speed limits. Reckless/inappropriate/unsafe driving will result in disciplinary action that could include possible revocation of parking privileges. Student may also be revoked for: skipping (leaving campus without permission by driving) or repeated failure to follow any of the parking guidelines and regulations. There will be no parking permit refunds.

Parking Regulations

- All students parking anywhere on campus must purchase a parking decal and attach/display the decal on the front windshield of their vehicle.
- There will be no parking permit refunds.

- Students must be parked in their designated parking spot on the THS campus.
- Cars must be operated in accordance with state and local laws, common rules of courtesy, and consideration of others.
- Drive carefully, adhering to speed limits. Reckless/inappropriate/unsafe driving will result in disciplinary action that could include possible revocation of parking privileges.

1. Each driver will be assigned a spot to park in and these must be purchased from the school SRO. Students are NOT allowed to park in the grass, behind the gym, behind the mobile units, etc. Vehicles parked in any unauthorized areas will be subject to towing at the owner's expense.
2. Students must have cleared all fines, dues, lost books, etc. in order to receive a parking permit.
3. All cars must have the owner's parking decal appropriately displayed **at all times** on the front windshield so that it is visible by faculty/staff. If you misplace your parking permit you will have to purchase a replacement for \$5.
4. Officer Cadenhead must be notified of any vehicle changes or updates. This includes driving a vehicle that does not display your parking decal. If someone in parked in your spot find a place to park and report this to Officer Cadenhead upon entering the building.
5. Students must wear a seat belt while on campus and no one is permitted to ride the in back (bed) of a pick up truck while on campus.
6. Cars parked anywhere on campus without a parking decal displayed will be assigned a parking spot and the current fee will charged and entered in Infinite Campus.
7. Students are responsible for keeping their parking lots/campus clean by disposing of trash in the provided trash receptacles.
8. Vehicles must be parked immediately upon entering the campus. When a vehicle enters onto school grounds all occupants of the vehicle are considered present at school. In order to leave the campus for any reason students must check out through the front office and have your check out slip with you. Students should not sit in parked cars, congregate or loiter in the parking lots before or after school or during lunch.
9. Students are not to return to any vehicle during the day without permission from an admin.
10. Students' vehicles may be subject to search by school administration if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in the vehicle.
11. Students are not allowed to change to another space during the year or exchange parking permits with another student without notifying Officer Cadenhead. Students may not re-sell their parking permits
12. The school is not responsible for the vehicle or its contents. The driver is held responsible for securing his/her car to protect it from any theft during the day.
13. Tobacco, vapor products, alcohol, drugs and weapons are prohibited on school grounds including all parking lots and in parked cars.

PROM

Students may bring a date to Prom who is not a THS student, provided the student registers the guest at the announced times before the dance. Guests will be required to be enrolled in high school and/or under the age of 21. The principal has the final determination as to whether or not a guest can attend. Students at Troup High must pay all fines owed the school before purchasing prom tickets and/or attending prom. THS Prom is April 12, 2024.

SENIOR DISCIPLINE/GRADUATION

Disciplinary actions may impact a senior's ability to graduate with his/her class. During the last months and weeks of the school year seniors who are referred to the office may lose the privilege of marching with his/her class and/or may be required to complete community service prior to receiving his/her diploma. Seniors are required to participate in graduation rehearsal as a condition of participating in the graduation ceremony. All fines must be cleared prior to graduation. If fines are not paid, students may lose the privilege of participating in the graduation ceremony. Diplomas will not be issued to any student who owes a fine.

SKIPPING SCHOOL OR CLASS/RESTROOM USE

Students who are excessively late (more than five minutes) to class or in an unauthorized area will be considered skipping. Students are expected to report to each class as scheduled including lunch periods. Students may not leave class without permission. Students should use the restroom nearest their classroom when given a restroom pass. Students are not allowed to leave the main building to use the restroom in the Field House, Arena, IPF or the Fine Arts Building. Students are to use the restroom and leave the restroom quickly. Students found loitering or lingering in the restroom will be considered out of designated area and subject to disciplinary consequences.

TARDY POLICY

Students not inside the classroom when the tardy bell rings are considered tardy to class. A student detained by an administrator, counselor, or teacher, must have a signed note verifying the reason for the tardy and these tardies will not count against the student. Students are given a 3 minute warning bell prior to the tardy bell for each class period. Students are expected to be in the area of their next class and moving at the sound of the warning bell to avoid being tardy. In periods 2nd, 3rd & 4th, if students do not have a signed pass after the tardy bell they must be marked tardy by the teacher. Teachers will mark students tardy in Infinite Campus. **Any student arriving to first period after 8:10 a.m. must report to the front office to check in for the school day. Tardies are cumulative from August – December and from January – May per class period. Discipline for excessive tardies will be issued according to the list below.**

2nd Tardy to Class Period – Class period teacher will attempt to call home or email parent

5th Tardy to Class Period – 3 Days of ISS

6th Tardy to Class Period and Every Tardy Subsequent to 6th Tardy – 3 Days of ISS

If a student arrives to first period with a check in slip after 8:40 a.m. they are to be marked absent for the class period.

TESTING

ACCUPLACER TEST

This test is administered to students interested in enrolling in technical college courses while attending Troup High. Students who plan to attend a technical college after graduation are encouraged to take these tests in order to be eligible to attend the technical college of their choice. Priority is given to upperclassmen.

ASVAB

All 10th, 11th, and 12th grade students may sign up to take the Armed Services Vocational Aptitude Battery (ASVAB). The test is given by a test administrator from the Federal Government with the assistance of representatives from the various branches of the Armed Services. Priority is given to upperclassmen.

END OF PATHWAY ASSESSMENT

End of Pathway Assessment (EOPA) is an evaluation tool used to establish the level of technical skills attained by students who complete a career pathway. This will assist Georgia students in their quest to leave high school with valuable credentials needed to enter the workforce or to pursue other postsecondary options

PSAT

The Preliminary Scholastic Aptitude Test (PSAT) will be administered free of charge to all first time 10th grade students October 16th & 17th. Students in 9th or 11th grades who wish to take this test must sign up with Dr. Schweizer and pay \$18. The PSAT measures reasoning abilities important to academic performance in college. Scores from the 11th grade students' exams are used for the National Merit Scholarship Qualifying Program, which enables students to compete for scholarships. There is no make-up date offered for the PSAT.

SAT

The Scholastic Aptitude Test (SAT) of the College Board will be given several times during the year. Registration deadlines are available online at www.collegeboard.org and in the Guidance Office.

ACT

American College Testing (ACT) is accepted by most Georgia colleges and is the preferred entrance test at a number of out-of-state colleges. ACT Registration deadlines, applications, and testing schedules are available in the Guidance Office. Test dates are also available online at www.act.org. If a district sponsored ACT is administered to first time 11th grade students there is no make-up date offered for the district sponsored ACT.

ASSESSMENTS

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 Research, Assessment and Accountability.

The following list contains tests that are required by state or federal law:

Georgia Milestone Assessment System (GMAS)

In order to determine the student's mastery of the Georgia Standards of Excellence (GSE) in grades 3-8, the State Department of Education implemented the Georgia Milestones Assessment System (GMAS) End of Grade and End of Course to measure each child's academic performance in the areas of English Language Arts, Math, Science and Social Studies. End of Grade is specific to 3rd - 8th grade with ELA and Math tested in 3rd-8th grade; Science tested in 5th and 8th grade only; and Social Studies tested in 8th grade only. End of Course is given at the end of specific high school courses and is 20% of the course grade. Courses are American Lit, Algebra: Concepts and Connections, U.S. History and Biology.

Georgia Kindergarten Inventory of Developing Skills (GKIDS 2.0) – GKIDS is a formative assessment for Kindergarten students. Its purpose is to measure student growth in the areas of literacy, math and social/emotional development during the academic year to determine readiness for first grade. It also provides diagnostic information for teachers to guide instructional practices in the classroom.

WIDA ACCESS in grades K-12 and WIDA Alternate ACCESS (ACCESS) - Access is used to determine English proficiency in areas of speaking, listening, reading and writing. It is given to all students identified as English Learners in grades K-12.

Georgia Alternate Assessment (GAA 2.0) - GAA 2.0 provides meaningful information about classroom instruction and identifies students' areas of strength and improvement. It is given to students in grades 3-8 and 11th grade that have been identified as having a significant cognitive disability.

At times during the school year, students may take other assessments to determine academic starting points and progress. The list below contains these tests and the grades associated.

PreSchool Early Literacy Indicators (PELI) (PreK)
Peabody Picture Vocabulary-R (PPVT-5) (PreK)
Acadience (Grades K-3)
iReady Diagnostic Math and Reading (Grades K-8)
NWEA MAP Growth Reading Assessment (Grades 3-11)
ASSESSMENT

What does the law require?

The Every Student Achieves Act (ESSA) is the federal law passed to ensure that all students are provided a significant opportunity to receive a fair, equitable, and high quality education and close the educational achievement gap. States including Georgia are required to develop a system to assess students and be accountable to its stakeholders annually.

The Georgia Milestones Assessment System is designed to fulfill this law by:

- Providing a valid measure of student achievement of the state content standards
- Allowing for the detection of the academic progress made by each student
- Supporting and informing educator effectiveness
- Informing state and federal accountability measures at the school, district and state levels

The ultimate goal of the Georgia Milestones Assessment System (GMAS) is to ensure that all students are provided the opportunity to engage with high quality standards, receive high-quality instruction and are positioned to meet high academic expectations. GMAS is designed to provide students and parents with information about student achievement and preparedness for the next educational level. It is also a critical component of the state's accountability measure which is used to measure the quality of the educational services and opportunities provided to students. ([GA Student Assessment Handbook](#)).

The Troup County School System **does not have the authority to waive student assessment or participation requirements mandated** by law. The Troup County School System is therefore required to offer all students the opportunity to participate in state assessments. It should be noted that schools in which students “refuse to test” or “opt out” are penalized for the student’s lack of participation.

Who is tested with the Georgia Milestones Assessment System?

- Grades 3 – 8 are tested in English Language Arts and Mathematics
- Grades 5 & 8 are tested in Science
- Grade 8 is tested in Social Studies
- High School students are tested in 4 courses: Algebra: Concepts and Connections, Biology, US History and American Lit during the year/semester they take the aligning course.

How does the Troup County School System use student data?

- Guide instructional improvement
- Determine an individual student’s areas of strength and weakness
- Guide placement in academic programs
 - Gifted/Accelerated
 - Intervention
 - Retention

Concern on the part of parents and educators regarding state and federal accountability pressures is understandable. However, because the assessments themselves provide valuable information to educators and because failure to participate can lead to negative consequences for your child, we encourage those parents who have concerns about the accountability uses of Georgia Milestones to direct their concerns to their state and federal legislators, rather than refusing student participation in Georgia Milestones testing.

*** If you do not want your student to participate in Georgia Milestone Assessments please see the *Parent/Guardian Declaration of Intent to Have Student Refuse Participation in Georgia Milestones Testing Form* located in Appendix B at the end of this document**

TEXTBOOKS

Textbooks may be used as a classroom set or issued for individual use. When a student is assigned an individual book, which is stamped and numbered, the student is responsible for lost, stolen and/or damaged books. Students should always check their book when issued and report any damage to the teacher in order to avoid being fined for book damage upon return. All financial obligations to THS must be cleared in order to participate in graduation exercises.

TRANSPORTATION FOR ThINC STUDENTS

MORNING BUS RIDERS – Bus riders to ThINC Academy for morning classes will wait in the cafeteria for the bus to arrive. Students must arrive to THS on time because there will not be a late bus to ThINC Academy. If a student misses the bus to ThINC, they will be required to report to ISS for the duration of their missed classes. Upon returning to the THS campus, students will report directly to gym and wait in the bleachers until 3rd lunch to begin. Students may not leave campus or go to any other area after getting off the bus.

AFTERNOON BUS RIDERS – Students who attend ThINC in the afternoon will eat 1st lunch. At the beginning of 2nd lunch students will report to gym and wait in the bleachers for transportation. Students are not allowed to stay in the cafeteria, wait outside, or leave campus while waiting for the bus. Once students return from ThINC in the afternoon, they will report directly to the cafeteria and wait until the 3:17 dismissal bell. Students may not leave the cafeteria or walk around the building without permission.

CAR RIDERS – Once car riders arrive on campus they must immediately enter the building through the cafeteria doors and wait for dismissal to 5th period instead of loitering in the parking lot. Students may bring outside food

into the cafeteria but not into the hallways or building. Students that drive to ThINC for afternoon classes can stay and eat 1st lunch in the cafeteria and leave after 1st lunch. If car riders do not intend on eating lunch in the THS cafeteria they should exit the building before the tardy bell to 4th period. Failure to comply with these policies will result in disciplinary actions.

VAPING CONSEQUENCES

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 (TCSS Student Behavior Code 5.04) which includes vapes of any kind. Progressive consequences will be issued to students who are caught in possession of a vape or using a vape on campus.

VISITORS TO SCHOOL

Due to Safety Measures, no visitors may enter the school building without an appointment. Only TCSS employees and enrolled students will be allowed inside campus buildings at this time.

Visitors will be required to make an appointment. To make an appointment call 706-812-7957 ext. 4701.

WORK PERMITS (Certificate of Employment)

An Employment Certificate, commonly called a Work Permit, is required for all minors who have not reached their 16th birthday. Minors may obtain an Employment Certificate in the Front Office.

Appendix A

TROUP COUNTY SCHOOL SYSTEM

Student Attendance Protocol (condensed version)

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

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

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

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

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

1. At the beginning of the school year, the Responsible Persons, along with students who are 10 years or older will be asked to sign the Troup County Attendance Protocol and a copy of the signed Protocol will be kept on file at the school.
2. No later than upon the third unexcused absence, unexcused tardy, or unexcused dismissal, a designated staff member, will notify the Responsible Person by phone or written correspondence if necessary. For the purpose of intervening and providing support, resources will be offered to the Responsible Person. If applicable, the student may be referred to the appropriate School Counselor, Social Worker, Family Assistant, Administrator or Designee and a plan will be developed. This shall be considered the first notice of attendance.
3. If two (2) reasonable attempts to notify the Responsible Person of absences, tardies or early dismissals produce no response, the school will send an Attendance Notice to the Responsible Person via certified mail, return receipt requested or first class mail. If applicable, these students' names will be forwarded to the appropriate School Counselor, Social Worker, Family Assistant, Administrator or Designee.
4. After five (5) unexcused absences, seven (7) or more unexcused tardies, or seven (7) or more unexcused early dismissals, a referral to the school Counselor, School Social Worker or other designee will be made. In addition, a school designee will request a conference with the Responsible

Person and the attendance plan will be reviewed and updated. Also, if a referral is made to School Based Risk Reduction Team (SBRRT) and the Responsible Person elects not to participate and there is a subsequent unexcused absence, then an educational neglect complaint may be filed in the Juvenile Court (SBRRP applies to elementary school students only).

5. Except in extraordinary circumstances found in the discretion of the school, upon the occurrence of the first unexcused absence, unexcused tardy or unexcused early dismissal following the 1st Notification, law enforcement intervention will be requested.
6. If the above attempts are met with continued non-compliance by the Responsible Person of a child between the ages of 6-16 as evidenced by continued absences, the school will contact law enforcement and a warrant will be requested upon the 11th unexcused absence. At any time during the year, if the student's academic progress is negatively impacted by continued unexcused absences, the school may proceed with Educational Deprivation process through Juvenile Court.
7. After eleven (11) or more unexcused absences, the school may elect, as an alternative to sending a warrant request or in addition thereto, file a complaint for educational neglect or a Child in Need of Services complaint.
8. Attendance related information obtained by Law enforcement will be provided to the school and kept on file at that school.

Parent/Guardian/Responsible Person's Signature

Date

Student's Signature (if 10 years or older)

Grade

Student's Printed Name _____

Revised 06.11.24

Appendix B

Parent/Guardian Declaration of Intent

to Have Student Refuse Participation in Georgia Milestones Testing

In the event that you still wish for your student to refuse to participate in Milestones testing, we ask that you carefully read and sign the following document at least 2 weeks prior to the first day of testing. You may request a document from your student's school:

- The school is required by law to offer the student every opportunity to participate in the assessment. If you fail to sign and return this form, your student will be offered a test.
- **The parent assumes responsibility for the absence of data and understands that it may affect future educational decisions now known and unknown, such as course and/or program placement.**
- A conference may be held to discuss promotion/retention for elementary and middle school students not participating in the Georgia Milestones end-of-grade assessment.
- High school students failing to complete end-of-course assessments will have a grade of zero factored as 20% of the student's final course grade
- Absences to avoid state assessments are considered unexcused absences.
- Because certified teachers will be proctoring GMAS assessments, your child will not have access to teacher-led or supported alternate assignments during testing periods. He or she will be placed in an alternate setting, supervised by support staff. He or she may bring a book to read or work on homework assignments during testing periods.
- Schools will follow the Code of Conduct if any behavior issues arise.

Parent / Guardian Declaration of Intent to Have Student Refuse Participation in Georgia Milestones Testing:

I have carefully read this document and understand both the uses of Georgia Milestones assessment data and the possible consequences of my child not participating. Furthermore, I understand that my child must still attend school on testing dates in order to comply with compulsory school attendance law. This declaration is only valid for the soonest upcoming test administration window. A new declaration must be filed prior to designated retest opportunity periods in applicable grades.

_____ Student Name	_____ Teacher	_____ Grade
_____ Parent Name	_____ Signature	_____ Date

Appendix C

Link to Student Code of Conduct

<https://www.troup.org/parents/parent-information-links>