

STUDENT HANDBOOK
2025-2026

DO YOU HAVE IT?

GREATNESS
GIVE
RESPECT
ALWAYS

REQUIRES
DEMONSTRATE
RESPONSIBILITY
IN ALL AREAS

INTENTIONAL
INTEGRITY -
ALWAYS CHOOSE
WHAT IS RIGHT,
NOT WHAT IS EASY

TOUGHNESS
TENACITY -
BE DETERMINED
AND PERSISTENT;
NEVER GIVE UP



LAGRANGE
HIGH SCHOOL

Leadership • Honor • Service

GRANGER BEHAVIOR MATRIX






				
CLASSROOM	<p>Listen actively to teacher and peers</p> <p>Use quiet voices, give others space</p> <p>Use good manners, clean up your space</p>	<p>Be prepared and ready to learn</p> <p>Keep to the right, move promptly</p> <p>Wait your turn, use inside voices</p>	<p>Do your own work</p> <p>Follow hallway rules even without reminders</p> <p>Be honest about spills or mistakes</p>	<p>Keep trying even when it's hard</p> <p>Stay focused on getting to your destination</p> <p>Choose healthy foods, try new things</p>
HALLWAYS				
CAFETERIA				
RESTROOMS	<p>Give privacy, use polite language</p>	<p>Use time wisely, flush and wash hands</p>	<p>Report problems, don't vandalize</p>	<p>Make good choices even when no one's watching</p>
GYMS	<p>Include others, play fair</p>	<p>Use equipment properly, follow rules</p>	<p>Admit when you're wrong, be a good sport</p>	<p>Keep practicing new games or skills</p>

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LaGrange High School

MISSION STATEMENT

Our Mission

LaGrange High School is committed to nurturing inquisitive learners who possess conviction, knowledge, and open-mindedness. The ability to respect and value multiple global and cultural perspectives is necessary for the development of principled, reflective, and balanced members of a rapidly changing society.

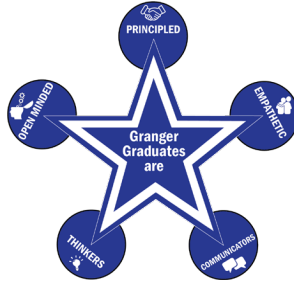
516 North Greenwood
LaGrange, Georgia 30240

Phone: 706-883-1590

Fax: 706-812-7976

Web Site: <http://www.troup.org/2/Home>

Each student is required to have a planner and student ID; replacement cost is \$7.00 each



PRINCIPLED

Grangers act with integrity, honesty and take responsibility for their actions and their consequences

EMPATHETIC

Grangers show empathy, compassion and respect while making a positive difference in the lives of others

OPEN-MINDED

Grangers are resourceful and resilient in the face of challenges and change

THINKERS

Grangers use critical and creative thinking skills to analyze and take action on complex problems

COMMUNICATORS

Grangers collaborate effectively by listening carefully to the perspective of others

The application of these five qualities of good citizenship will foster a better learning environment for students at LaGrange High School. Grangers will apply these qualities to school authorities, fellow students, and themselves.

MASCOT/ SCHOOL COLORS

Mascot – *Grangers*

School Colors – *Blue, Silver, White*

ADMINISTRATION:

Mr. Jamie Bozeman.... Principal
Keita Placide..... Asst Principal, 9th Grade Academy
Tamakia Brown Asst Principal
Jessica Mayfield CTAE Supervisor
Kerri Burekbuchler.... Registrar
Mike Pauley..... Athletic Director

COUNSELORS:

Laura Dodson Guidance Counseling A-F
Brittany McQueen Guidance Counseling G-M
Leisha Phelps..... Guidance Counseling N-Z
Kareem Douhne..... Work Based Learning Site Supervisor
Solomon Whitfield Graduation Coach

SECRETARIES:

Tiffany Bailey..... Principal Office
Teresa Bray..... Student Services Office
Megan Eady..... Registrar Office
Caralyn Burns..... Front Office
Tiffany Seals Front Office
Becky Anderson Nurses/Discipline Office
Jennifer Bishop..... CTAE Office



REGULAR BELL SCHEDULE

BELLS	ACTIVITY
8:15 - 9:45	1st Block
9:50 - 11:25	2nd Block
11:30 - 1:40	3rd Block
	1st Lunch 11:30 - 12:00
	2nd Lunch 12:03 - 12:33
	3rd Lunch 12:36 - 1:06
	4th Lunch 1:09 - 1:40
1:40 - 3:20	4th Block

SECTION I/ SCHOOL SPECIFIC

ACCREDITATION

LaGrange High School is accredited by the Georgia Accrediting Commission and AdvandED, formerly the Southern Association of Colleges and Schools

SECTION I/ SCHOOL SPECIFIC

ALMA MATER

With united hearts we praise thee; all our loyalty is thine,
and we hail thee Alma Mater, may thy light forever shine.

May thy name forever waken an affection deep and true,
May we Lead, Honor and Serve thee; LHS the White and Blue.

SECTION I/ SCHOOL SPECIFIC

ARRIVAL/ DISMISSAL

When a student arrives on campus by bus or by car, he/she is expected to report to the cafeteria if eating breakfast or report to the gym. The bell for all areas of the school to be open will ring at 8:05 am. There is to be no loitering or visiting in the parking areas. When a student arrives on campus (regardless of the time of day), he/she may not leave the campus for any reason (walking or driving) without checking out through the front office. This is considered 'skipping.' If a student needs to go to their car after arriving on campus, they should obtain administrator approval and sign out in the front office. Due to lunchtime restrictions, students cannot go to their vehicles during 3rd block.

Car riders are to be picked up and dropped off on MARSHALL STREET only. When waiting to pick up your child, please do not block neighborhood driveways and be courteous to homeowners who are entering/leaving the neighborhood.

Busses will unload/ load in the bus lane in front of the school. This is a no-parking zone from 7:30 am-8:15 am and from 2:30 pm-3:30 pm. (See also: Transportation - Car Riders - pg. 59)

Students who park in the senior, junior, or other areas across the street from the school are to cross only at the stop light crosswalk for safety purposes. Students crossing outside of the crosswalk or other identified crossing areas may be ticketed.

All students should go directly to their area for afternoon departure and leave as soon as transportation is available. There should be no student on the LHS campus after 3:45 pm that is not under the direct supervision of a coach, teacher, or other school personnel. Parents providing transportation should arrange to pick up by 3:30 pm or 15 minutes after any scheduled event ends. (ex: After School Detention, Attendance and Credit Recovery, Athletic Practices, Athletic Events, etc.) Students will not loiter after school. Transportation is available to all TCSS students.

SECTION I/ SCHOOL SPECIFIC

ATTENDANCE/ABSENCES

(See also TCSS Attendance Policy on page 21-23)

EARLY CHECK OUT

Students checking out of school early must check out in the front office. A parent note, doctor appointment note, court appearance summons, or other certified documentation must be presented to the front office for administrative verification **BEFORE THE START OF SCHOOL**. Once verified, the signed note will be available for pick-up by the student in the front office during class changes. The student will present their note to their teacher at the appropriate time and sign out in the front office before leaving campus. The approved note then must be presented to the attendance clerk at the time of check out each time a student checks out. The note must have a phone number whereby an administrator can contact the parent for verification. A parent or guardian must sign out students without notes. The parent or guardian signing out a student must be on the 'Infinite Campus' checkout list and present a valid ID.

Failure to “sign out” appropriately in the front office will result in a disciplinary referral for skipping. Students are required to sign in upon their return to school.

- **Dual Enrollment students must sign in/out in the front office every day.**
- **Work Based Learning students must sign in/out in student services every day.**

It is necessary that we know where to reach a parent or guardian at all times. Home numbers, cell phone numbers, work numbers, and email addresses must be updated by the enrolling parent/guardian at registration or in the Registrar's Office during the first week of school. Should changes occur, the school should be notified immediately. To improve the partnership between school and home, School Status (an automated communication system) may be used to share attendance and general announcements via email and text messaging. Parents may opt out of this service.

The student's attendance record is always available for parent review in Infinite Campus or upon request in the front office. 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 LHS media center for more information.

ABSENCES

Students who miss school are expected to bring a written excuse to the front office at the beginning of the day they return to school. An excused absence will be granted for the following state-approved reasons:

- Illness – A signed doctor's note and/or up to five parent notes will be used to excuse absences of this type.
- Death in the immediate family
- Court appointment
- Required church observance – must be approved by an administrator
- Exclusion because of exposure to a contagious disease – Must have doctor's notification
- Activity absences

Failure to bring a note results in an unexcused absence.

Parents, any handwritten note must be turned in within five days of the absence(s), or the absence(s) will remain permanently unexcused. We will only accept up to five handwritten parent notes per semester. Students with excessive absences (more than 6 unexcused) will be required to attend after-school attendance recovery in order to receive course credit or to satisfy State Truancy laws.

All absences, Excused or Unexcused, other than those for school-sponsored activities, count toward a student's final exemption status.

ATTENDANCE FOR COURSE CREDIT IN GRADES 9-12:

When a student has had five (5) unexcused absences from any given block, the school will notify the parents and juvenile authorities. 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 with their teachers within three (3) days to make up missed work after returning to school. Please note that if arrangements have not been made within three days of a student's return to school, all makeup work is left to the teacher's discretion.

Ignorance of the rule shall not be considered sufficient cause for setting aside its effects.

Upon the sixth unexcused absence in any course, a grade of 65 will be transcribed for that course, resulting in a loss of credit, regardless of the grade earned.

Attendance Recovery Program

Students who lose course credit due to absences may participate in the school's Attendance Recovery Program. The Attendance Recovery Program is held after school on designated days, from 3:30 to 5.

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.

Credit Recovery / Credit Repair Program

Students who lose course credit due to their failure to earn a grade of 70 or higher will have opportunities to repair or recover that course grade. Below are ways that students can repair or recover grades.

- **Credit Repair:** Students who earned a course grade between 60-69 will be given the opportunity to complete specific course work as prescribed by the teacher of record for the failed course. The changing of the course grade earned will be determined by the student's level of proficiency, grade on prescribe work, upon completion. The purpose of this policy is to give students an opportunity to pass a course before having to retake it in its entirety.

- **Credit Recovery:** Students who earned a course grade of 50-59 may be eligible to participate in a Summer Credit Recovery Program. Seniors and Juniors will have priority in summer school placement in order to recover lost credits. Sophomores and freshmen will be given opportunities for summer school placement if there is room. Sophomores and freshmen may be required to retake courses during the academic year. This will result in the a loss of elective options until required, state credits are earned.

ABSENCES COLLEGE DAY

College-day activity absences are limited to Juniors and Seniors and are arranged through student counselors. Juniors will be allowed a maximum of two (2) such absences per year. Seniors will

be allowed four (4) such absences each year. **Official documentation** of college visits **must be returned to the student's counselor.**

ABSENCES PRE-ARRANGED

The principal may approve absences for special events provided requests are made a minimum of 5 days in advance. Pre-arranged absences for reasons not recognized by state or local policy are still considered unexcused and count toward exemption status. **Pre-arranged activity absences afford students the opportunity to complete work in advance or to make up work missed without credit penalty.** Pre-arranged absence forms are available through the front office.

ATTENDANCE / FINAL EXAM EXEMPTION

TCSS EXEMPTION REQUIREMENTS

Final exams are designed to measure content mastery. Semester final exams are cumulative and will count as 20% of the student's final grade. If a student fails to take the final exam for a given course, a grade of zero will be received for the exam.

This policy intends to encourage student attendance and proper behavior and to maximize student exposure to instruction.

ALL students, Grades 9-12, are eligible to be exempt from their finals if all requirements for Exemption are met. Final Exemption requirements are as follows:

1. Student Fines: Students must clear up all outstanding fines
2. Student Discipline: Students who have received a discipline referral resulting in ISS/OSS, or have been suspended from riding the bus are ineligible for an exemption from the class(es) where ISS/OSS is assigned.
3. They have no more than five (5) absences in the semester, provided the student has an A average.
4. They have no more than four (4) absences in the semester, provided the student has a B average.
5. 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 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.

SECTION I/ SCHOOL SPECIFIC

CAFETERIA

- **All students are required to report to the lunchroom during their assigned lunch period.**
- Students are not allowed to leave campus for/during lunch.
- A student's failure to report to the cafeteria during assigned lunch time will be considered skipping.

- **OUTSIDE LUNCH DELIVERIES ARE PROHIBITED. THIS INCLUDES BUT IS NOT LIMITED TO DOOR DASH, GRUB-HUB, PARENTS, ETC.**
- Students are not allowed to take food or drink from the cafeteria. Bottled water is permitted.
- Due to student waiver, all students will receive free breakfast and lunch.
- No refunds will be given for prepaid lunches.
- Students who bring their lunch are encouraged to keep it with them during the day. Microwaves are available in the cafeteria for student use.

MEAL PRICES

	<u>BREAKFAST</u>	<u>LUNCH</u>
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Reduced:	FREE	FREE
Paid:	FREE	FREE

SECTION I/ SCHOOL SPECIFIC

CHEATING

Students who are caught cheating will receive a zero on the assignment until it is made up, and will receive a referral. Students receiving consequences for cheating will be given an opportunity to re-do the assignment, quiz, or test at a time to be determined by the teacher. Plagiarism, use of electronic devices, or use of Artificial Intelligence (AI) for an assessment without a teacher's permission will be considered cheating.

Plagiarism - the practice of taking someone else's work or ideas and passing them off as one's own.

SECTION I/ SCHOOL SPECIFIC

ELECTRONIC DEVICE/CELL PHONE

LaGrange High School has an expectation that ALL students will bring their Chromebook on a daily basis. To be eligible to use electronic devices for academic purposes, a student and their parent/guardian must sign a BYOD agreement, and follow all district (See policies: IFBG, JCDAF, JCDAD, and IFBGE), school, and classroom rules (See teacher syllabus).

Cell Phone use is permitted before school, during class changes, at lunch time, and after school. By definition, a cell phone is an electronic device. Students will not be permitted to use cell phones during instructional time. In addition, students will be required to turn in cell phones to their teacher upon entering class. All classrooms will be equipped with a lock box for cell phone storage during instructional time.

Improper use of a cell phone will result in a discipline referral.

The school is not responsible for the loss or damage of personal property. Students **MUST** secure their electronic devices at all times. LHS staff will not investigate the theft of personal property.

SECTION I/ SCHOOL SPECIFIC

EMERGENCY MANAGEMENT

LHS 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.

WEAPONS DETECTION SYSTEM

Troup County Schools has begun weapons detection screenings of students, staff, and visitors. The detectors we have are portable, and we have the ability to move the machines if we have a concern at another location within the building. Screenings will be conducted by a team of campus security staff who will use hand wands and weapon detectors to search for weapons. The screening systems will be active throughout the day, typically in a school's entryway.

We ask that you please prepare your children that they will be participating in weapons detector screenings at school. Please remind your children of the prohibited items in our schools and ensure they do not bring them to school. Those items include, but are not limited to the following:

- Any weapon: knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle
- Instruments capable of inflicting serious bodily injury: sparklers, fireworks, smoke or stink bombs, explosives, live ammunition, chains, including wallet chains, and bracelets
- Devices that are potential items of violence – certain rings, pipes or tubes, look-alike firearms and weapons (toy guns, knives)
- Anything dangerous, disruptive, or distracting – inhalant, paint, gasoline
- Flammable items – matches, lighters, electronic cigarettes/cigars, vapes, hazardous chemicals
- Tobacco products
- Illegal drugs/substances
- Controlled substances
- Prescription drugs
- Alcoholic beverages

STUDENT ID'S

All students must wear their school-issued ID visibly on a lanyard around their neck at all times during the school day. Student ID's will be issued and must be worn using a lanyard or ID/Badge. As a component of our school safety plan, all students **MUST** wear their ID badges at all times. If lost, replacement ID's must be purchased for \$7.00 in the media center. Failure to wear a student ID could result in disciplinary action.

INITIAL DISTRIBUTION AND REPLACEMENTS

- IDs and lanyards are distributed at the beginning of each year, unless you are a returning student.
- Students needing a Replacement ID must report to the Media Center for reissue.
- Replacement costs are \$7.00.

CONSEQUENCES FOR NOT WEARING AN ID

Offense	<u>Progressive Discipline</u> Response
1st	Verbal warning; temporary sticker issued
2nd	Parent contact, lunch detention
3rd+	After-school detention or loss of privileges
Chronic	Behavior contract or admin referral

SECTION I/ SCHOOL SPECIFIC

EXTRA CURRICULAR ACTIVITIES

ATHLETICS

LaGrange High School is a member of Region 4-AAAA. The Georgia High School Association governs scholastic eligibility. In order to be eligible, Students must:

- Have passed 3 of 4 courses the previous semester and be on track for graduation.
- All participants must have a physical examination by a doctor.
- Return the concussion form.
- Students **MUST** be covered by school insurance before participating in any athletic team practice.

LaGrange High School competes in the following sports: football, flag football, softball, basketball, wrestling, baseball, track, tennis, soccer, cross country, golf, cheerleading, swimming, fishing, E-Sports, and volleyball. Student athletes who have recently moved to or who will be moving away from LaGrange High School need to contact the Athletic Director to discuss eligibility issues.

Students who wish to talk about additional activities being offered should contact the Athletic Director.

STUDENT INSURANCE

All student-athletes and students participating in Band or Band Auxiliaries are required to have school athletic insurance coverage. Athletic insurance does not cover injuries incurred during the school day. School-time insurance and twenty-four hour coverage is available through the Troup County School System.

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.**

LEADERSHIP

Any student having been assigned ISS or OSS during the current or previous semester is not eligible to serve as a student council representative or class officer.

Student Council - The Student Council is elected by the student body each August to serve the remainder of the school year. The council is made up of ten representatives from each grade, with officers elected from among these representatives. Members must be academically eligible, maintain an overall 2.5 grade point average, maintain satisfactory conduct, and be an active member.

Class Officers - Each class will have a president, vice president, secretary, and treasurer. To be eligible to run for an office, a student must be a member of the class, be academically eligible prior to the election, and maintain satisfactory conduct. Candidates must secure the recommendation of three faculty members, one of which must be their assigned administrator.

Any behavior resulting in ISS/OSS will result in the revocation of the opportunity to participate.

YEARBOOK

Members of the yearbook editorial and business staffs are chosen in the spring for the following year by personal interview with the yearbook advisor. Students wishing to participate must apply and submit letters of recommendation from teachers.

CLUBS / OTHER INVOLVEMENT OPPORTUNITIES

A complete list of LHS clubs, extra curricular activities, and organizations including information regarding the purpose, activities, names of sponsors, and financial requirements can be found on the LaGrange High School web site or in the front office.

SECTION I/ SCHOOL SPECIFIC

FOOD/ DRINK POLICY

LaGrange High School prides itself on having a clean learning environment. In order to keep our school clean and bug-free, the consumption of food and/or drinks is not permitted in halls, classrooms, or other areas of the building other than the cafeteria. Students are allowed to have water in class in an original resealable bottle. Fast food lunch deliveries and consumption of remaining breakfast items in first-period classes is prohibited. Students bringing lunch or food / drink for after school consumption are expected to have such food / drink contained (in their book bags, plastic bag, purse, locker, etc.) at all times. Failure to adhere to the LHS Food/Drink Policy will result in disciplinary consequences.

SECTION I/ SCHOOL SPECIFIC

GUIDANCE AND COUNSELING

Students and parents are encouraged to work through the student's assigned counselor to address any scheduling (Teacher requests are not granted), course requirements, or graduation requirement problems, concerns, or questions that might arise. During the course of the school year, LHS will provide opportunities for parents/guardians to receive information at scheduled times.

Parents may call and make an appointment to see the counselor at any time during the school day. 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).

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.

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. Timing is most important in obtaining scholarships and grants.

The first step in preparing for college is to take the PSAT. It is given in October and may be taken by sophomores. Juniors, and freshmen may request to participate at the student's expense. 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 only some 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.

SCHOLARSHIPS - HOPE

Georgia residents have many 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 or universities. Contact your counselor or call 1-800-546-HOPE for more information.

SECTION I/ SCHOOL SPECIFIC SMART PASS / HALL PASS

To ensure a safe, orderly, and focused learning environment, LaGrange High School uses SmartPass for all student movement during the school day. SmartPass empowers students and educators by minimizing classroom disruptions, maximizing instructional time, and making student management more efficient.

Why SmartPass?

- *Maximizes Learning:* Reduces unnecessary interruptions and time out of class.
- *Increases Safety:* Allows staff to know who is out of class and where they're going.
- *Promotes Accountability:* Tracks student movement and patterns to support student success.
- *Builds Trust:* Encourages students to manage their time responsibly.

Students must have an active SmartPass before leaving the classroom or any supervised area on campus—including for restroom breaks, media center visits, office trips, or any other location. Failure to use SmartPass appropriately may result in a loss of hallway privileges or other consequences.

In addition, students who need to leave the classroom must have a laminated teacher/building specific hall pass. Students must have in their possession and visibly display a teacher/building specific pass. The lanyard pass will be color-coded by building and room number. For safety purposes, and student in the hall during class time must create a SmartPass and display the appropriate hall pass. Passage shall be by the shortest and quickest practical route without stopovers at any unauthorized locations. Students found in the hall without a proper pass or who choose an impractical route will be subject to disciplinary action.

SECTION I/ SCHOOL SPECIFIC

LAGRANGE HIGH SCHOOL PROGRESSIVE DISCIPLINE PLAN

To promote consistency in handling disciplinary matters, the administration of LaGrange High has developed the following guidelines. Students are expected to behave appropriately at all times; however, when misconduct occurs, the following progressive discipline plan shall guide the assignment of consequences for given infractions. Administrators may exercise discretion and adjust consequences in cases involving mitigating circumstances.

All disciplinary Infractions are examined on a case-by-case basis. It is the goal and practice of TCSS to administer fair and consistent discipline resolutions. The Matrix below provides administrators with a baseline for the type of infraction observed and documented. Due to FERPA laws, administrators can only disclose discipline information to parents/guardians regarding their assigned student.

SECTION I/ SCHOOL SPECIFIC

AFTER-SCHOOL DETENTION

After-school detention may be assigned to students by administrators for minor discipline infractions (ex: tardies, dress code, food/drink violations, etc.) After-school detention is a consequence that does not require a student to miss class. Instead, the consequence is imposed during non-instructional time. Students assigned to after-school detention will report immediately to Room A201 or 203 (upstairs A Building), where they will remain from **3:30p to 5:00p**. **Students that receive after-school detention ALWAYS receive a 24-hour notice to serve their detention and parents/guardians are ALWAYS called, by a staff member, to give notice as well.** For reasons like this, we ask to have your most up-to-date contact information on file. Even if we fail to reach the parent/guardian, the student gets a pink hard copy of their notice to send home to their parent. Those that don't serve on their serving date will be made up the following day. All personal matters must be taken care of before detention (rides, phone calls, etc). No eating, drinking, sleeping, or talking is allowed in after-school detention. Students must be off school grounds by 5:00p or may attend an after-school activity immediately following dismissal. If your student does not attend an after-school activity and fails to be picked up by 5:00p, they will no longer have the option of after-school detention. Students refusing to serve on the second day of absence will be assigned 1 Day ISS, and must complete the originally assigned detention days.

AFTER-SCHOOL DETENTION RULES AND REGULATIONS

While in after-school detention, students are not allowed to socialize with their friends or use their cell phones. Students may be required to participate in service learning activities such as but not limited to; campus cleanup,

IN-SCHOOL SUSPENSION (ISS)

IN-SCHOOL SUSPENSION

In-school suspension (ISS) is used to correct the inappropriate behaviors that students may exhibit while at school. Students are assigned to ISS by school administrators only. Upon assignment to ISS, the administrator will notify the student of the assigned dates. A copy of the disciplinary referral resulting in the assignment will be given to the student with directions for the student to give the referral to his / her parent as immediate notification of the ISS assignment. A copy of the referral and subsequent ISS assignment will be mailed to the parent / guardian at the address on record or the address provided by the student.

ISS GUIDELINES

1. If you have been assigned to ISS it is your responsibility to have all books and materials when you enter the ISS classroom. The day prior to entering ISS you will need to take all your materials home with you or put them in the ISS room before you leave school.
2. Students assigned to ISS are to report directly to ISS upon his/her arrival to school. No student assigned to ISS should be in any other area upon arriving to campus.
3. Do not bring food, candy, or drinks into the ISS room.
4. While assigned to ISS, students are not eligible to participate in or attend any TCSS function.
5. Electronic devices must be turned in to the ISS teacher when entering ISS.

SECTION I/ SCHOOL SPECIFIC

LOCKERS

Lockers are available to all students. Lockers are the property of the school and are subject to cleanliness and care as are the other parts of the building. Lockers are subject to random searches by school officials. Trained dogs directed by personnel from the LaGrange Police Department are routinely used to search lockers, parking lots, and other areas of the school for illegal contraband. Students are cautioned to be responsible in using lockers. Because students are accountable for their books and personal belongings, it is important that students not share lockers or alter them for any reason. If a locker does not work properly, the student should report the problem to the office and not use the locker until it is working. Students are discouraged from bringing valuable items to school.

Lockers and locks for those students in physical education classes will be assigned during the first few days of school. Students who use these lockers should store all valuables in a locked physical education locker and not share their combination with other students. **PERSONAL ITEMS OF VALUE SHOULD NOT BE LEFT OUTSIDE OF THE LOCKER OR INSIDE AN UN-LOCKED LOCKER DURING PE CLASS.**

Hall lockers will be assigned during the second week of school in the cafeteria. Seniors will get first choice of lockers, then juniors, sophomores, and freshmen in that order. After all students have received a locker, a student may purchase an additional locker based on need and distance from classes. Students may not change lockers during the school year.

SECTION I/ SCHOOL SPECIFIC

MEDIA CENTER

MEDIA CENTER SERVICES

The programs of the media center and computer lab are designed to support the educational goals of the Troup County School System and LaGrange 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 in achieving the educational goals and objectives of the curriculum areas.

HOURS

7:45-3:45 PM Monday-Thursday

7:45-3:30 PM on Friday

A media center pass is required anytime a student uses the media center.

COMPUTER LAB

The LHS Media Center Computer Lab is open to scheduled classes during the school day.

MEDIA CENTER - 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.
- Students must have a pass to use the Media Center.
- Upon arrival to the Media Center, students must scan their student ID and must scan their student ID again at departure.
- No food or drink are allowed in the Media Center, this includes during lunch.
- Failure to abide by the Media Center guidelines may result in a disciplinary referral and could result in suspension of Media Center privileges

MEDIA CENTER - CIRCULATION

- The borrower is responsible for all items checked out under his/her ID number. • 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.
- Reference books can be checked out for one night only at the end of the school day and should be returned by 1st period the following day.
- 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. **Failure to return overdue books and pay fines could result in the suspension of Media Center privileges and the opportunity to exempt final exams.**

FOR SAFE AND SMART USE OF COMPUTERS, STUDENTS MUST

- Follow the Troup County School System and LaGrange High School Computer and Network Agreement.
- Seek permission from the Media Center Staff **before** printing.
- It is your responsibility to maintain the security of your ID number and you may be held responsible for anyone who uses your user ID for inappropriate activities.

SECTION I/ SCHOOL SPECIFIC PARKING GUIDELINES

All students parking on campus must have a parking decal. Student with reserved parking must be parked in their designated parking space on the LHS campus.

- All cars must have the owner’s parking decal / permit appropriately displayed. Students must notify the proper school authority in the event a car is parked in a reserved space that does not have a permit.
- Students parking in “Reserved” parking spaces at the baseball field (Stinson); Granger lot, or Hunnicutt lot must be registered with LHS and have an assigned space
- A student parking permit decal must be displayed on his/ her vehicle.
- Students must not sit in parked cars or congregate in the parking area – either before or after school. Any tobacco and vapor product use are prohibited in all parking lots and in parked cars.
- The driver is held responsible for his/her car being vacated and should lock his/her car to protect it from any theft during the day.
- The student parking lots are **off limits** to students during the day. Students should bring all necessary items with them into the building upon arrival. There will be no returning to the parking lots during the day unless approved by an administrator.
- Parking spaces between the girls’ and boys’ gyms, behind the Vocational Building and Auto Tech/ Horticulture, at the corner of N. Highland and N. Greenwood, the North Greenwood lot next to E/F building, the gravel lot on Highland and the small parking lot next to the auditorium are reserved for faculty and staff members.
- Students participating in extracurricular activities are not allowed to park in areas reserved for faculty and staff members until after 4:00 p.m.
- Vehicles parked in any unauthorized areas will be subject to towing at the owner’s expense.
- The fee for 2025-2026 reserved parking is **\$45.00**
- Inappropriate/unsafe driving will result in disciplinary action that could include a report to law enforcement authorities and possible **revocation** of parking privileges. There will be no parking permit refunds.
- Students who drive themselves to and from school are expected to be at school on time each and every day.
- Parking spaces are non-transferable. Spaces of students who withdraw from LHS will be reissued to students who are on the official waiting list. Parking space fees are non-refundable.
- Once students have been assigned and have paid for parking, they will not be allowed to change to another space during the year.
- Students driving to/from thINC and/or PSO classes must purchase a parking permit, park in assigned spaces, and must go directly to designated areas upon arrival on campus.
- For safety purposes, the display of large flags on student vehicles is prohibited.

STUDENT PARKING VIOLATION & DISCIPLINE PLAN

To maintain a safe and orderly campus, all students who drive to school must display a valid LaGrange High School parking permit and follow all parking guidelines. Unauthorized parking disrupts campus operations and may pose safety risks. The following tiered discipline plan applies to all students who park on campus without the proper permit:

Unauthorized Parking Violations (No Permit Displayed)

Offense	Consequence
1st Offense	Verbal warning from the administrator
2nd Offense	1 day In-School Suspension (ISS)/Parent Contact
3rd Offense	2 days ISS/ Parent Contact
4th Offense	Revocation of Parking Privileges with no refund

Students' parking spaces may also be revoked for: skipping (leaving campus without permission by driving), reckless driving in the LHS school zone and/or parking lots, repeated failure to follow any of the parking guidelines and procedures. Students whose driving privileges have been revoked as a result of disciplinary actions will not be eligible for a parking permit refund.

IMMEDIATE PARKING PRIVILEGE REVOCATION

Student parking privileges may also be revoked immediately for any of the following serious violations:

- Leaving campus without permission (i.e., skipping school by driving off campus)
- Reckless driving on campus or in the LHS school zone
- Repeated disregard for parking guidelines or procedures

REFUND POLICY

Students whose parking privileges are revoked due to disciplinary actions are not eligible for a refund of their parking permit.

SECTION I/ SCHOOL SPECIFIC REWARDS PROGRAMS

In addition to routine recognition of students for exemplary performance in different areas of school life, LaGrange High School embraces the following rewards programs:

Academic Honors Recognition – Each semester students with a 4.0 GPA (All A's) from the previous semester and underclassmen who receive a 3.75 GPA (All A's and B's) for the entire year are recognized for their accomplishments at a social event held at the school during school hours. Seniors are recognized for this achievement at our annual Academic Awards Program in May.

Graduation Honor Regalia – Students participating in graduation ceremonies wearing honor regalia must meet the following criteria:

- All graduation honor regalia must be given by LaGrange High School
- All regalia must meet the specific academic requirements of each organization
- The following is an approved list of LHS regalia:
 - *Distinguished Honor Graduates*
 - *Honor Graduates*
 - *National Honor Society*
 - *National Technical Honor Society*
 - *Governor's Honors*
 - *International Baccalaureate Diploma Candidate*
 - *AP Honors with Distinction*
 - *Dual Enrollment Honors with Distinction*

SECTION I/ SCHOOL SPECIFIC

TARDY POLICY

Students not inside the classroom when the tardy bell rings are considered tardy to class. Students are required to make up any missed work due to a tardy. Students are given a warning bell prior to the tardy bell for each class period. Students are expected to be in the area of his / her next class prior to the warning bell and moving at the sound of the warning bell to avoid being tardy. A student who must leave the classroom to get materials needed for class may be counted tardy at the discretion of the teacher.

- Any student going to class having arrived at school late without reporting to the Front Office first will be considered skipping and will be assigned to ISS according to policy.
- Students that are more than 5 minutes late to class will receive a referral for Out-of-Area

TARDY TRACKING AND CONSEQUENCES (PER SEMESTER)

Number of Tardies	Consequence
1 - 2	Teacher warning, verbal reminder
3	Parent contact, 1 day after-school detention
4 - 5	Parent Contact, 2 days after-school detention
6 - 7	Parent meeting, 1 day ISS (Full Day)
8+	3 Days In-school suspension (ISS), loss of privileges (parking, school events), and behavior contract

ADDITIONAL GUIDELINES

- **Tardy Sweeps:** Periodic random checks with immediate consequences (e.g., lunch detention) to reset school-wide expectations.
- **Passes:** Limit the number of hall passes or require a digital pass system to discourage lingering in hallways.
- **Reset Option:** Students can “earn back” a tardy or reduce consequences by attending a punctuality workshop or by being on time for a set number of consecutive days.
- **Chronic Tardiness:** At 10+ tardies, students may be referred to a student support team, counselor, or truancy intervention program.

SECTION I/ SCHOOL SPECIFIC

TEXTBOOKS

Students are reminded that they are responsible for their textbooks. The books are the property of the State of Georgia and must be accounted for by the end of the year. 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. Students will be charged for any books lost, stolen, or missing that they were issued by the school. Records are kept on all students who owe for lost or damaged books. All financial obligations to LHS must be cleared in order to participate in graduation exercises.

SECTION I/ SCHOOL SPECIFIC

VISITOR POLICY

All visitors must check in at the front office to receive a visitor’s pass. Students are not permitted to have visitors during the school day or during lunch. Students from other schools or school districts are not allowed to accompany or visit with students during the school day. Parents are welcome and encouraged to sit in on classes. Please contact the student’s guidance counselor or administrator to schedule a visit.

SECTION I/ SCHOOL SPECIFIC

WEB SITE

The LaGrange High School web site is located at <http://www.troup.org/2/Home>. Please take advantage of this communication opportunity for up to date information concerning LaGrange High School and related events.

Daily announcements are posted on the LHS Facebook page each day.

SECTION I/ SCHOOL SPECIFIC

STUDENT FEES

- **Covers Basic Student Resources**

- Helps purchase student planners, ID badges, folders, or classroom supplies used by all students.
- Supports printing needs, lab materials, or technology fees for schoolwide platforms.

- **Funds School-Wide Activities**

- Helps fund assemblies, field days, and school spirit events that build a positive culture.
- Offsets costs for things like orientation materials, class t-shirts, or guest speakers.

- **Supports Equity**

- When collected universally, the fee helps ensure all students benefit from shared experiences and materials, regardless of financial background.
- Many schools have fee waivers for families in need to ensure no student is excluded.

- **Reduces the Need for Constant Fundraising**

- Allows the school to reduce reliance on ongoing fundraisers that place pressure on families and staff throughout the year.

SECTION II/ TROUP COUNTY POLICIES

CALENDAR, SCHOOL
2025-2026 SCHOOL CALENDAR

July 28 - July 31	Pre-Planning
August 1	First Day of School
September 1	Labor Day Holiday
October 2.....	First Nine Weeks Ends
October 3.....	Professional Learning Day/Student Holiday
October 6-7	Staff and Student Holiday
November 24-28	Thanksgiving Holidays
December 17	Noon Release Middle/High School
December 18	1st Semester Ends/Noon Release Middle/High School
December 19 - January 2	Christmas/New Year Holidays
January 5	Professional Learning Day/Student Holiday
January 6.....	2nd Semester Begins
January 19.....	MLK Holiday
Feb. 13.....	Professional Learning Day/Student Holiday or Inclement Weather Make Up Day
February 16	Presidents' Day Holiday
March 12	Third Nine Weeks Ends
March 13	Professional Learning Day/Student Holiday or Inclement Weather Make Up Day
March 30 - April 3.....	Spring Break
May 20-21	Noon Release Middle/High School
May 21.....	Last Day of School
May 21-22.....	Professional Learning Day/Post Planning
May 21	Callaway High School Graduation
May 22	Troup County High School Graduation
May 23	LaGrange High School Graduation
May 25	Memorial Day Holiday
May 26	Professional Learning Day/Post Planning

SECTION II/ TROUP COUNTY POLICIES
MISSION/ BELIEF STATEMENTS



Troup County School System

Your Future Starts Today

Vision Statement

Our Vision is to be a school system that is adaptable and flexible while creating innovative programming that will prepare our students to pursue their passions, and ultimately to prepare them for post-secondary education and careers.

Mission Statement

The Troup County School System is committed to educating ALL students using creative and innovative strategies that provide *'A Place For Every Kid.'*

District Goals

1. Ensure all students achieve at their highest level of academic performance.
2. Provide a safe, secure, and wholesome learning environment.
3. Engage all students, staff, families, businesses, and the community in the educational process.
4. Maximize efficiency and productivity in pursuit of the system's mission.

Beliefs

We believe that:

1. Students are the primary focus of all decisions.
2. Each student is a valued individual with unique social, emotional, physical, and intellectual needs.
3. Students have a shared responsibility for their own learning.
4. Clear and high expectations contribute to success.
5. All students can learn when provided with a rigorous curriculum and when supported academically, socially, and emotionally.
6. All students must be prepared to function effectively in a knowledge-based, technologically rich, and culturally diverse world.
7. Effective and engaging instruction provides the knowledge and skills to meet global challenges and opportunities.
8. Students who are lifelong learners are prepared to meet future challenges.
9. Students, staff, parents, and the community share the responsibility for the support of the TCSS mission.
10. Students benefit from strong family, school, and community partnerships.
11. Effective communication between home and school is essential.
12. The TCSS should be guided by long-range plans designed to meet the vision, mission, and goals of the district.

SECTION II/ TROUP COUNTY POLICIES

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.

SECTION II/ TROUP COUNTY POLICIES

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.

SECTION II/ TROUP COUNTY POLICIES
ATTENDANCE PROTOCOL
Absences, Tardies, Early Dismissals

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

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

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

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

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

1. At the beginning of the school year, the Responsible Persons, along with students who are 10 years or older will be asked to sign the Troup County Attendance Protocol and a copy of the signed Protocol will be kept on file at the school.
2. After three (3) unexcused absences, five (5) unexcused tardies, or five (5) unexcused dismissals, the school will notify the Responsible Person of such by phone, letter, or in person to discuss the student's status. Documentation of this contact will be kept on file at the school ("1st notification"). A conference will be requested with the Responsible Person and the Truancy Notice will be presented and signed and a plan will be developed to improve attendance.
3. After five (5) unexcused absences, seven (7) unexcused or more tardies, or seven (7) or more unexcused early dismissals, the school will notify the Responsible Person in writing (2nd notification) of such absences and shall require the Responsible Person to sign the Truancy Notice if the Responsible Person has not already signed it.
4. If two (2) reasonable attempts to notify the Responsible Person of absences, tardies or early dismissals produce no response, the school will send the Truancy Notice to the Responsible Person or guardian via certified mail, return receipt requested. If applicable, a list of these students' names will be forwarded to the appropriate School Counselor, Family Assistant, Administrator or Designee.
5. Except in extraordinary circumstances found in the discretion of the school, upon the occurrence of the first unexcused absence, unexcused tardy or unexcused early dismissal following the 2nd Notification, law enforcement intervention will be requested.

6. If the above attempts are met with continued non-compliance by the Responsible Person of a child between the ages of 6-16 as evidenced by continued absences, the school will contact law enforcement and a warrant will be issued. If 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.

SISTEMA ESCOLAR DEL CONDADO DE TROUP PROTOCOLO DE ASISTENCIA DE SECUNDARIA Y PREPARATORIA Ausencias, Llegadas tarde, Salidas Tempranas

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

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

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

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

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

1. Al comienzo del año escolar, se les pedirá a los padres o tutores, junto con los estudiantes que tienen 10 años o más que firmen el Protocolo de Absentismo Escolar del Condado de Troup y una copia del Protocolo firmado se mantendrá en archivo en la escuela.
2. Después de tres (3) ausencias injustificadas, cinco (5) tardanzas injustificadas y / o cinco (5) injustificadas salidas temprano, la escuela notificará al padre o tutor por teléfono, carta o en persona para discutir el estatus del estudiante. La documentación de contacto se mantendrá en archivo en la escuela. (1° notificación). Se solicitara una conferencia con la persona responsable y El Aviso de Ausentismo se presentara y se firmara y se desarrollará un plan para mejorar la asistencia.
3. Después de cinco (5) ausencias injustificadas, tardanzas siete (7) o más sin justificación, y/o

siete (7) o más salidas temprano sin justificación, la escuela notificará a la Persona Responsable por escrito (2° notificación) de dicha ausencia y requerirá que la Persona Responsable firmar el Aviso Absentismo Escolar si no lo a echo.

4. Si dos (2) intentos razonables para notificar a los padres o tutor legal de ausencias, tardanzas y / o salidas tempranas no producen respuesta, la escuela enviará el Aviso Ausentismo de los padres o tutores por correo certificado, con acuse de recibo. En su caso, una lista de los nombres de estos estudiantes será remitida al correspondiente Consejero Escolar, Asistente Familiar, Administrador o Designado.
5. Salvo en circunstancias extraordinaria se encuentra en la discreción de la escuela sobre la ocurrencia de la primera falta injustificada, tardanzas injustificadas, o salidas temprano sin justificación, siguiendo la segunda notificación; la ley será notificada.
6. Si se cumplen los intentos anteriores con el continuo incumplimiento por parte de los padres o tutor legal de un niño entre las edades de 6-16 como se evidencia por las ausencias continuas, la escuela podrá comunicarse con la policía. En cualquier momento durante el año el progreso académico de los estudiantes se ve afectado por continuas ausencias que la escuela puede proceder con un cargo de privación ocasional a la Corte Juvenil.
7. Después de siete (7) o más ausencias, puede elegir la escuela, como una alternativa a enviar una solicitud de orden, o además presentar una denuncia por negligencia educativa o Un Nino en Necesidad de Queja de Servicios.
8. Contacto del padre o tutor, o la información de cumplimiento de la ley será proporcionada a la escuela y se archivará en esa escuela.

조지아주법에따라모든연령의학생들은정상적으로수업을들어야합니다. 수업에빠진학생은교과지도물체를대로받지 못하여학업을제때마치지 못하고, 또한성공적인사회생활에어려움을겪습니다. 조지아주법령 "Georgia Compulsory Attendance Statute, O.C.G.A. and 20-2-690"에따르면, 자녀의등교를태만히하는부모님 / 법적가디언 (이하 책임자로명명)은 경범죄로기소될수있습니다. "Compulsory Attendance Statute"를위반하여유죄로인정될 경우, 관할법원은 재량으로 책임자에게 1 일 \$100.00 내의벌금부과 및/또는 30 일이내구속할수있습니다. 매번결석시따로벌칙이부과됩니다.

각학교장은교직원을지정하여이협약서를지킨다.

다음과같은사유가있을경우학생은결석할수도있다..

- ✓ 학생의질병으로, 등교시자신혹은타인의건강에해가될수있음
- ✓ 학생의직계가족사망
- ✓ 학생의종교와관련된휴일
- ✓ 학생의건강 / 안전을위협하거나등교가불가능한조건(기상악화등)
- ✓ 병원, 치과약속은법원출두로그해당하는시간만큼
- ✓ 부모님혹은법적이디언의군대일로인해결석이불가피함
- ✓ 필요할경우, 학생의이름을교육청카운셀러, Family Assistant, 사회복지사, 교부관리자 또는관계자에게보낸다.

법령에따라부모님또는가디언은자녀의출석을살펴야하며, 그러지못할경우불이익을당할니다.

아래와같이 "Troup County 교육청무단결석협약서"를시행한다:

1. 학년초, 10 세이상 아동의책임자는 "Troup County Truancy Protocol"에서명하고, 서명한서류는학교파일에 보관한다.
2. 무단결석 3 일, 사유없는지각 5 번또는조퇴 5 번일경우, 학교는책임자에게전환, 서면또는 직접만나 학생의 상태알린다. 연락한기록을학교파일에보관한다 (첫번째경고장), 책임자와 컨퍼런스를갖고 "무단결석 통지문-Truancy Notice"을보여주고, 여기에서명하며개선방책을세운다.
3. 무단결석 5 일, 사유없는지각 7 번또는조퇴 7 번이상일경우, 학교는책임자에게 경고장(2 번째)을보내고, 무단결석통지문에서명할것을요구한다. 책임자가서명했는지확인한다.
4. 이와같이책임자에게 2 번경고했는데도불구하고아무런대응이없으면, 학교는책임자/가디언에게우편으로 "무단결석통지문"을보내고 "배달증명서"를받는다. 경우예따라학생이름을학교카운셀러, Family Assistant, 교육행정관 또는관계자에게알린다.
5. 학교재량에따른특별한상황이아니고서는두번째경고기있는후다시 "무단결석, 지각또는조퇴"가발생하면 사법당국에연락을취한다.
6. 6-16 세아동의책임자가 위를무시하고학생이계속결석하면, 학교는사법당국에연락하고영양이발부된다. 학기중계속되는무단결석으로학업에진척이없으면, 학교는소년법원에책임자를교육기회발달죄로고소한다.
7. 무단결석이 7 일이넘으면학교는영양발송수요외에교육청치도논어린양육태만으로고발한다.
8. 출결과관련된사법당국의문서를학교에서받아학교파일에보관한다.

SECTION II/ TROUP COUNTY POLICIES

BEHAVIOR

All students at LaGrange High School are expected to display appropriate behavior and to respect school officials, other students, and the property and rights of others. Student behaviors that disrupt the learning environment will result in immediate removal from the classroom for a specified period of time. A parent/guardian may be required to attend a conference with the administrator, teacher, and student before being allowed to return to class. Disciplinary actions utilized by LaGrange High School include various teacher / administrator interventions, In-School Suspension (ISS), Out of School Suspension (OSS), and Referral to the Troup County Disciplinary Hearing process. Certain offenses are identified by the State of Georgia and the Troup County Board of Education as Mandatory Hearing Offenses (MHO). Violators of these offenses will be referred to the Troup County Disciplinary Hearing process and are subject to disciplinary actions that could result in permanent expulsion from the Troup County School System. Violators of MHO policies are also subject to criminal prosecution.

The following JCDA Student Behavior Code is also available on line at www.troup.org.

JCDA STUDENT BEHAVIOR CODE

Board Regulation JCDA-R(2): Student Code of Conduct **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 en route 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.

Codes 00 - 44 in the following list of offenses are aligned to the Georgia Department of Education Discipline Matrix utilized for state reporting purposes. Codes 45 - 50 are TCSS disciplinary codes to provide clarity for additional behaviors. For state reporting purposes these codes have been aligned to state codes.

Progressive Discipline Process

Progressive Discipline is a systematic approach utilizing a continuum of interventions, supports, and consequences. The purpose of the progressive discipline model is to make every reasonable effort to correct inappropriate student behavior with logical consequences and restorative responses. Administrators will use a range of identified behaviors along with a range of possible responses that support the corrective action of the behavior. This process creates an environment where the degree of discipline corresponds with the severity of the behavior leading to the discipline, and follows all due process procedures. Progressive discipline can include prevention measures, early and ongoing interventions, and disciplinary responses to address inappropriate behavior. All interventions, and disciplinary responses should be selected and implemented to assist students in understanding why the behavior is unacceptable, take responsibility for their action, and understand how they could approach the situation differently to avoid repeated inappropriate behaviors which may result in more serious consequences.

LEVEL 1	Level 1 behaviors represent minor disruptions to the classroom and/or the school environment. These behaviors may or may not require administrative intervention. With level 1 behaviors, the goal is to correct the behavior while limiting time missed from class. Staff should use responses in a graduated fashion.
LEVEL 2	Level 2 behaviors represent acts against a person(s) or property that endanger the health or safety of others in the school or severely impacts or disrupts the school environment. Level 2 may also include repeated similar offenses. These offenses may result in the removal of the student from the school environment and school related activities. Unless otherwise stated, administrative discretion may be used in order to limit the educational impact for a student while appropriately addressing the seriousness of the offence. Response options may include combinations of interventions, resolutions, and discipline up to and including disciplinary tribunal hearings and involvement of law enforcement.
LEVEL 3	Level 3 behaviors represent acts against a person(s) or property that may directly or indirectly endanger the health or safety of others. Level 3 discipline offenses represent the most serious acts of misconduct and must be immediately reported to the principal. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities, pending disciplinary investigation of the allegations. A disciplinary tribunal hearing may be required based on the findings of the investigation.

Discipline Procedures

GENERAL DISCIPLINE PROCEDURES

All violations of the Student Behavior Code shall be investigated and punishment imposed as warranted by the nature and circumstances of the violation. A principal in his discretion may (but is not compelled) administer appropriate disciplinary action such as in-school suspension or short-term suspension for certain violations at the school level without referral to a disciplinary hearing for students committing violations of the Student Behavior Code.

However, a principal does not have the authority to impose and must refer a student to a disciplinary hearing for the imposition of long-term suspension, expulsion or assignment to an alternative education program. A principal at his discretion may refer any violation of the Student Behavior Code for a disciplinary hearing.

At the beginning of each school year, the principal or other designated administrator shall conduct such convocations, student assemblies or other proceedings with all students enrolled in each school so as to explain with particularity, the Student Behavior Code and the disciplinary protocol followed to include Mandatory Hearing Offenses.

MANDATORY HEARING OFFENSES

The Troup County Board of Education believes that certain violations of the Student Behavior Code outlined herein cannot be tolerated under any circumstances and because of the nature and consequences of the violations immediate school and judicial intervention is required. Those offenses shall hereafter be defined and referred to as Mandatory Hearing Offenses. The following violations of the Student Behavior Code shall be classified as Mandatory Hearing:

DISCIPLINE PROCEDURES

Upon reasonable suspicion that a student has committed a Mandatory Hearing Offense, the principal or administrator in charge of discipline at each school shall immediately separate the student from the rest of the student body while the investigation of the conduct is being conducted pursuant to Policy JDD – Student Suspension/Expulsion and Policy JD - Student Discipline. The principal or administration in charge of discipline shall advise the student that evidence exists that the student may have committed a Mandatory Hearing Offense.

The school administrator shall advise the student that (1) the Mandatory Hearing Offense which the student is alleged to have committed carries the consequences of mandatory referral to a Disciplinary Hearing of the Troup County Board of Education with short term suspension pending the hearing of the charges by the Disciplinary Hearing Officer; and (2) the reporting of the alleged violation of the Student Behavior Code to the appropriate law enforcement agency in which the school is located and to the Juvenile Court of Troup County and to the Troup County District Attorney is mandatory.

Upon completion of the investigation of a Mandatory Hearing Offense and a determination that grounds exist for charging a student with an offense, the principal shall first, make a reasonable attempt to notify the student’s parents followed by the Juvenile Court of Troup County and the appropriate law enforcement agency.

TYPES OF CONSEQUENCES OR CORRECTIVE ACTION

As defined in Policy JDD as follows: In-School Suspension, Short-Term Suspension, Long-Term Suspension, Expulsion, Alternative Education Program and Felony or Delinquent Suspension may be imposed on a student for any violation of the Student Behavior Code.

In-School Suspension: In-school suspension is the isolation of a student during the school day from the regular classrooms and activities of the school with a continuation of the student's progress with classroom assignments and additional support as deemed appropriate by the ISS instructor unless otherwise identified and is not limited to academics, behavioral and/or social skills development.

Short-Term Suspension: Short-term, out-of-school suspension as defined in O.C.G.A. §20-2-751(3) means the denial to a student of the right to attend school and take part in any school-related functions for a period not to exceed ten (10) consecutive school days. The principal and assistant principal of any school shall have the discretionary power to impose a short-term suspension.

Long-Term Suspension: Long-term as defined by O.C.G.A §20-2-751(2) means the denial and suspension of a student of the right to attend school and take part in any school-related functions for more than ten (10) consecutive school days but not beyond the current academic term. A student may receive long-term suspension only as a result of a student disciplinary hearing before a Disciplinary Hearing Tribunal.

A student shall be subject to long-term suspension or expulsion for violation of the rules for student behavior, conduct and discipline as set forth in these policies but only after a hearing or opportunity for a hearing in accordance with the rules and procedures hereafter set forth.

Expulsion: Expulsion as defined by O.C.G.A. §20-2-751(1) means the denial to a student of the right to attend school and take part in any school-related functions beyond the current academic term, and any greater duration deemed appropriate by the Disciplinary Hearing Officer including but not limited to the remainder of the current semester, school year, an entire school year or years, or permanently.

Expulsion may only be imposed by action of the Disciplinary Hearing Tribunal after the student has been afforded notice, opportunity for hearing, and other procedural rights prior to such expulsion becoming effective.

ALTERNATIVE DISCIPLINE RESOLUTION (ADR)

The Troup County Board of Education supports the disciplinary hearing process and requirements established by Georgia law and, in particular, its policy to designate mandatory disciplinary hearings for certain offenses. The Troup County Board of Education believes that, in certain circumstances, a less adversarial, informal disposition of breaches of the Troup County Board of Education Student Behavior Code can produce positive changes in individual student discipline and student attitudes towards discipline. Therefore, the Troup County Board of Education institutes and authorizes the following alternative discipline resolution (ADR) process:

Purpose. The purpose of ADR is to allow administrators of each school and parents to meet, discuss and agree on long-term suspension, expulsion or assignment to an alternative education program as punishment to be imposed for particular offenses committed in violation of the Troup County Board of Education Student Behavior Code and to waive and forego a disciplinary hearing tribunal on the charges.

Applicable Offenses. ADR shall be used for all violations of the Student Behavior Code, whether mandatory or non-mandatory hearing offenses, for which long-term suspension, expulsion or assignment to an alternative education program are to be recommended by the Principal.

Process. Upon completion of an investigation conducted in accordance with the Disciplinary Protocol set forth above of a probable Student Behavior Code violation, the school administrator

shall then notify the parent and student of the ADR process and the availability of the ADR process in lieu of a disciplinary hearing before a tribunal or hearing officer. If the parent and the student avail themselves of the ADR process, the student and parent and the school administrator shall meet to discuss the violations of the Student Disciplinary Code, to receive admissions of guilt and to discuss and impose punishment for the offenses committed.

Should the school administrator determine that neither the student nor the school will benefit from an ADR, the school administrator shall proceed with a disciplinary hearing as provided for under this Student Behavior Code and other Troup County Board of Education policies. Likewise, should a student or parent determine that they do not desire to participate in an ADR, the school administrator shall then proceed with a disciplinary hearing for the offenses committed.

Waiver of Hearing and Appeal. If a student and parent agree to a consequence from an ADR, they will be required in writing to waive a formal hearing and to agree and waive any rights of appeal of the ADR or the punishment imposed to the Troup County Board of Education or the State Board of Education. If a student or parent refuses to waive a hearing or refuses to agree to accept ADR punishment and waive all appeals, the student shall be referred forthwith to a disciplinary hearing tribunal.

Punishment Imposed. As a result of an ADR, a student may be punished for a violation of the Student Behavior Code by the imposition of short-term suspension, long-term suspension, expulsion or assignment to the Troup County Hope Academy. Permanent expulsion shall not be imposed or agreed to through an ADR, such being reserved for imposition by a disciplinary hearing only.

Impact. The discipline of a student under ADR shall be a part of the student's disciplinary records and carry the same importance and impact as if the student was disciplined by a disciplinary hearing tribunal. ADR shall be reported for a transferring student to a receiving school system as required by Georgia law.

Time of ADR. ADR shall be completed within ten (10) school days of the date on which short-term suspension is imposed and the student is removed the general school population. Where extenuating circumstances exist, ADR may be held more the ten (10) days thereafter, provided however, that the student must be returned to the general school population at the end of the short-term suspension. Reporting Requirements. Notwithstanding the use of ADR, the school administrator shall report all mandatory hearing offenses required by the Student Behavior Code to the appropriate law enforcement agency in which the school is located, to the Juvenile Court of Troup County and the Troup County District Attorney as required by Paragraph 2(a) of Section B. Disciplinary Protocol set forth above.

Alternative School Allocations. The Superintendent shall allocate a specified number of assignments for each school for students to be assigned to the Troup County Hope Academy. School administrators in the imposition of punishment through ADR shall not exceed the allocated slots for a particular school at The Hope Academy.

Process Forms. The Superintendent or designee shall develop such forms, letters, and notifications as may be required to notify parents properly of the ADR, the availability of the ADR and to record the disposition thereof.

SECTION II/ TROUP COUNTY POLICIES

BYOD - Bring Your Own Device

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

Definition of “Technology”

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

Internet

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

Security and Damages

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

Acceptable Use Policy (AUP)

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

Teachers' Role

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

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

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

Troup County BYOD Guidelines

Students and parents/guardians participating in BYOD must adhere to the Student Code of

Conduct, as well as all Board policies, particularly Internet Acceptable Use (Policies IFBG, JCDAF and JCDAD) and Internet Safety (Policy IFBGE). Furthermore, the student must agree to the following conditions.

Please read carefully and initial every statement:

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

Please understand that the use of personal devices to support educational experience is not a necessity but a privilege. With respect of the rules, this privilege will benefit the learning environment as a whole. When rules are abused, privileges will be taken away.

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.

SECTION II/ TROUP COUNTY POLICIES
CHROMEBOOK AGREEMENT
TCSS CHROMEBOOK PROCEDURES

All procedures are in effect before, during, and after school hours and wherever the Chromebook is being used (on or off school property).

EXPECTATIONS OF USE

- Bring Chromebook fully charged to school each day
- Follow the teacher's procedures for how/when to use Chromebook
- Use the Chromebook according to the TCSS Acceptable Use agreement in your student handbook
- Keep equipment (i.e. Chromebook, power cord, case) secure and in good condition
- Do not use Chromebooks for illegal or offensive activities, such as bullying, harassing, inappropriate content, or plagiarism or in a manner that is disruptive to other users, or equipment
- Never leave the Chromebook unattended

CHROMEBOOK CARE

- Keep Chromebook centered on the desk
- Do not balance the Chromebook on your lap
- Do not carry the Chromebook by the screen
- Keep sound muted unless otherwise instructed
- Do not close the Chromebook on any objects
- Keep the cover on the Chromebook closed at all times when in transit
- Keep the Chromebook in a case at all times to prevent bumping and accidental damage
- Chromebooks should never be placed on the bottom of a pile or in the bottom of the locker

PERSONALIZATION

The Chromebook and all accessories are the property of the Troup County School System. Students can:

- Personalize their desktop
- Any images used for the desktop background must be appropriate for school and in line with the Acceptable Use Policy
- Students will be able to purchase a clear case to attach to the Chromebook that may be personalized and decorated

Students are prohibited from:

- Removing device identification tags
- Placing stickers or otherwise marking the Chromebook itself including the cloth case and charger in any way (this does not include the purchased clear case)

CLEANING

- Do not use Windex or other cleaning solutions on the surface or screen
- Wipe surfaces with a clean soft cloth

DAMAGED CHROMEBOOKS

- Student brings Chromebook to Media Center and an incident report will be completed
- Chromebook is examined and a determination is made whether it is accidental or intentional damage. If the damage is deemed to be intentional or negligent on the part of the student, the student may be subject to discipline and the parent / guardian may be responsible for the cost of repair or replacement.
- If the Chromebook cannot be fixed quickly a loaner Chromebook will be provided. Student will be informed when repair is complete
- Under no circumstances are students to attempt to open or tamper with the internal components of the Chromebook
- Repeated neglect/intentional damage may result in loss of privileges

SECTION II/ TROUP COUNTY POLICIES

**COMPUTER, NETWORK, INTERNET,
ELECTRONIC COMMUNICATIONS, & SOCIAL
MEDIA ACCEPTABLE USE**

**COMPUTER, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS,
AND SOCIAL MEDIA ACCEPTABLE USE**

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

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

Computer Fraud and Abuse

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

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

The purpose of school system-provided network access (which includes Internet access) is to facilitate communications in support of research and education. Access is a privilege, not a right. Students will be guided toward topics which have been matched to specific learning objectives rather than being allowed to “surf” the Internet without direction. Troup County School System will allow limited access to students using filtering devices.

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

approved curricula, students may be able to search for and access materials which have not been evaluated by staff. Families should be aware that some material accessible via the Internet may contain items that are inaccurate, defamatory, illegal, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be liable. All users' files, content, and communications stored on school-based computers, networks, or other electronic devices are subject to access and review by administrators or designated system technicians to maintain system integrity and insure that users are acting responsibly. These files are subject to the Georgia Open Records Act and may be accessible to others as a matter of public records.

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

1. Accessing, sending, creating, or posting materials or communications that are damaging to another person's reputation, abusive, obscene, sexually oriented, threatening, demeaning to another person's gender or race, harassing, or illegal.
2. Violating any local, state or federal statute.
3. Vandalizing, damaging, or disabling the computer and/or related equipment of any individual or organization.
4. Using the school's computer hardware or network for illegal activity such as copying software or violation of copyright laws.
5. Making illegal copies of software on any school's computer or computer network.
6. Copying or downloading copyrighted software for one's own personal use.
7. Violating copyright or otherwise using the intellectual property of another individual or organization without permission.
8. Using the network for private financial or commercial gain.
9. Loading or using any unauthorized software programs on any school's computer or computer network. Examples include games, public domain, shareware, etc.
10. Intentionally infecting any school computer or network with a virus or program designed to damage, alter or destroy data.
11. Attempting to gain or gaining unauthorized access to network resources.
12. Invading the privacy of other individuals by gaining unauthorized access to their files or documents.
13. Using or attempting to use another person's user name (User I.D.) or password without authorization. Passwords must be kept confidential and must not be shared by anyone.
14. Posting or plagiarizing work created by another person without their consent.
15. Posting anonymous messages.
16. Using the network for commercial or private advertising.
17. Forging electronic mail messages.
18. Attempting to access, alter, delete, or copy the electronic mail of other system users without authorization.
19. Using the school's computers, network or Internet link while access privileges are suspended.
20. Using the school's computers, network or Internet link in a manner that is inconsistent with teacher's directions and generally accepted network etiquette.
21. Attempting to alter the standard configuration of a computer, a network or any of the resident software on the computer or network within the assigned user environment.
22. Using personal diskettes and personal CDs and/or digital storage devices in school equipment without authorization.
23. Posting/sharing electronic messages that undermine and violate district policies and practices or become detrimental to the health, welfare, discipline or morals of others.
24. Engaging in personal social networking activities during the professional workday.
25. Posting social media and electronic messages or establishing social network sites on behalf of

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

26. Violating confidentiality laws that govern student records, health, and select personnel records and information.
27. Storing personal files, photos, data, and other content on school system equipment.

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

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

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

SECTION II/ TROUP COUNTY POLICIES

DRESS CODE

BELIEFS

The Troup County Board of Education believes that an appropriate dress code will support a safe school environment that is conducive to learning. Dress standards promote the safety, modesty and comfort of students and are designed with their well-being in mind. Research also indicates that there is a distinct relationship between students' attire and their classroom behavior, attitude and achievement. The dress and personal appearance should not be disruptive or interfere with the legitimate interest and welfare of all students. Consequences for improper dress will include parents being notified by phone or written message. Continual violation of the dress code becomes an issue of defiance and will be treated as such. The administration will have the final decision on appropriate dress for school. If you have any questions or comments, please feel free to contact the school principal.

GUIDELINES

Students should adhere to the following guidelines:

1. Pants must be worn at the waist, with or without a belt. "Busting slack" is not allowed. Students should not have to hold pants up while walking.
2. Shorts, skirts, and dresses are permitted but must be of appropriate length and style. The general rule is shorts and skirts should be no shorter than the tip of the middle finger when arms are extended by the side.
3. Clothing with pictures, writing, and/or symbols promoting gangs, alcohol, sex, tobacco, profanity or suggestive/crude messages is prohibited.
4. Hats/caps, "hoodies," sweatbands, stocking caps, curlers, ear warmers or sunglasses are not to be worn inside the school building. Bandanas are not permitted at any time.
5. Biker shorts, any type of warm-up that is tight and clings to the body, and clothing designed as undergarments or night wear (pajamas, flannel pants, negligee, etc.) worn as outer garments are unacceptable. This includes "leggings" or tights. If leggings or tights are worn, the outer wear covering these garments must meet the minimum requirements set forth in this dress code (i.e. shorts, skirts, or dresses worn over leggings/tights must meet minimum length

- requirement stated in number 2 - they should be no shorter than the tip of the middle finger when arms are extended by the side).
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. All pants, shorts, and other clothing with holes at or above the knee are unacceptable.
 8. Other unacceptable dress: dog chains, wallet chains, "spiked chokers", and hanging shoulder straps, or any apparel that may be used to harm or impair another.
 9. All students must wear shoes at all times for health and safety reasons. It is also recommended that shoes with a smooth sole such as thongs or flip flops not be worn. Bedroom slippers are prohibited.
 10. With approval of the principal, activity sponsors may establish different rules for dress and grooming for participation in special activities.
 11. Other attire deemed unsafe, inappropriate, or disruptive to the learning environment by the building principal may be subject to disciplinary action.

SECTION II/ TROUP COUNTY POLICIES

GENDER EQUITY IN SPORTS

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

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

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

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

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

SECTION II/ TROUP COUNTY POLICIES

EXPULSION

In accordance with state law, it is the policy of the Troup County Board of Education that a student who commits any act of physical violence resulting in substantial physical injury to a teacher shall be suspended or expelled from all public school programs, including alternative education programs, for at least the remainder of the school semester.

Whenever events as described in paragraph one occur, the Board shall appoint a disciplinary hearing officer, panel, or tribunal of school officials to hold a disciplinary hearing pursuant to O.C.G.A. 20-2-754 regarding the suspension or expulsion.

No school in this school district may enroll any student who has been suspended or expelled by another local board of education pursuant to the provisions stated in paragraph one. Provided, however, students may be enrolled in an alternative education program established under O.C.G.A. 20-2-769.

SECTION II/ TROUP COUNTY POLICIES

FINAL EXAMINATIONS

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.

SECTION II/ TROUP COUNTY POLICIES

GRADING POLICY

In order to comply with the TCSS Administrative Regulation IHA-R(0), Beliefs on Grading, and in order to bring grading consistency across all schools, the following grading policies will be implemented in each school beginning Fall 2023:

Middle and High School Division

Minimum Grades:

Middle School & High School: Teachers will not enter in gradebook a grade less than 50 for any work attempted. If a student scores below a 40 for a grade, the actual grade should be placed in the comments area. Students will receive a "0" for work not attempted. This includes but is not limited to: not turning in the assignment, not filling in any answer blank, filling in answer blanks with answers not related to the topic, marking an answer document in a pattern or with all one answer, answering less than half of a test, etc. Final grades will not be less than 50. Work submitted where a student has either cheated or plagiarized will receive a 0.

Make Up Work:

Students are encouraged and allowed to make up all missing work due to absence. Students who are absent, regardless of reason, may schedule to make up any work missed within five days of their return to school. This includes In School Suspension (ISS) and Out of School Suspension (OSS).

Grade Calculation: 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 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

SECTION II/ TROUP COUNTY POLICIES

MEDICATION

A. Administration of Medication

1. All medications other than the exceptions listed in the following paragraph, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the Troup County School System.
2. All medications must be delivered to the school's office staff by the student, parent or guardian immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for the medication to be administered.
3. Any student possessing prescription or over-the-counter medication not in accordance with this policy will be considered in violation of the School System's drug policy (JCDA) and shall be subject to the discipline policy as set forth in the student code of conduct and/or student/parent handbook.
4. A student for whom the school has supporting medical documentation on file may at all times carry, with parental/guardian permission, inhalers for asthma, auto-injectable epinephrine (epipens) for allergic reactions and medical needs for diabetes.
5. A student who is authorized by her parent, physician and school to self-administer auto-injectable epinephrine for allergic reaction and medical needs for diabetes may possess and use such medication as follows:
 - a. While in school;
 - b. At a school sponsored activity;
 - c. While under the supervision of school personnel; or
 - d. While in before-school or after-school care on school operated property.
6. Students authorized to self-administer such medication shall be instructed not to permit any other student to handle, possess or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.
7. No student shall sell, give, lend or administer any medication, whether prescription or over the counter, to any other student or person. The sale or gift of any medication to another shall constitute a violation of the student code of conduct set forth in Policy JCDA.

B. Parental and Physician Permission

1. In order for the student to carry and self-administer such medications, parents/guardians must provide a written statement from a licensed physician confirming that the student is able to administer the medication to himself or herself. The parent/guardian shall also provide written permission for the school nurse or designated employee to store and administer the medication for students who are unable to self-administer regardless of reason, as well as consult with the student's doctor regarding any questions that may arise concerning the medication. (HIPPA compliance is maintained).
2. The parent/guardian shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

C. Auto-injectable Epinephrine

1. The term "auto-injectable epinephrine" means a disposable drug delivery device that is easily transportable and contains a premeasured single dose of epinephrine used to treat life-threatening allergic reactions.

2. A school may receive and store prescription auto- injectable epinephrine on the school premises on behalf of a student who is not able to self-administer the medication because of age or other reasons if the parent or guardian provides the following:
 - a. A written statement from a physician licensed under Georgia law detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken; and
 - b. A written statement by the parent or guardian providing a release for the school nurse or other designated school personnel to consult with the physician regarding any questions that may arise with regard to the medication, and releasing the school system and its employees and agents from civil liability; and
 - c. The written statements specified above shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.
3. Nurses or other school employees are authorized to administer an Epinephrine Auto- Injector (e.g.,Epipen), if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer an Epinephrine Auto- Injector to a student in such circumstances shall be immune from civil liability.

D. Levalbuterol Sulfate

1. The term “Levalbuterol Sulfate” is an orally inhaled medication that contains a premeasured dose delivered by a nebulizer or inhaler used to treat perceived respiratory distress.
2. A school may receive and store prescription Levalbuterol Sulfate on the school premises on behalf of a student who is not able to self-administer the medication because of age or other reasons if the parent or guardian provides the following:
 - a. A written statement from a physician licensed under Georgia law detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken; and
 - b. A written statement by the parent or guardian providing a release for the school nurse or other designated school personnel to consult with the physician regarding any questions that may arise with regard to the medication, and releasing the school system and its employees and agents from civil liability; and
 - c. The written statements specified above shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.
 - d. Nurses or other school employees are authorized to administer Levalbuterol Sulfate, if available, to a student who is having perceived respiratory distress, regardless of whether the student has a prescription for Levalbuterol Sulfate. Any school employee who in good faith administers or chooses not to administer Levalbuterol Sulfate to a student in such circumstances shall be immune from civil liability.

SECTION II/ TROUP COUNTY POLICIES

WEAPONS

Purpose - It is the policy of the Board of Education that a student shall not possess, use, handle, exercise control over, bring, or transmit any object that reasonably can be considered a firearm, dangerous weapon, or hazardous object as defined herein and in Georgia law on property or in a

building owned or leased by a school district, at a school function, whether on or off school property and regardless of the location, or on a bus or other transportation provided by the school district.

Definitions - For the purposes of this policy the following terms shall be defined and mean as follows and shall be collectively referred to as “weapons” for the purpose of this policy:

Firearm - “Firearm” means and includes any handgun, pistol, revolver, rifle, shotgun, or other weapon of any description, whether loaded or unloaded, from which any shot, bullet, projectile, or other missile can be expelled or discharged by action of an explosive or electrical charge.

Dangerous Weapon - “Dangerous weapon” means any weapon as defined in O.C.G.A. §16-11-121 commonly known as a “rocket launcher,” “bazooka,” or “recoilless rifle” which fires explosive or nonexplosive rockets designed to injure or kill personnel or destroy heavy armor, or similar weapon used for such purpose. The term shall also mean a weapon commonly known as a “mortar” which fires high explosive from a metallic cylinder and which is commonly used by the armed forces as an antipersonnel weapon or similar weapon used for such purpose. The term shall also mean a weapon commonly known as a “hand grenade” or other similar weapon which is designed to explode and injure personnel or similar weapon used for such purpose. The term shall further mean any machine gun, sawed-off rifle, sawed-off shotgun, or shotgun.

Hazardous Object - “Hazardous object” means any object defined by O.C.G.A. §20-2-751 to include any dirk, bowie knife, switchblade knife, ballistic knife, any other knife regardless of the length of the blade, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind. The term shall also include any stun gun or taser, air rifle, air pistol, pellet rifle, or pellet pistol.

Punishment:

Firearm or Dangerous Weapon - Any student who is determined to have possessed a firearm, or dangerous weapon as defined herein, exercised control over, or brought such upon school property or to a school sponsored event or upon any school bus shall be expelled for a period of time of not less than one (1) year from the date of the violation.

The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

Hazardous Objects - Students who possess hazardous objects as described in Paragraph 2(C) herein will be subject to discipline as specified in the Student Code of Conduct.

Second Offense – Any student who is found to be in possession of a weapon as defined herein for a second time shall be expelled for a period of not less than one (1) year from the date of the second violation.

Reporting Requirements:

School Reporting - Any employee of the Troup County School District who has reasonable cause to believe that a student possesses a weapon as defined in this policy, to include a firearm, dangerous weapon, or hazardous object, or is involved in an assault using a weapon, must report such violations to the principal or other administrator of the school. If the principal has reasonable cause to believe that such report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority.

Parental Notification - The student's parents or guardian will be notified immediately of his/her child's involvement in any activity involving firearms, dangerous weapons, or hazardous objects.

Court Referral - Any student who is found to be in possession of a firearm, dangerous weapon, or hazardous object as defined herein to a school, or a school sponsored activity, served by the Troup County School System will be referred to the Troup County criminal justice or juvenile delinquency system.

Student Information - Students will be given a copy of the Code of Conduct, which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions.

SECTION II/ TROUP COUNTY POLICIES

CYBERBULLYING

I. STATEMENT OF INTENT

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

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

II. DEFINITIONS

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

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

C. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not the electronic act originated on school property or with school

equipment, if the electronic communication

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 student's or school personnel's person or property or has a high likelihood of succeeding in that purpose.

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

Cyberbullying is defined as any electronic communication, by individuals or groups to:

1. make a true threat against a student or school employee;
 2. materially disrupt school operations; or
 3. substantially impinge on the rights of another student such as, but not limited to: creating reasonable fear or harm to the student's person or property; creating a substantially detrimental effort on the student's physical or mental health; substantially interfering with a student's academic performance or interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school; or being so severe, persistent, or pervasive as to cause severe emotional distress.
- D. Includes conduct that is based on, but not limited to, a student's actual or perceived race, color, national origin, gender, religion, disability, sexual orientation or gender identity, distinguishing physical or personal characteristic, socioeconomic status, or association with any person identified in Section I (2) (b) (i) - (ix) .
- E. As used herein, the term "electronic communications" means communications through any electronic device, including, but not limited to, computers, telephone, mobile phone, and pagers, and any type of communication, including, but not limited to, emails, instant messages, text messages, picture messages, and websites.

F. Jurisdiction for Cyberbullying:

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

III. INVESTIGATIONS OF BULLYING/ CYBERBULLYING

- A. Any report of suspected bullying/cyberbullying shall be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying/ cyberbullying may have occurred. Any report of retaliation for reporting bullying/

cyberbullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

- B. Upon a reasonable suspicion by a school administrator that a student may have committed an act of bullying/cyberbullying, or is a victim of bullying/cyberbullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student. The school administration shall promptly proceed with the implementation of disciplinary measures and procedures as provided for in Policy JCDA – Student Behavior Code.
- C. School officials may search and seize a student’s personal electronic device, including but not limited to cell phones and computers if:
 - 1. the student is possessing or using the electronic device at school in violation of rules; or
 - 2. the school official
 - i. has reasonable grounds for suspecting the search will turn up evidence that the student has violated or is violating either the law or the school rules; and
 - ii. the search is limited in scope by being reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.
- 3. Reasonable grounds, as set forth in section 1 (ii) (1) may be established by anonymous reports.
- D. Any evidence of bullying/cyberbullying discovered during an investigation should be maintained as appropriate for evidentiary purposes for use in tribunal and disciplinary proceedings. Such actions may include, but are not limited to, saving the victim’s cell phone, text , or email messages; and printing or copying posts or other electronic communications available on websites before removing them.
- E. If, during the course of a bullying/cyberbullying investigation, images of nude minors are discovered, those images should not be distributed or shown to any other school officials except the principal or those required to take action thereon. The school official who discovered the image should promptly notify the principal or his designee who shall contact law enforcement.

IV. REMEDIES AND PUNISHMENT FOR BULLYING

- A. An individual student whose behavior is found to be in violation of this policy against bullying/ cyberbullying and the Student Behavior Code will be subject to discipline. In determining the disciplinary action, the nature of the offense, the age of the student , and how many times the student has been in violation of this policy will be taken into consideration. Acts of bullying/cyberbullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Student Behavior Code. Such consequences may include and without limitation, the following:
 - 1. Loss of a privilege
 - 2. Reassignment of seats in the classroom, cafeteria, or school bus
 - 3. Reassignment of classes
 - 4. Detention
 - 5. In-school suspension
 - 6. Out -of-school suspension (through appropriate due process hearing)
 - 7. Expulsion (through appropriate due process hearing)
 - 8. Assignment to the Alternative School (through appropriate due process hearing)
 - i. Upon a finding by the disciplinary hearing tribunal that a student in grades 6-12 has committed the offense of bullying/cyberbullying for a second time in a school year, the student shall be assigned to an alternative school or expelled.
- B. No student shall retaliate or make false accusations against a target or witness of bullying/ cyberbullying.

IV. REPORTING OF BULLYING/ CYBERBULLYING

- A. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, has reliable information that would lead a reasonable person to suspect that someone

- is a target of bullying/cyberbullying is to immediately report it to the school principal.
- B. Students, guardian, or other person who has control or charge of a student, either anonymously (see 3C below) or in person's name, are at the person's option, to promptly report information on bullying/cyberbullying activity to a teacher, counselor, or school administrator.
 - C. Anonymous and confidential reports of bullying/cyberbullying incidents are allowed, but they will not provide the sole basis for a search of a student's personal property or for disciplinary action.
- Anonymous reports can be made by calling the Georgia Department of Education's 1-877 SAY-STOP (1-877-729-7867) School Safety Hot line.
- D. Students and parents will be notified of the prohibition against bullying/cyberbullying and the penalties for violating the prohibition by posting information at each school, on school and district websites, and by including such information in the student/parent handbooks.
 - E. School officials may in their discretion report incidents of bullying/cyberbullying to law enforcement depending on the criminal nature of the offense, or the gravity and repetition of the offense.
 - F. Parental notifications hereunder may be made in writing by U.S. Mail, by e-mail, by telephone, or in person as deemed appropriate in the discretion of the school administrator.

SECTION II/ TROUP COUNTY POLICIES

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.

SECTION II/ TROUP COUNTY POLICIES

GRADUATION / PROMOTION REQUIREMENTS

PROMOTION/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.

GRADUATION REQUIREMENTS SYSTEM REQUIREMENTS FOR GRADES 9- 12

ATTENDANCE FOR COURSE CREDIT IN GRADES 9-12:

When a student has had 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 seven (7) absences in a specific class in a semester course, whether excused or unexcused, the student is in danger of losing credit for the specified class unless approved by the waiver committee. It is the responsibility of the student and parent to apply for a waiver at the end of the semester should a waiver be required. A parent or student must submit a request in writing to the principal within ten (10) school days following the last day of the semester. Students with serious medical illnesses/conditions may be eligible for home bound 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.

A student who loses credit in a specified class due to having more than seven (7) absences in a semester may request a review of the loss of credit. The review will be conducted by a credit waiver review committee composed of the principal or designee, counselor and a teacher. For a student consideration to regain lost credit, the student must provide an explanation of absences leading to the loss of credit and all course requirements must have been satisfied resulting in a passing grade. A parent or student must submit a request in writing to the principal within ten (10) school days following the last day of the semester. For any student with more than seven (7) unexcused absences, a waiver will not be granted.

Ignorance of the rule shall not be considered sufficient cause for setting aside its effects.

Attendance Recovery Program

Students who will lose course credit due to absences may participate in the school's Attendance Recovery Program. The Attendance Recovery Program will be held after school, Monday through Thursday, from 3:30 pm to 5:30 pm. Each day a student participates in this program will replace one school absence.

Grades 9-12:

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+ credits

Junior: 11+ credits

Senior: 16+ credits

GRADUATION REQUIREMENTS

Minimum Credits Required

Students must earn a minimum of 23 Carnegie units (credits):

Area	Required Units
English Language Arts	4
Mathematics	4
Science	4
Social Studies	3
Foreign Language (College Bound)	2
Health & Physical Education	1
Fine Arts	1
Electives	9
Total	26

- A 4th science credit may count toward electives.
- For those attending Georgia public universities, two years of the same foreign language are required.

END OF COURSE (EOC) REQUIREMENTS

Students must **take** state EOCs in the following courses (though passing doesn't block the diploma—failure may affect course credit/grade):

English: Lit and Comp II

Mathematics: Algebra I

Science: Biology

Social Studies: U.S. History

These exams **count for 20%** of the final course grade.

COLLEGE AND CAREER READINESS

Students must complete a **pathway** in one of the following: CTAE, modern language, or fine arts—earning 3 units in a coherent sequence. Completing CTAE includes an **end-of-pathway assessment**.

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).

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, United States History, Biology, 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.

PARTICIPATION IN GRADUATION CEREMONY: To be eligible for graduation with a secondary school credential as defined in the State Board of Education (SBOE) Rule 160-4-2-48, High School Graduation Requirements for Students Enrolling in the Ninth Grade must successfully complete selected courses specified in the SBOE rule and satisfy additional requirements specified in policy IHF(6).

To be eligible for participation in graduation ceremonies, students must complete all requirements for a diploma and pass all State required tests. Students who have completed all requirements for graduation with the exception of the State required tests are eligible to receive a certificate of attendance. In order to participate in the graduation ceremony these students must have participated in 80% of the remediation opportunities provided by the student’s school and district. Eligibility for participation in graduation ceremonies will be determined by the principal or the principal’s designee.

SENIOR DISCIPLINE & SENIOR FINES

Disciplinary actions may impact a senior’s ability to graduate with his/her class. Any senior who ends the school year at HOPE Academy and was referred to law enforcement for the offense leading to their placement at HOPE Academy, will not participate in the graduation ceremony. During the final 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 rehearsal. If fines are not cleared students may lose the privilege of participating in the graduation ceremony.

SECTION II/ TROUP COUNTY POLICIES HONOR GRADUATES

See Valedictorian / Salutatorian.

SECTION II/ TROUP COUNTY POLICIES

HONOR ROLL

A simple grade point average will be used to determine eligibility for honor roll. All final semester letter grades will be converted to honor points and the average will determine eligibility for honor roll. (A=4, B=3, C=2, and F=0) Honor roll will be posted by the following categories: 4.00, 3.5-3.99, and 3.00-3.49. Students who have a grade less than 70 (F) in any course will not be eligible for honor roll that semester.

SECTION II/ TROUP COUNTY POLICIES

MAKE UP WORK

It is the student's responsibility to make up work missed due to an absence, a field trip or other causes. All work is expected to be made up for all absences. Students are expected to make arrangements with their teacher within (5) days to make up missed work following their return to school. If a student schedules a make-up assignment before or after school and fails to keep the appointment or fails to notify the teacher that he/she could not attend the make-up session, he/she is subject to forfeiting his right to work. If a student is absent on the day of an announced exam or assignment, the student will be expected to take the exam or turn in the assignment the day of returning.

MAKE UP WORK / OUT OF SCHOOL SUSPENSION

Students are **REQUIRED** to make up work missed due to being suspended out of school. Arrangements for turning in such work must be made with each teacher within 5 days of returning to school.

SECTION II/ TROUP COUNTY POLICIES

HARASSMENT (Code: JCAC)

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

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

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

incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

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

SECTION II/ TROUP COUNTY POLICIES

MENTORING/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.

SECTION II/ TROUP COUNTY POLICIES

STAR STUDENT

Each year, the senior with the highest SAT score on a single new SAT test is named Star Student. This student must have taken the new SAT by the December test date and must score higher than the national averages on both the math and the verbal portions of the exam. Also, the student must be in the top 10% of the senior class academically.

SECTION II/ TROUP COUNTY POLICIES

STUDENT RECORDS

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

A. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

B. DIRECTORY INFORMATION

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

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

Directory information is defined as follows:

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

Excluded Student Information

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

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

C. Procedures for Obtaining Access to Student Records

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

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

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

A parent or eligible student who believes the student’s record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be in

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

D. PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Definition of Terms Used in PPRA:

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

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

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

Requirements:

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

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

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

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

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

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

SECTION II/ TROUP COUNTY POLICIES

STUDENT SUSPENSION

Students properly enrolled in the Troup County School District in accordance with Board Policy are entitled to attend classes in the schools to which they have been assigned. However, the right of students to attend schools in the Troup County School District may be suspended or removed from attendance as follows:

In-School Suspension Program

It is preferable to reassign disruptive students to individually oriented in-school suspension programs, commonly referred to “ISS”, rather than suspend or expel such students from school. Disruptive behavior is behavior which is in violation of school rules or interferes with the student’s learning or the educational process of others and requires attention and assistance beyond that which the traditional program can provide or behavior that results in frequent conflicts of a disruptive nature while the student is under the jurisdiction of the school, either in or out of the classroom.

The purposes of the in-school suspension program are to: (a) isolate the disruptive students during the school day from the regular classrooms and activities of the school; (b) continue the student’s progress with classroom assignments; and (c) provide additional support for students as deemed appropriate by the ISS instructor unless otherwise identified and is not limited to academics, behavioral and/or social skills development.

Therefore, at the discretion of the principal or his/her designee, middle and high school students who are disruptive may be assigned to the school’s in-school suspension classroom in lieu of out-of-school suspension. Notice to parent/guardian of the reason(s) for the in-school suspension assignment and length of assignment shall be given.

Students assigned to a school’s in-school suspension classroom shall be counted present in regular classes and shall be required to work on classroom assignments at the direction of in-school suspension personnel. Students assigned to in-school suspension may also be excluded from participation in school-related activities and events.

Short-Term Suspension

Short-term, out-of-school suspension as defined in O.C.G.A. §20-2-751(3) and commonly referred to as “OSS” means the denial to a student of the right to attend school and take part in any school-related functions for a period not to exceed ten (10) consecutive school days. The principal

and assistant principal of any school shall have the discretionary power to impose a short-term suspension.

In imposing short term student suspensions, the principal or other designated personnel shall adhere to the following:

Where the principal or his/her designee did not witness the misconduct or other violation, he shall make an investigation and gather the facts, making written notes thereof where practicable.

Upon completing his investigation, he/she shall call the student before him/her and advise the student that he/she proposes to suspend the student for a specified number of days, not to exceed ten (10) consecutive school days, and advise him/her of the charges, unless the student is unwilling to discuss the matter with the principal. If this is the case, the principal has fulfilled the due process requirements.

If the student denies the charges, the principal or his/her designee shall explain to the student the evidence known to the school authorities, and permit the student a reasonable opportunity to state his/her version of the facts, but the principal need not call witnesses whether to sustain or oppose the charges, although he may do so if in his/her discretion he/she so desires. Where possible, the administrator or his/her designee shall call the parents/guardians of the student and ask that they come to the school and escort him/her away.

Within 24 hours after suspension, the parent(s)/legal guardian(s) shall be notified in writing of the suspension and stating briefly the charges upon which the suspension was based.

A principal or his/her designee may suspend a student without affording him/her the notice and hearing provided, there is reasonable suspicion that the student is intoxicated or where his/her presence otherwise poses a continuing danger to himself/herself or others or an ongoing threat of disrupting the academic process. In such cases, however, the required hearing by (2) shall be provided as soon as practicable, usually not later than the next school day.

If the Principal or his/her designee deems the offense is a Mandatory Hearing Offense, is of such gravity as to require suspension for more than ten (10) days or expulsion, he shall cause a written notice of the charges to be prepared, in the manner prescribed by rules for longterm suspension and expulsion. Where the hearing is not held before expiration of the shortterm suspension imposed by the principal, the student shall be reinstated after expiration of the short-term suspension pending hearing and determination.

Long-Term Suspension

Long-term as defined by O.C.G.A §20-2-751(2), out-of-school suspension means the denial to a student of the right to attend school and take part in any school-related functions for more than ten (10) consecutive school days but not beyond the current academic term. A student may receive long-term suspension only as a result of a student disciplinary hearing before a Disciplinary Hearing Tribunal. Student disciplinary hearings shall be initiated in accordance with Troup County Board of Education policy.

A student shall be subject to longterm suspension or expulsion for violation of the rules for student behavior, conduct and discipline as set forth in these policies but only after a hearing or opportunity for a hearing in accordance with the rules and procedures hereafter set forth.

The decision to impose long-term suspension or expulsion shall be made only after the student involved has been given written notice of and the opportunity for a hearing before a Disciplinary Hearing Tribunal and then only after the procedural rights consistent with federal and state due process requirements have been afforded. Any such longterm suspension or expulsion may be imposed by a Disciplinary Hearing Tribunal, notwithstanding the fact that shortterm suspension has been previously imposed by the principal or his/her designee for a violation.

Expulsion

Expulsion as defined by O.C.G.A. §20-2-751(1) means the denial to a student of the right to attend school and take part in any school-related functions beyond the current academic term, and any greater duration deemed appropriate by the Disciplinary Hearing Officer including but not limited

to the remainder of the current school year, an entire school year or years, or permanently. Expulsion may only be imposed by action of the Disciplinary Hearing Tribunal after the student has been afforded notice, opportunity for hearing, and other procedural rights prior to such expulsion becoming effective. If there is an appeal to the Troup County Board of Education, the superintendent may in his/her discretion temporarily withhold implementation of the expulsion and return the student to school during the appeal process.

Students who are subject to out-of-school suspension or expulsion are barred from all Troup County School District campuses and related extra-curricular activities during the length of their suspension or expulsion.

Alternative Education Program

Students may be allowed to attend the School District's Alternative Education Program during any period of long-term suspension or expulsion from school. A student may be assigned to the Alternate Education Program only by a Disciplinary Tribunal for violation of the Student Behavior Code.

Additional Suspension or Expulsion

The School District is authorized to suspend or expel a student who has been convicted or adjudicated delinquent for an act identified in O.C.G.A. § 15-11-28(b)(2)(A), or who engages in off-campus behavior which could result in the student being charged with a felony and which makes the student's continued presence reasonably likely to disrupt the educational process or present a danger to others.

A student who has been formally charged with violation of a criminal law or laws may be suspended from school when it is necessary to protect other students or avoid substantial disruption to school operations.

SECTION II/ TROUP COUNTY POLICIES

TRANSPORTATION

The Troup County Board of Education shall provide bus transportation for Troup County students who live more than 1.5 miles from their assigned Troup County school. Students residing along the bus routes living closer than 1.5 miles to school shall be permitted to ride the buses at county expense so long as such buses are not unduly overloaded. One-half mile shall be considered reasonable walking distance for children to get to an established bus route.

The Superintendent/designee shall set bus schedules, routes, stops and other matters dealing with the transportation of Troup County students. In conjunction therewith, all students will be picked up at the designated bus stop nearest to their homes. All students will be delivered to the designated bus stop nearest to their homes. Students may upon the written request of their parents or guardian, be picked up from or delivered to an alternate designated bus stop other than the designated bus stop nearest their homes. The alternate designated bus stop must be on the regular bus route serving the school to which the student is assigned.

Designated bus stops shall be assigned based upon state transportation policies and written policies of the Troup County Board of Education. Designated bus stops may include a student's home, a place for supervised child care (such as a relative's or baby sitter's home), or a day care center.

Student assignment to schools is governed by Policy JBCCA and shall not be affected by this transportation policy.

The Director of Transportation under the authority of the Superintendent or designee shall direct and supervise the student transportation system for the district.

The student transportation system shall be operated in accordance with the federal mandates, state laws, and local policies governing such transportation.

BUS CONDUCT

Bus drivers under the supervision of the principal and/or the director of transportation shall be responsible for the conduct and safety of children on the bus. Students whose conduct is not acceptable should be corrected by the driver in an appropriate manner. Drivers may leave a child either at home or at school in cases of extreme misconduct. However, no child may be put off the bus for misconduct between school and the point at which the child normally boards the bus.

The authority for controlling bus behavior rests with the driver. However, drivers are instructed to consult with the principal for serious cases. Pupils may be suspended from the bus for continued misbehavior. The driver may seat the children in any arrangement.

While riding a school bus:

Students shall not engage in acts of physical violence, bullying, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior; Students shall not use any electronic devices during the operation of a school bus, including but not limited to cell 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 communications equipment or the school bus driver's operation of the school bus; and Students shall not use mirrors, lasers, flash camera, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus. If a student is found to have engaged in physical acts of violence, the student shall be subject to the severe penalties.

A meeting of the parent or guardian of the student and appropriate school district officials must be held to form a student bus behavior contract whenever:

A student is found to have engaged in bullying; or

A student is found to have engaged in physical assault or battery or another person on the school bus. The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

These provisions regarding use of a bus behavior contract are not to be construed to limit the instances when other code of conduct violations may require use of a student bus behavior contract.

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Any emergency request to ride a bus or a different bus must be requested in writing by the parent/guardian and approved by an administrator. Students will be allowed off the bus only at school, home, and locations requested in writing by parents. Students who leave campus after arriving by bus will be considered leaving campus without permission and will be subject to disciplinary action.

Transportation by Parent/Car Riders

Morning Drop-Off

Car riders are to be picked up and dropped off on MARSHALL STREET in front of the boys' gym only. Morning drop off will utilize a single line of traffic. Drivers are to pull down as far as possible in front of the boys' gym before stopping. No student is to be dropped off at any other point or location. Drivers and students are to follow the directives of school personnel directing traffic. Drivers should use extreme caution and drive slowly.

Afternoon Pick-Up

Afternoon pick-up will utilize a double line of traffic. Drivers are to pull down as far as possible in front of the boys' gym before stopping. No student will be picked up at any other point or location. Drivers and students must follow the directives of school personnel. Drivers are to use extreme caution and drive slowly.

Students engaged in drop-off or pick-up in any location or manner other than that described above will be subject to disciplinary action. Drivers will be reported to the police.

Transportation by Student/Student Drivers

Students who drive are to cross North Greenwood street only at the stop light cross-walk. Any other crossing to Granger or Hunnicutt lot is considered 'jay walking.' (See also: Transportation - Car Riders) (See also: Parking)

SECTION II/ TROUP COUNTY POLICIES

VALEDICTORIAN

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 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.*

SECTION II/ TROUP COUNTY POLICIES

VISITORS TO SCHOOL

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

Student Auditing Classes

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

Classroom Observations

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

SECTION II/ TROUP COUNTY POLICIES

WITHDRAWAL FROM SCHOOL

General Guidelines

A parent or guardian should notify the principal’s office at least two days before a student is expected to be withdrawn from school.

A transcript of the student’s records will be mailed to the school upon receipt of a signed request of

the parent or guardian.

All books and materials belonging to the school should be returned or the school reimbursed for the cost of the items.

No-Shows

A student who is not in attendance on the first day of school but was expected based on prior year enrollment, shall be withdrawn as a no-show student and shall not be included in any enrollment or attendance counts. Parents/Guardians must report to the Office of Student Assignment for a new school assignment.

Voluntary Withdrawal In Accordance with Procedures

When a parent, guardian or other person withdraws a student according to established withdrawal procedures, the student's withdrawal date shall be recorded as the last day of student attendance.

If a student is under suspension on the date of the withdrawal, the new school of enrollment, if known, shall be notified of the terms of the suspension.

If a sixteen or seventeen year old student who has not completed all requirements for a high school diploma wishes to withdraw from school, the student must have the written permission of his or her parent or legal guardian prior to withdrawing. The principal or designee will make a reasonable attempt to hold a conference with the student and parent or guardian to share the educational options available, pursuant to O.C.G.A. 20-2-690.1(e).

Involuntary Withdrawal When Withdrawal Procedures Are Not Followed

When a parent, guardian or other person does not withdraw a student from school according to established procedures and the school has proof of enrollment in a different school, school system, private school or home study program, the date of withdrawal for a student shall be the last school day of student attendance. If a student is under suspension on the date of withdrawal, the new school of enrollment shall be notified of the terms of the suspension.

With no proof of enrollment in another school, school system, private school, or home study program, a student shall be withdrawn from a school after 10 consecutive unexcused absences or when the school system obtains documentation that the student no longer resides in the school's attendance zone. The student withdrawal date shall be the last day of attendance or the day the school obtains documentation validating the student no longer resides in the school's attendance zone, unless the student is allowed to continue to attend in accordance with board policy or an exception granted previously on the basis of O.C.G.A. 20-2-293 or 20-2-294. The superintendent or designee shall use his or her best efforts to notify the parent, guardian, or other person if the school system plans to withdraw the student.

A student shall not be withdrawn due to excused absences defined in Board Rule 160-5-11-.10 (JB-Student Attendance) and O.C.G.A. 20-2-690.1(a)

A student shall not be withdrawn while participating in a Hospital/Homebound Instruction Program in accordance with the requirements of the program.

The principal or designee shall record the reason for withdrawal in the Student Information System (SIS) as defined in the Department of Education's student record collection or the Georgia State-wide Student Information System (GSSIS.)

SECTION III/ STATE-FEDERAL 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 A: School Improvement Grants, referred to as 1003(a) and 1003(g)
3. Title I, Part C: Education of Migrant Children
4. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
5. Title II, Part A: Supporting Effective Instruction
6. Title III, Part A: English Language Acquisition, Language Instruction for English Learners and Immigrant Students
7. Title IV, Part A: Student Support and Academic Enrichment
8. Title IV, Part B: 21st Century Community Learning Centers
9. Emergency Relief Funds CARES Act, CRRSA Act, ARP Act
10. Title IV, Part A: McKinney-Vento Homeless Assistance Act

SECTION III/ STATE-FEDERAL

ADA

AMERICAN 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.

SECTION III/ STATE-FEDERAL

FERPA

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT MODEL NOTICE FOR DIRECTORY INFORMATION

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

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

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

If you do not want the TCSS to disclose directory information from your child's education records

without your prior written consent, you must notify the principal in writing. Troup County Schools has designated the following information as directory information:

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

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

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

SECTION III/ STATE-FEDERAL

GIFTED EDUCATION SERVICES

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.

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.

SECTION III/ STATE-FEDERAL
INDIVIDUALS WITH DISABILITIES ACT
IDEA

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.

SECTION III/ STATE-FEDERAL
PARENTAL RIGHTS
PARENTS' RIGHT TO REVIEW TEACHER QUALIFICATIONS

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 Mr. Jamie Bozeman at (706) 883-1590.

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.

SECTION III/ STATE-FEDERAL

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.

SECTION III/ STATE-FEDERAL

STATE REQUIRED CERTIFICATES

IMMUNIZATION CERTIFICATE REQUIRED FOR ADMISSION

Any student seeking admission to Troup County Schools shall be immunized against diphtheria, whooping cough, tetanus, polio, measles, and rubella as required by Georgia Law. (Section 202771 of the code of Georgia, as amended). As specified by law, exemptions are provided in relation to certain physical disabilities which preclude vaccination and requirements shall not apply if immunization conflicts with religious beliefs of the parent or guardian of the student.

ALCOHOL AND DRUG AWARENESS PROGRAM (ADAP) CERTIFICATE FOR DRIVING LICENSE

Students applying for a driver's license must also secure their Alcohol and Drug Awareness Program (ADAP) certification. ADAP certificates can be picked up from the attendance clerk in the front office. The ADAP program is included in the system Health / Physical Education curriculum.

ATTENDANCE CERTIFICATE FOR DRIVING LICENSE -

Certificates of Attendance must be issued to 15 - 17 year old students wishing to apply for a driver's license or learner's permit. **Students sign up for Certificates of Attendance on Mondays, Wednesdays, and Fridays in the cafeteria during lunch and they are available for pick up at the end of the day.** Students must be in good standing regarding their attendance in order to receive this certificate.

SECTION III/ STATE-FEDERAL

TAADRA

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

SECTION III/ STATE-FEDERAL

TITLE IX

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A § 20-2-315). Students and staff are hereby notified that the Troup County Board of Education does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is: Dr. Penny Tucker, Assistant Superintendent of Operations, Troup County School System, 100 North Davis Road, Bldg. C, LaGrange, GA 30241. Dr. Tucker may be reached by phone at (706) 812-7900. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

SECTION III/ STATE-FEDERAL

**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.

SECTION III/ STATE-FEDERAL

**TITLE II, PART A TEACHER/
PARAPROFESSIONAL QUALITY**

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

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

If you wish to request information concerning your child’s teacher’s qualifications, please contact Mr. Jamie Bozeman at (706) 883-1590.

SECTION III/ STATE-FEDERAL

CARL D. PERKINS VOCATIONAL AND APPLIED TECHNOLOGY ACT

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

Automobile Maintenance & Light Repair
Agriscience Systems
Horticulture
Agricultural Mechanics Systems
Architectural Drawing & Design
Carpentry
Audio, Visual & Film
Graphic Communication
Graphic Design
Animation & Digital Media
Business & Technology
Entrepreneurship
Early Childhood Education
Teaching as a Professional
Mechatronics
Business Accounting
Financial Services

JROTC
Allied Health
Sports Medicine
Hospitality, Recreation, & Tourism
Sports Entertainment Marketing
Food & Nutrition
Programming
Information Support & Services
Health Information Technology
Cybersecurity
Game Design
Marketing & Management
Fashion Marketing & Retail Management
Marketing Communications & Promotions
Engineering & Technology
Engineering Drafting & Design
Energy Systems

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

SECTION IV/ STUDENT SPECIFIC

Student Access Memo

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

The exception to this procedure is as follows: Any representative from the Troup County Sheriff's Department, LaGrange Police Department, Hogansville Police Department, West Point Police Department, Department of Family & Children Services, Troup County District Attorney's Office, Court Appointed Special Advocate (CASA) or Attorney Guardian Ad Litem is to receive immediate access to requested students for an on-campus interview, provided that they present you with a copy of this memo. When presented with a copy of this memo, accept it, fill in the information requested below and file for your records.

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

RCP:ajf
cc: Peter J. Skandalakis

Date: _____ Student: _____

School: _____ Signature of School Official: _____

Signature of Investigator: _____

Agency: _____

SECTION IV/ STUDENT SPECIFIC

Student Check Out Protocol

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

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

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

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

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

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

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

Extra-Curricular Student Participation Information (Non-Athletic)

Team Club/ Organization	Brief Description	Coach/ Sponsor	Membership Process	Participation Cost
Blue Crew	Student led Spirit Club	Hernandez	Open to all	\$25.00 dues for snacks and shirt
National Art Honor Society	Art Honors Earned	McHugh	Enrolled in Visual Arts	\$25.00 dues
National Honor Society	GPA Honors Earned	A. Barrientos	3.5 GPA in Core Classes	\$25.00 dues
International Thespian Society	Theatre	Kemper	10 Earned for Working Shows	\$25.00 Induction Fee
Skills USA	Technical Competition	H. Evans M. Evans Betts C. Middlebrooks	Completed or Taking Tech/ Industry Course	\$20.00 dues/ Travel cost to Participate in Competitions
FCA	Fellowship of Christian Athletes	Thrasher	Open to All	N/A
LHS Service Club	Service to the Community	Greathouse	Open to All	\$50.00 dues/ Can be Sponsored
Foreign Language Club	Interest in Foreign Languages	Barrientos'	Open to All	\$20.00 dues
Granger Gazette	Literary and artistic magazine showcasing students work	L. Slay	Open to All	Regular writing/ photography assignments
Chorus	Singing, Dancing, Acting, Performing	Turner	Open to All	Cost of Costumes / Varies Each Year
FFA	Future Farmers of America	Bowden	Completed or taking an Ag Class	\$25.00 Dues / includes Tshirt
National Technical Honor Society	GPA Honors Earned for students in CTAE courses	Carroll/Bowden	3.0 GPA or higher, Enrolled in CTAE course/s	\$30.00 dues (one time)
DECA/FBLA	Business & Marketing	Carroll/Schmitt	Completed or Taking a Business Class	\$10.00 dues
FGE	Future Georgia Educators	M. Reams	Interest in Education	\$10.00 dues
Blue Quill	Literary Magazine	T. Kelley J. Boggs K. Burchbuckler	Interest in Creative Writing	\$10.00 dues
Student Council	Representatives of Student Body	George	2.5 GPA/Elected by Student Body	N/A
Literary Team	Represents LHS in Competition	Kemper	Interest in Music, Theatre, Writing	Cost of Meals at Competition
Yearbook	Creates Yearbook	M. Ward	Teacher Recommendation	N/A

If you DO NOT want your student to participate in any of the extra-curricular activities listed above, please circle the activity, sign and date form.

_____ Date

_____ Signed

LaGrange High School

2025 - 2026 Student / Parent Handbook Acknowledgement

The Parent Acknowledgement/Consent Form verifies that you have received the 2025-2026 Student Handbook with the required documents, notices, administrative regulations and protocols.

Your signature below indicates that you agree to the specified regulations and protocols including all Title II components and Complaint Procedures.

_____ Parent/Guardian Name (Please Print)
_____ Parent/Guardian Signature
_____ Student Name
_____ Grade
_____ Date

Our VISION



**LAGRANGE
HIGH SCHOOL**
Leadership • Honor • Service



CREATING GRANGER GRADUATES THAT ARE



PRINCIPLED



OPEN MINDED



COMMUNICATORS



EMPATHETIC

THINKERS



THE PATH TO GRADUATION

ARE YOU ON TRACK?



TO BE PROMOTED TO

10TH GRADE

11TH GRADE

12TH GRADE

5+

CREDITS

11+

CREDITS

18+

CREDITS



**LAGRANGE
HIGH SCHOOL**
Leadership • Honor • Service

HAVE QUESTIONS?

Reach out to your counselor for additional information.

TOTAL CREDITS TO GRADUATE = 26

...a CHAMPION, a winner, honest, loyal, d
smart, athletic, artistic, determined, exce
top-notch, brilliant...a CHAMPION, a winn
trustworthy, smart, athletic, artistic, dete
top-notch, brilliant a CHAMPION, a win
trustworthy, sm t ic, artistic, dete
top-notch, bril CHAMPION, a win
dedicated, trustw , smart, athletic, a
d ed, top h, brill CHA
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honest, loyal, r trustworthy, sm
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a winner , loyal, d, trustv
smart, rtistic, ed, exce
top-notch ant ...a t n, a win
trustworthy, smart, athletic, artistic, dete
top-notch, brilliant...a CHAMPION, a winn
smart, athletic, artistic, determined, exce
top-notch, brilliant ...a CHAMPION, a win
smart, athletic, artistic, determined, exce

