2026-2027

TMHS

Student/Parent Handbook

"Preparing all Students for Success in Life"

Treutlen County Schools

Homeroom_____ **School Name**_____

Student Name: _____

STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT

My student and I have received and thoroughly reviewed the 2026-2027 Treutlen County School System Student/Parent Handbook, including the listing of extracurricular activities available via the school website or physical copy. We understand and agree to adhere to all student rights, responsibilities, expectations, and guidelines set forth within it.

LOCAL SCHOOL TRIPS

By signing below, I give permission for my student to participate in activity-based trips by walking or riding buses to sites within Treutlen County. I understand that the school will not transport my child out of the county without obtaining separate, written permission for each specific trip.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

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

TREUTLEN COUNTY BOARD OF EDUCATION

Dr. Susan Stone, Ed.D., Superintendent

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

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2026-2027 Treutlen County Schools Calendar

178 Instructional Days and 12 Staff Planning Days Approved 02/09/2026

July 2026

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

28-31 Staff Planning

August 2026

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

3 First Day of School

September 2026

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

4-7 Student and Staff Holiday
8 Staff Planning
10 Progress Report

October 2026

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

9-12 Student and Staff Holiday
13 Staff Planning
15 Report Card

November 2026

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

23-27 Student and Staff Holiday
17 Progress Report

December 2026

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

18 Early Dismissal (11:30 AM)
21-31 Student and Staff Holiday

January 2027

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

1 Student and Staff Holiday
4 Staff Planning
5 First Day of 2nd Semester
7 Report Card
18 Student and Staff Holiday

February 2027

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

12 Staff Planning
15 Student and Staff Holiday
16 Progress Report

March 2027

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

12-15 Student and Staff Holiday
18 Report Card

April 2027

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

5-9 Student and Staff Holiday
29 Progress Report

May 2027

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

21 Early Dismissal (11:30 AM)
21 Report Card (TES/TMS)
23 Graduation
24-26 Staff Planning

June 2027

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

Teacher Work Day or Professional Learning Day/Student Holiday
Beginning of Term
End of Term

New Marking Period
Staff and Student Holiday
Progress/Report Card

TMHS Principal's Message

Dear Parents and Students,

Welcome to a new school year at Treutlen Middle High School! We are excited to partner with you in creating a safe, respectful, and engaging learning environment where every student has the opportunity to learn.

This Student Handbook is designed to provide important information about our school's expectations, policies, procedures, and resources. We encourage you to read it together as a family and refer to it throughout the school year. Understanding these guidelines helps us maintain a positive school culture built on respect, responsibility, and excellence.

Our staff is committed to supporting every student's academic, social, and personal growth. We believe that strong communication and collaboration between home and school are essential to student success.

Thank you for your partnership and trust. We look forward to a rewarding and successful school year. If you have any questions, please do not hesitate to contact the school.

Go Vikings!

Josh White

Principal Treutlen Middle High School

Treutlen High School Student Council Members

2026-20267 School Year

9th Grade

Karlyi Beacham
Jordan Castro
Logan Foskey
Caliyah Miller

10th Grade

Lindsey Forehand
Kiersten Griner
Rebecca Quinn
Angela Wilcher

11th Grade

Aziah Bah
Chris Meza-Avila
Hayden Quintero
Katherine Yu

12th Grade

Kayleigh Horton
Jayden Rozier
Phoebe Shivers
Jack Walker

Treutlen County Schools Alma Mater

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

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

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

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

MONITORING THE ATTENDANCE PROTOCOL

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

DAILY SCHEDULE

Treutlen Middle School (TMS)

AM Homeroom: 7:25 a.m.

Tardy Bell: 7:40 a.m.

PM Homeroom: 2:20–2:25 p.m.

Dismissal: 2:25 p.m.

Treutlen High School (THS)

Homeroom/1st Block: 7:25 a.m.

Tardy Bell: 7:40 a.m.

Dismissal: 2:30 p.m.

Attendance Protocol

(State Board of Education Rule 160-5-1-.10 governs student attendance.)

DEFINITIONS

Unexcused Absences: Occur when the student fails to attend school, with or without the knowledge of the parent/legal guardian, for reasons other than those specifically outlined as excused absences.

The following, even with parental consent, are considered unexcused absences: Vacation, working, missing the bus, oversleeping, shopping, car not starting, getting senior pictures taken, personal appointments, visiting out of town (unless excused prior to absence), college visits (unless excused prior to absence), needed at home (unless excused prior to absence). If there is a doubt about whether an absence will be excused or unexcused, check in advance with the principal. Students may lose credit for missed work due to an unexcused absence and/or may be subject to disciplinary action, as determined by principal and/or designee.

Truant: Any child who is subject to compulsory attendance and has 5 or more unexcused absences during a calendar school year. Criminal charges may be filed against the parent(s) or guardian if the child accrues 10 or more unexcused absences.

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

Excused Absences: May occur under the following circumstances:

- Personal illness or attendance in school that endangers a student's health or the health of others.
- A serious illness or death in the student's immediate family necessitating absence from school.
- Court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- The observance of religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- A student whose parent/guardian is in military service in the U.S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his/her parent prior to the parent's deployment or during the parent's leave.
- A student whose parent or legal guardian is currently serving or has previously served on active duty in the U.S. armed forces or in the Reserves or National Guard on extended active duty may be granted excused absences, up to a maximum of 5 school days per school year, not to exceed 2 school years, for the days missed from school to attend military sponsored events, provided the student provides documentation prior to the absence. The documentation must come from a care provider at or sponsored by a U.S. Veterans Affairs medical facility or from an official of an event sponsored by a veterans organization that qualifies as a 501 (c) (19) tax exempt corporation under the IRS Code. In determining whether to grant or deny a request for absence under this provision, the principal or designee may consider the student's attendance record.
- A foster care student who attends court proceedings relating to his or her foster care shall be counted present and shall not be counted absent, either excused or unexcused, for any day or portion of a day missed from school.
- Any emergency or set of circumstances which, in the judgment of a building administrator, constitutes just and sufficient case for an excused absence from school. An administrator or designee may require students to present appropriate medical or other documentation upon return to school for validating that absences are excused. School days missed as a result of out of school suspension shall not be counted as unexcused for the purpose of determining student truancy but shall be counted as unexcused for all other purposes

REQUIRED DOCUMENTATION FOR EXCUSING ABSENCES

Parents may submit written documentation to excuse a school absence for any of the reasons listed in this document as an "Excused" absence for up to **5 school days per school year.** Parent notes submitted for reasons not included in the list of "Excused" absences will NOT be accepted. **WRITTEN DOCUMENTATION FOR ALL ABSENCES MUST BE SUBMITTED TO THE CHILD'S SCHOOL WITHIN 5 SCHOOL DAYS AFTER THE CHILD'S ABSENCE. LATE NOTES WILL NOT BE ACCEPTED.** Once the school has excused 5 school days based upon a parent note, documentation from a medical provider must be submitted for any additional absences to be documented as excused due to the child's illness. Parent notes will not be accepted for students who are under a court-issued protective order related to

attendance.

Tardy (Late Check-Ins): Occur when a student arrives late (tardy) for school/class. A student who arrives late for school/class without a valid reason may receive NO credit for work missed and/or may be subject to disciplinary action (as determined by principal and/or designee). Students who have been tardy, or checked out early from school more than five percent of the time may be required to attend Saturday School.

Early Checkouts: Occur when a student is removed from class and leaves school with a parent or guardian prior to the official end of the school day. To ensure student safety and improve alignment with our student handbook expectations

- All early checkouts require a valid photo ID.
- The person checking the student out must be listed on the Emergency Contact List.
- If a parent cannot check out in person, they may:
- Email a scanned copy of their photo ID, naming the adult who will pick up the student or send a signed note (school staff will verify by calling the number listed in Infinite Campus).
- Students will not be allowed to check back into school the same day unless they have a permissible reason aligned with our excused absence policy (e.g., medical appointment with a note).
- Reminder: Early checkouts and late check-ins without proper documentation count as absences for classes missed and may result in loss of course credit.
- For emergencies, please contact the principal or designee directly so that appropriate arrangements can be made.

In order to safely get students to their proper destinations, **all early checkouts must occur by 2:30 pm.**

Perfect Attendance Recognition: **WILL NOT** be given if the student is absent for any reason OR has any combination of more than 4 tardies or early checkouts.

Grades and Absences: Final course grades of students shall not be penalized because of absences if the following conditions are met:

- Absences are justified and validated for excusable reasons.
- Make up work for excused absences was completed satisfactorily.

ACTION TAKEN DUE TO EXCESSIVE UNEXCUSED TARDIES OR EARLY CHECKOUTS:
Referral to School Social Worker (or designee): When a student accumulates any combination of 10 unexcused Tardies OR Early Checkouts. Students who have been absent(excused or unexcused), tardy, or checked out early from school more than five percent of the time may be required to attend Saturday School

MAKE-UP WORK AFTER AN ABSENCE

Students with excused absences have 5 days to make-up work from the day of return unless the teacher grants an extension for extenuating circumstances. Students with unexcused absences can make up work up to the days the student is out (ie. 2 days out, 2 days to makeup work) unless the teacher grants an extension for extenuating circumstances. Tests and quizzes will not be sent home for make-up. For unexcused absences, the highest grade that can be earned on makeup work is a 70. Students with missing work not completed in a timely manner will be required to make up work during rotation classes, after school or during Saturday School. Privileges and special activities such as field trips, assemblies, parties, field day, etc. may be withheld when the student has missing work. There may also be an after-school class required for students with missing work due to unexcused absences from 3:00-4:30 pm, or during Saturday School when the missing work is not

completed in a timely manner. School transportation is not provided for pick-up from an after school work session or Saturday School.

Action Taken Due to Excessive Unexcused Absences

- **At three (3) unexcused absences:** Teachers will contact parents to inquire about the reason for the absences and offer support/encouragement as well as remind student/parent of possible consequences for excessive absences. All student/parent contact should be documented in the student's Infinite Campus contact log.
- **At five (5) unexcused absences:** Schools will call and send a letter. School social workers will discuss the attendance and academic performance with the student and parent/guardian, identify problems that prevent the child from attending school, and offer support/encouragement to the student and parent/guardian. Staff will notify the parent/guardian of the consequences of more than 5 unexcused absences and that each subsequent absence shall constitute a separate offense. After 2 unsuccessful, reasonable attempts to notify the parent, including but not limited to telephone call, text, letter, or email, designated staff will send written notice via first class mail.
- **At seven (7) unexcused absences:** A mandatory meeting will be held with the principal or his/her designee.
- **At ten (10) unexcused absences:** Treutlen Co. Board of Education (TCSS) will send a US Certified Letter to the parent/guardian notifying them that a referral has been made to Treutlen County Dept. of Juvenile Justice (CHINS -Children in Need of Services). Students may also be referred to Treutlen County Department of Family & Children Services for violation of O.C.G.A.20-2-690.1.

8 Unexcused absences during a semester may result in the loss of credit.

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

C.H.I.N.S. is an approach to dealing with status offenses including truancy as created by the Juvenile Justice Reform Act (House Bill 242) and went into effect January 1st, 2014. It promotes early intervention and effective alternatives to low risk offenders and uses juvenile courts as a last resort for discipline. If the school brings a complaint, it must state and show that it had attempted to address the issue at the school level. This includes addressing any disabilities or suspected disabilities that may be contributing to the child's behavior and/or evaluating the child for additional services, when appropriate.

FAQ on the Attendance Policy

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

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

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

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

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

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

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

Handwritten and typed notes signed by a parent/guardian will be accepted to excuse the first five absences which fall under the TCS guidelines. After 5 parent notes, only official documentation (i.e., healthcare provider notes, court papers, etc.) will be accepted to excuse an absence.

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

All Treutlen County Schools have Student Attendance Review Committees (SARC) that meet after a student has accumulated seven unexcused absences. The committees are composed of the parent/guardian, student, school counselor, and other personnel that are necessary including but not limited to the teacher, school social worker, and school administrator. The purpose of the SARC is to examine individual student attendance data with parents/guardians to develop interventions and ensure that the proper supports are in place to support student achievement.

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

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

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

The situation would be an early check out. Early checkouts occur when a student is removed from class and leaves school prior to the official end of the school day with a parent or legal guardian. An early checkout can be marked as excused if it is aligned to the excused absences guidelines.

What happens when my child is tardy to school?

Students who have been tardy, or checked out early from school more than five percent of the time-may be required to attend Saturday School.

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

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

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

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

Custodial/Guardianship Changes

If the status of a student's custody changes after the student's enrollment, the parent or guardian shall notify the local school of the student's new address and contact information. Changes to phone numbers, pick-up lists, etc., must be done in writing. The address change must include a new Proof of Residence.

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

Enrollment, Transfers & Withdrawals

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

The following documents are required for registration:

- Proof of Residency
- Birth certificate
- Social Security Card or waiver
- Eye, Ear, Dental form
- Certificate of Immunization
- Health History Form
- Parent/Guardian Driver's License

Individual schools may have additional documents required for registration.

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

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

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

Students initially entering school shall be given an eye, ear, and a dental examination by the local Board of Health or a private physician and a certificate provided pursuant to the rules promulgated by the State

Department of Public Health and the State Board of Education. The statement must be on a Georgia Department of Human Resources form.
A certificate of immunization from a physician or a qualified employee of a county Board of Health shall be furnished by the child's parents to the school where attendance is sought. The statement of immunization must be on a Georgia Department of Human Resources Form 3231. The certificate shall be placed in the student's folder.
A student suspended or expelled from another school system will not be permitted to enroll in the Treutlen County School System. Students in grades K-12 must furnish a copy of their discipline record from the prior school.

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

Transfers and Withdrawals

In order to prevent delay, a parent or guardian should notify the principal's office at least two days prior to the date of expected withdrawal.
Students who transfer to another educational institution will have their records sent to the new institution within 5 business days of the request by the receiving institution.
Students are expected to return all books and materials or reimburse the school system for the books and materials not returned.
Any student who fails to withdraw properly shall be considered a dropout and must go through the correct procedures before being readmitted.
No student who is serving a suspension or an expulsion from another school system shall be allowed to enroll in a Treutlen County school.

Homeless Children and Youth

The McKinney-Vento Homeless Assistance Act, reauthorized under the Every Student Succeeds Act (ESSA), ensures the educational rights and protections for children and youth experiencing homelessness. This law identifies any student who lacks a fixed, regular, and adequate nighttime residence as homeless.

Treutlen County Public Schools has designated Crystal Coney, School Social Worker, as the district's McKinney-Vento Program (MVP) Liaison. In accordance with this law, Treutlen County Public Schools ensures that students experiencing homelessness receive:

- **Immediate enrollment** in school, even without typical records or documentation
- **School of origin attendance or enrollment** in the area where the family resides, based on the student's best interest
- **Transportation assistance** to and from the school of origin upon request

- **Comparable services** including Title I, special education, gifted, ELL, vocational/technical, and preschool programs
- **Referrals** to health, mental health, dental, and other community services
- **Appropriate credit** for coursework completed at prior schools
- **Dispute resolution** in accordance with McKinney-Vento requirements
- **College readiness support** through school counselors
- **FAFSA independent status notification** for unaccompanied youth

Treutlen County Public Schools will annually review policies and practices that may barrier the identification, enrollment, or success of homeless students. Public notice of student rights will be posted in all school registration areas and relevant community locations.

Behavior and Expectations

Purpose and Scope of the Behavior Code

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

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

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

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

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

- On school grounds at any time;
- Off school grounds at a bus stop, on a school bus, at a school activity, function, or event;
- Off school grounds when the behavior of a student
  a. could result in the student being criminally charged with a felony or which could result in a felony criminal charge if commit- ted by an adult; and which

a. makes the student's continued presence at school a potential danger to person or property at school or which disrupts the educational process. (O.C.G.A. 20-2-751.5(c)).

- Off school grounds while the student is participating in or attending school-sponsored or school-related activities such as field trips, conferences or athletic events, or is otherwise subject to the jurisdiction of school authorities.
- Off school grounds when the misconduct is directed at a school student or employee and is related to the victim's school affiliation, or when the off-campus conduct directly affects the safety and welfare of the school community or the orderly mission and function of the school; and
- Off school grounds and when a student leaves without permission of a school official, or anytime Rule 10 would apply.

The rules of this Code do not apply to:

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

Rules

Rule 1 — Disruption and Interference with School

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

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

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

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

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

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

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

Section A

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

Section B

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

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

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

Section A

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

State law defines Bullying as:

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

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

Section B

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

The District believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited.

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

A student shall not solicit to buy or sell, or buy or sell or possess, handle, transmit, threaten with or discharge/use, any object that can reasonably be considered or converted to and/or used as a weapon. Prior to entering secure areas within TES and TMHS buildings, ALL students and ALL visitors will be required to pass through TCS weapons detectors successfully. Once students and visitors have passed through the weapons detectors without an alarm sounding, only then will they be allowed to enter secure parts of the building. Weapons detectors may be used at extracurricular events as deemed necessary by school and district administration. Law Enforcement will intervene when a person cannot successfully pass through the weapons detector.

Rule 7 — Drugs, Alcohol, Tobacco, and Vaping

Section A

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

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

Section B

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

Section C

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

Rule 8 — Disregard of Directions or Commands

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

Rule 9 — Sexual Misconduct/Indecency

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

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

Rule 10 — Unexcused Absences

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

Rule 11 — Other Conduct Which is Subversive to Good Order

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

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

Rule 12 — School Bus Infractions

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

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

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

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

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

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

Bus Disciplinary Procedures

The Treutlen County Board of Education recognizes the fact that riding a public-school bus is a privilege offered to its students. Safely transporting students is the primary objective. When students fail to follow guidelines in places to assure that all students are transported safely, bus privileges can be withheld.
Disciplinary action for misbehavior on school buses is administered by school administration. School buses and bus stops are considered extensions of the school. All rules that govern student conduct while on school property apply while students are on the school buses or at the bus stop.
School administration have the authority to impose an immediate suspension as determined by the offense. School administrators may add any disciplinary action deemed necessary.
Violation of bus rules and regulations may cause for suspension from any school bus for a period of time up to the remainder of the school year. Misbehavior may also result in the same range of consequences of violations as outlined in this Code of Conduct.
Bus Contract: School bus contracts may be developed for students who engage in serious bus misbehavior on the bus. Parents will be required to meet with school administration for the purpose of developing the school bus contract.

Middle/High School Bus Discipline Range of Possible Consequences:

Written Referral: The student will be suspended from the bus for up to 3 days.
Written Referral: The student will be suspended from the bus for up to 5 days.
Written Referral: The student will be suspended from the bus for up to 10 days.
Written Referral: The student may be suspended from the bus for the rest of the school year.

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

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

TCS DRESS CODE

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

TCS GENERAL CLOTHING GUIDELINES

Tops –

- Shirts with spaghetti straps are not allowed.
- No midriff showing.
- No plunging or low necklines.

Bottoms –

- Boys and girls will be allowed to wear shorts provided that they are at least fingertip length while standing straight up.

- Leggings may be worn provided the outer garment is an appropriate length while standing straight up.
- Dresses and skirts will be allowed provided that they are at least fingertip length while standing straight up.
- Pajamas may not be worn.

Other –

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

Headgear –

- Students shall not wear hats, caps, hoods, or sunglasses in classes or buildings, unless designated as part of a special event.
- Head picks, combs, rollers, scarves, bandanas, and hoods are not to be worn in classes or buildings at any time.
- Students are not permitted to wear headphones or earbuds outside of teacher approval during instructional time. Headphones and earbuds may not be worn at any time in the hallway or during transitions.

Shoes –

- Bedroom slippers and cleats are not allowed.
- During recess, break, physical activities, and lab classes, students must wear closed-toe shoes with a back.
- Socks without shoes and bare feet are not allowed at any time during the school day.

Jewelry/Accessories

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

Administration reserves the right to modify the dress code

PROCEDURES AND CONSEQUENCES FOR VIOLATION OF THE DRESS CODE

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

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

First Offense and Second Offense: Students will be sent to ISS until the dress code infraction is corrected. A parent contact will be required as well so that dress code expectations can be clarified.
Third and all subsequent Offenses: Students will be sent to ISS. A parent conference will be required as well so that dress code expectations can be clarified.
Saturday School or After School Detention may be used as a consequence as deemed necessary.

General Discipline Information

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student, and other relevant factors.
The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self- discipline and to help them substitute inappropriate behaviors with those that are consistent with the positive character traits.

The following is general information regarding discipline:

- Students under short-term suspension (1–10 days), long-term suspension (10 or more days), or expulsion are not allowed on any Treutlen County school campus or to attend any school activity, function, or event. Students assigned to in-school suspension are not allowed to participate in extracurricular activities during the school hours while assigned to ISS.
- All dangerous weapons, instruments, or controlled substances confiscated by school authorities are to be turned in to school administration.
- A student is considered to be in possession of an illegal and/or banned item(s) or substance(s) when such item(s) or substance(s) is found on the person of the student, in his/her possession, in his/her locker, in a student's vehicle on school property, or in any vehicle a student brought on school property, on property being used by the school, at any school function or activity, or any school event held away from the school.
- Students are prohibited from engaging in gang/hate groups or hazing related activities in school.
- School administrators and/or their designated representatives possess the authority to conduct a reasonable search of students, their possessions, their lockers, and their vehicles when on school property, on property being used by the school, at any school function or activity, or at any school event held away from the school if it is established there is reasonable suspicion that the search will reveal a violation of the law, the Student Conduct Behavior Code, or local school rules.
- A student may be considered a party to a violation of the Student Conduct Behavior Code and disciplined for the underlying offense when the student:
    - Directly violates the Student Conduct Behavior Code;
    - Intentionally cause some other person to commit a violation of the Student Conduct Behavior Code;
- Intentionally advises, encourages, hires, counsels, or procures another to commit a violation of the Student Conduct Behavior Code. A student may be considered a party to a violation of the Student Conduct Behavior Code even when the responsible persons are not students subject to the Code.
- Certain violations of the Student Conduct Behavior Code may also be violations of state law and juvenile authorities. Other law enforcement agencies may address the student's misconduct in accordance with state laws, in addition to the school system's administrative procedures and regulations.
- Students are to notify an administrator or staff member when suspected illegal items, dangerous items, or other items banned from school are found in the school building, on the school campus, or on the school bus. Students are advised not to pick up or handle illegal, dangerous, banned, or unidentified items.
- Students who are under suspension (short or long term) or expulsion through the spring semester will not be allowed to participate in any school-sponsored activities, including the prom, graduation exercises, or baccalaureate ceremonies.
- Students should recognize their responsibility to know the contents of this student discipline handbook and to ask the local school administration or staff for any clarification. All students,

regardless of age, are subject to the rules and regulations of the Treutlen County Board of Education. Parents will review the contents of this handbook with their students.

- State law requires that certain criminal offenses committed by a student while on school property or at a school-sponsored activity, function, or event be reported to the principal, school superintendent, appropriate law enforcement authority, and the District Attorney. (O.C.G.A. § 20-2-1184).
- Georgia law makes it unlawful for any person to manufacture, distribute, disperse, or possess with the intent to distribute a controlled substance or marijuana in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board used for elementary or secondary education. Any person who violates or conspires to violate this code section shall be guilty of a felony. (O.C.G.A. § 16-13-32.4)
- Students coming from DJJ (Department of Juvenile Justice) placement, public or private residential treatment facility, or incarceration for longer than 30 school days will transition through the Treutlen County School Systems Alternative School.
- Students convicted of a felony will be served through the Treutlen County School Systems Alternative School for a time period up to and including the remainder of their enrollment at TCS.
- After a disciplinary hearing has been held, textbooks, materials, or equipment belonging to the local school must be returned to a school administrator at their local school.
- The Unsafe School Choice Option provides students at schools classified as "persistently dangerous" with the option of transferring to another school. Major offenses, including, but not limited to, drug and weapon offenses can lead to a school being named "persistently dangerous" or unsafe pursuant to State Board of Education Rule 160-4-8-.16.
- Student codes of conduct shall be available in each school and classroom.
- It is the preferred policy of the board that disruptive students are placed in alternative education settings in lieu of being suspended or expelled.
- Each local board of education shall make available to all Qualified Student Discipline Hearing Officers and Disciplinary Tribunal or Panel Members the initial and ongoing tribunal training course prior to the individual(s) serving in such capacity. The local board of education shall ensure initially trained student discipline hearing officers and disciplinary tribunal or panel members undergo continuing education so as to continue to serve in such capacity.
- Each local board of education shall observe Georgia law in developing and implementing disciplinary hearings held by a disciplinary hearing officer, disciplinary panel, or disciplinary tribunal pursuant to O.C.G.A. 20-2-751 through 20-2-759 including the ability to honor disciplinary orders of private schools and other public schools/school systems pursuant to O.C.G.A. 20-2-751.2.
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Cheating

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

- To use the work of another person as your own.
- To copy information from another student's work including: test and assignments
- To plagiarize – plagiarize means using another person's idea, expression, or works without giving the original author credit.
- To fail to follow test procedures or instructions announced by a teacher (such as not talking, not turning around in a seat, etc.)
- Students who give or receive information during testing will be considered guilty of cheating.

Discipline Levels and Intervention Chart

Level #1	Level #2	Level #3	Level #4

• Head Down/Sleeping • Inappropriate Language • Violation of Class Rules, Procedures, or Expectations. • Other Minor offenses deemed inappropriate to the learning environment. • Tardy Violations	• Aggressive Behavior • Disobedience • Disrespecting Authority • Gambling • Inciting • Issuing Demeaning Insults • Misbehavior/Disruption • Misuse of Technology • Public Display of Affection (PDA) • Plagiarism/Forgery • Profane, Vulgar, Obscene Language/Gestures to Student • Rough Play/Horseplay • Social media post during School Hours • Skipping Class • Skipping Detention • Unauthorized Location	• Bullying (1st & 2nd Violation) • Emergency Drill Misbehavior • Fighting • Minor Theft • Misbehavior in ISS • Profane, Vulgar, Obscene Language/Gestures to School Personnel • Providing Misleading Information • Refusal to Relinquish Electronic Device to Administrator • Social Media Post Degrading School, Staff, or Students/Disrupting School Day • Skipping School/Leaving Campus • Threats to Student • Tobacco Paraphernalia • Trespassing • Unapproved Transportation	• Alcohol Possession/Use • Arson • Assault/Battery • Breaking & Entering • Bullying (3rd act) • Burglary • Computer Trespass • Disorderly Conduct • Drug Influenced • Drug Possession/Use • Drug Paraphernalia • Gang-Related Behavior • Hate Speech/Actions • Indecent Exposure • Larceny/Major Theft • Physical Violence Towards School Personnel • Robbery • Serious Bodily Injury • Sex Offenses/Battery/ Harassment • Terroristic Threats • Threats/Intimidation to School Personnel • Vaping/Tobacco Use/Possession • Vandalism • Weapons GA 16-11-127.1 • Willful/Persistent Violation of Student Behavior Code
Intervention	**Intervention**	**Intervention**	**Intervention**
5 Step Discipline Plan (Minimum 1 guardian contact)	REFERRAL **Before or after school detention or In School Suspension (ISS) or Corporal Punishment** Number of days determined by Administrator based on severity of situation and frequency of infraction (progressive disciplinary action). After multiple Level 2 interventions, OSS may be used as an alternative consequence. Parent contact *All infraction consequences subject to administration discretion.	REFERRAL **Before or after school detention or In School Suspension (ISS) or Corporal Punishment or Out of School Suspension (OSS)** Number of days determined by Administrator based on severity of situation and frequency of infraction (progressive disciplinary action). Multiple days in OSS could lead to a Disciplinary Hearing. Parent contact *All infraction consequences subject to administration discretion.	REFERRAL **Could possibly include any and/or all the following:** • **OSS** • **Disciplinary Hearing** • **Police Referral** • **Alternative Program Placement** When a student has committed an offense that warrants 10 days OSS pending a Hearing, parents may: **Option #1-** Bypass Hearing and opt to sign a waiver for Alternative Program placement (min 45 days). Students can then begin the Alternative Program immediately after intake meeting without serving full suspension. **Option #2-** Allow students to serve all 10 OSS days and participate in a Disciplinary Hearing. The Hearing Committee will determine consequence and length of placement as needed. If OSS days are fully served prior to the hearing, students will be placed in ISS until placement is determined. *Waivers will not be allowed to avoid hearings due to offenses based on Georgia Law unless approved by administration. School Privileges can be pulled including extra curriculars, Prom/Dance, Field Day, field trips, etc.

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

5 STEP DISCIPLINE PLAN

STUDENT NAME:_____

1st Step
Date_____ Time_____ Block_____
Student Action/Rule Broken:

Teacher Action: (warning, time out) other- _____

Student Signature:_____

2nd Step
Date_____ Time_____ Block_____
Student Action/Rule Broken:

Teacher Action: (warning, time out) other- _____

Student Signature:_____

3rd Step
Date_____ Time_____ Block_____
Student Action/Rule Broken:

Teacher Action: (time out, **PARENT CONTACT**) other- _____
Phone Number:_____

Student Signature:_____

4th Step
Date_____ Time_____ Block_____
Student Action/Rule Broken:

Teacher Action: (time out, **PARENT CONTACT#2**) other- _____
Phone Number:_____

Student Signature:_____

5th Step
Date_____ Time_____ Block_____
Student Action/Rule Broken:

Teacher Action: (Referral to office)

Student Signature:_____

DISCIPLINARY PROGRAMS

5 Step Discipline - (Middle School Only)

This is a form to document level 1 infractions based on classroom rules, expectations, etc. Teachers keep up with the document and provide progressive consequences for each step. Parent contact is expected by step 3 and beyond. Students who reach step 5 will receive a referral handled as a level 2 offense on the discipline chart.

Before or After School Detention

Before or After School Detention will be used as a method of dealing with disruptive behavior for level 2 offenses or multiple level 1 offenses. Students are assigned to Before or After School Detention by an administrator only. Students will work on classwork in a supervised setting.

Parents will be given the option of Before School Detention (7:00 a.m. to 7:30 a.m.) or After School Detention (3:15 p.m. to 3:45 p.m.) The school does not provide transportation. If a student misses a day of detention they will have to make it up. If a student continually misses detention, ISS or OSS may be assigned.

In-School Suspension (ISS)

In-school suspension will be used as one method of dealing with disruptive behavior for level 2 offenses or multiple level 1 offenses. Students are assigned to ISS by an administrator only. This disciplinary procedure allows students to be counted present in school, but isolates them from regular classroom, lunchroom, and break. Students follow a strict classroom work schedule in which they are required to complete assignments from their regular classroom teachers and the in-school suspension teacher. Students will not be allowed early dismissal with a school function while in ISS. Students must obey all ISS rules or additional ISS time, or Out-of-School Suspension will be assigned. Days absent from in-school-suspension do not count as part of the ISS term. Students who check out or are tardy will be required to serve an additional day in ISS. Corporal Punishment may be used in place of ISS.

To ensure compliance with the Individuals with Disabilities Education Act (IDEA) and maintain the uninterrupted provision of a Free Appropriate Public Education (FAPE), strict procedures must be followed when assigning In-School Suspension (ISS) to a student with an Individualized Education Program (IEP). When an administrator assigns ISS to a student receiving ESS services, the assigning administrator must immediately notify the student's designated case manager. The case manager is responsible for ensuring that the student continues to receive all specialized instruction, necessary accommodations, and related services outlined in their IEP while in the ISS setting. By ensuring the continuous provision of necessary IEP supports and continued access to the general education curriculum, the time the student spends in ISS will not be considered a change of educational placement. Students who are assigned to ISS cannot participate in extracurricular activities on the days they are assigned to ISS.

Out-Of-School Suspension (OSS)

A student is assigned OSS by an administrator for serious or frequent rule violations categorized in level 3 offenses or multiple level 2 infractions. Out-of-School-Suspension is the most serious punishment that can be assigned by the administration. It is our intention to use it with great caution. Students who involve themselves in activities considered to be willful disobedience, open defiance of authority, or of a profane or obscene nature, are subject to immediate suspension. Students whose misconduct has not been corrected by lesser means are subject to suspension. Students are NOT allowed to participate in any extracurricular activities on any day OSS is assigned. In addition, students are not allowed on campus during OSS.

Disciplinary Hearing

Treutlen County Board of Education will appoint a hearing officer for certain offenses to determine all issues of fact and intent relative to incidents. A student found by the hearing officer to be guilty shall be disciplined by

expulsion, long-term suspension, short-term suspension, or Alternative School. A parent or guardian may sign a waiver for their child to attend the Alternative School in lieu of going before a disciplinary hearing.

References to Title 16 of the Official Code of Georgia Annotated (O.C.G.A.) included in the Student Conduct Behavior Code do not require that the elements of the specific criminal code section referenced be proved beyond a reasonable doubt before schools may punish misconduct. Further, these code references do not impose any additional intent requirements upon schools pursuing discipline against students for the violation of this code. Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

Glossary of Discipline Terms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, hand grenade, or knife.
- Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or Taser. Such terms shall not include any of these instruments used for classroom work authorized by the teacher.

Student Removal from Class

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

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

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

Rights and Responsibilities

Rights of Students

Students shall have the right to:

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

Responsibilities of Students

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

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

Rights of Parents/Guardians

Parents shall have the right to:

Receive regular official reports or their child's academic progress;
Receive an explanation for the basis of any grade given by the teacher;
Receive a prompt report of their child's attendance to class or school;
Request a conference with the teacher and/or principal;

Bring an interpreter during disciplinary conferences or hearings, when a parent or student has limited English proficiency and the parent or student requests an interpreter or the school observes that a parent or student's limited English proficiency would deny them an opportunity to meaningfully participate in the conference or hearing; and
Appeal disciplinary actions of suspensions of 10 days or more.

Responsibilities of Parents/Guardians

Parents/guardians shall have the responsibility to:

Ensure that their children between the ages of 6 and 16 enroll in schools regularly, on time, and for the whole school day in accordance with the laws of the State of Georgia;
Enroll their child in another school if he/she is expelled from TCS;
Present to school officials any concern in a calm, reasoned manner;
Work with the school on academic, disciplinary, or other related matters pertaining to their child;
Plan the time and place for homework assignments and provide necessary supervision;
Talk with their child about school activities and expected behavior;
Know the rules set forth in this Code and review them with their child; and
Ensure that their child receives the periodic student health examinations that are required by law.

Health & Safety

Treutlen County School System Safety Plan

The Treutlen County School System has developed an Emergency Preparedness Plan for the school system and for each of the Treutlen County schools. A copy of each plan is on file in the Treutlen County Board of Education office. A copy of the individual school plan is on file in the principal's office. Safety drills are held at each school based on the school's approved plan. The schools and the central office monitor weather conditions on a continuous basis. Treutlen County Schools will utilize the Georgia Bureau of Investigation recommended ***See Something Send Something*** App. Information on this App will be on the school website and Facebook page. Treutlen County Schools will also utilize an anonymous Google Form reporting system in which students can report threats, bullying, and other safety-related information to school administrators.

Student Re-Entry Following a Behavioral Health Crisis

To prioritize the safety and well-being of all students and staff, any student who has exhibited behaviors or expressed intentions indicating a serious threat to their own safety or the safety of others will be required to undergo an evaluation by a licensed mental health professional before returning to school.

Requirements for Re-Entry:

Mental Health Clearance: (required)
A written statement from a licensed mental health professional (e.g., psychologist, psychiatrist, licensed clinical social worker, or licensed professional counselor) must be provided to the school. This statement must confirm:

- The student has been evaluated.
- The student is not currently a danger to self or others.

- The student is cleared to return to the school setting.

Re-Entry Meeting:(admin and counselor discretion)
A re-entry meeting will be convened, involving the student, parent/guardian, school administrator, and appropriate support staff (e.g., counselor, school social worker, or school psychologist) to:

- Review the mental health professional's recommendations.
- Develop a crisis intervention plan if applicable.
- Establish any necessary supports or accommodations to facilitate a successful transition back to school.

Accessing Mental Health Resources:
The school counselor or social worker is available to assist families in identifying and connecting with local licensed mental health providers. This support is offered to ensure that students receive timely and appropriate care in coordination with their return to school.

Child Abuse and/or Neglect

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

Emergency Contact Information

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

First Aid/Illness

If a student arrives at school or develops a fever (100.4 or higher) after arriving at school, parents will be called and expected to arrange to have them picked up immediately. Students who become ill during the school day or are in need of first aid must report to the principal's office or clinic.Arrangements are made for getting students to a doctor or home when an emergency arises. If a student is taken to a doctor or the hospital, the parent is notified immediately and is expected to pick up the student and assume responsibility for their well-being. **STUDENTS MAY RETURN TO SCHOOL WHEN THEIR TEMPERATURE HAS BEEN NORMAL FOR 24 HOURS (WITHOUT MEDICATION TO CONTROL TEMPERATURE).** Please immediately notify the school principal and school nurse upon enrollment or subsequent diagnosis of any allergies a child has. In case of a serious emergency, a phone call by the nurse or school personnel will be made. Minor injuries (bumps, scrapes, bruises) will result in a note being sent home. Emergency Medical Response — AED and NARCAN In accordance with O.C.G.A. § 20-2-775 (HB 874) and SB 395 (Wesley's Law), TCSS maintains Automated External Defibrillators (AEDs) and a supply of opioid antagonist medication (NARCAN/Naloxone) in accessible locations at each school facility. Both are available during all school hours and school-sponsored activities. A Response Team is trained in their use. The district conducts a minimum of two (2) AED emergency action plan drills per school year in compliance with Georgia law. Any trained school personnel or visitor may administer an opioid antagonist to any person believed in good faith to be experiencing an opioid-related overdose. Georgia law provides immunity from civil liability for any good faith act or omission in the emergency administration of either device or medication.

Head Lice

Schools will contact parents when their child is suspected of having head lice. Students exhibiting signs or symptoms of possible head lice, including frequent scratching, complaints of itching, visible live lice, or visible nits, may be checked by the local school nurse or designee. Parents will be notified whenever a student is checked, even if no lice are found.

Before a student may be readmitted to school, he or she must be checked by the local school nurse. Unless proof of treatment is presented, such as a box top, doctor's note, or receipt for treatment products, and all live lice are gone, the student will not be readmitted to school or allowed to ride the school bus until these procedures are followed. Parents should accompany the student for recheck by the school nurse. One day of excused absence will be granted for treatment of head lice.

Per Georgia DPH, mass screenings are not encouraged unless there is a substantial number of cases. Additional classroom screening may be considered when 25% or more students in the same classroom are identified with head lice within a 10 day period.

Bedbugs

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

Hospital/Homebound Program

Hospital/Homebound (HHB) Services:

Treutlen County Schools provides Hospital/Homebound (HHB) instruction for students who are unable to attend school because of a documented medical or psychiatric condition, in accordance with Georgia Rule 160-4-2-.31.

A student may be eligible for HHB if the student is enrolled in a Treutlen County public school and is expected to miss 10 or more consecutive school days, or has a chronic health condition resulting in intermittent absences totaling at least 10 school days in a year (five on a block schedule).

Eligibility requires a completed medical referral signed by the treating licensed physician or licensed psychiatrist. For psychiatric or emotional conditions, eligibility must be certified by a licensed psychiatrist.

Once a completed referral is received, the school will convene a team meeting within five school days to develop an Educational Service Plan (ESP). The ESP will address instructional delivery, weekly service hours, assessment arrangements, accommodations, and plans for returning the student to school.

HHB instruction is provided by a certified teacher employed or contracted by the district. For home-based services, a parent/guardian or approved adult designee age 21 or older must be present. Students are counted present when they receive at least three hours of instruction per school week.

HHB is a temporary service and is not intended to replace regular school attendance. Services end when the student is medically able to return, is no longer confined to home, the instructional setting becomes unsafe, repeated sessions are canceled without sufficient notice, or the school year ends. Parents must notify the district of any change in the student's condition or ability to attend school.

For students with disabilities, HHB services will be addressed through the student's IEP or Section 504 plan, as applicable.

HHB Coordinator: Mrs. Crystal Coney, (912) 529-7166

Medication

All medications, along with a completed Authorization for Administration of Medicine form, must be **carried to the clinic by a parent/guardian** in the original pharmacy-labeled container or packaging and logged in with the school nurse. **Do not send medication to school with your child.** Parents/guardians are expected to request that the pharmacy dispense pill medications in labeled blister packaging to support accurate inventory, accountability, and safe administration at school.

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

The following information is needed for all prescriptions:

- Student name
- Date/time of dosage
- Name of medication/expiration date
- Generic name (if applicable)
- Name of doctor
- Directions

Self-Administration of Medication

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

School Nutrition Program Information

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

2026-27 PRICES:

Student Breakfast:	Free	Extra Breakfast Entrée:	$1.75
Student Lunch:	Free	Extra Lunch Entrée:	$2.00
Student extra breakfast:	$2.25	Juice Box:	$1.00
Student extra lunch:	$4.50	Bottled Water:	$1.00
Adult Breakfast:	$2.50	Tea/Lemonade/Switch:	$1.50
Adult Lunch:	$4.75	Flavored Water:	$1.50
Adult Salad:	$3.75	Cup of Ice:	$0.25
EXTRA SIDE:	$1.25	Extra Milk:	$0.50
PBJ Uncrustable:	$1.50	Ranch:	$0.25

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

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

Schools are not responsible for lost or stolen cash.

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

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

Extracurricular/Field Trips/Special Events Activity Expectations

Participation in interscholastic athletic competitions is a privilege extended to the students by the Treutlen County Board of Education. Students participating in Georgia High School Association (GHSA) extracurricular athletic activities act as representatives of Treutlen County Schools (TCS). All students are expected to conduct themselves in such a manner as to meet the highest standards of TCS at all times.
Students with 3 or more disciplinary referrals will be denied the opportunity to participate in any school-sponsored field trip or special event.
Students that are failing a course may also be denied such opportunities until the student is passing all assigned courses.
High school students with more than 5 unexcused absences in any particular class in a semester may be denied the opportunity to participate in any school sponsored field trip or special event during that semester (such as, but not limited to extra and Field Trips). This shall apply to middle school students with more than the equivalent of 15 unexcused absences for the year. This may be subject to administrative discretion as needed. In-school events that require students to miss instructional time fall under the same expectations and guidelines as extracurricular activities (grades, absences, behavior)
The Code of Conduct goes into effect on the first day a student joins a TCS high school athletic team. The Code remains in effect for the entire calendar year, including time when school is not in session.

Students who are suspended from riding the bus cannot ride the bus for extracurricular activities during their time of suspension.

The offenses and consequences listed in the disciplinary intervention chart are in addition to (not in lieu of) any school or criminal consequences associated with the student misconduct.

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

Homecoming King and Queen Court Selection

Grades 9-12 will select boys and girls from their respective grades to serve as attendants to form the Homecoming Court. **Twelfth grade** will elect 4 boys and 4 girls; **Eleventh grade** will elect 2 boys and 2 girls; **Tenth grade** will elect 2 boys and 2 girls; **Ninth grade** will elect 2 boys and 2 girls. All participants will be selected based on popular vote. To be eligible as a homecoming court representative, students must have no more than the equivalent of 5 school days of unexcused absences, no more than 1 disciplinary referral, and must be passing all assigned courses. Any student awarded King/Queen must maintain academic and disciplinary eligibility throughout the academic year. Any student receiving OSS will also be required to relinquish their title of King/Queen. If a title is removed, the first runner-up will assume all duties and responsibilities of the position.

Prom

All students attending the prom must have no more than 10 unexcused absences during the current school year as of 1 month before the prom event date. To be eligible as a prom King/Queen, students must have no more than the equivalent of 5 school days of unexcused absences, no more than 1 disciplinary referral, and must be passing all assigned courses. Any student awarded King/Queen must maintain academic and disciplinary eligibility throughout the academic year.

Other Special Events

Other special events (school programs, other) participation will be contingent upon good student behavior and passing grades. Administrators may restrict student participation based on each student's discipline record, behavior, or passing grades. Any changes must be approved by the school administration.

Student Parking

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

School Closings

School closings are determined by the Superintendent, not by the local school. If bad weather causes school to be canceled or dismissed early, public announcements will be made on the school system's website (www.treutlen.k12.ga.us), Facebook, and Messenger. The basic premise is that school is open or

will remain open unless it is specifically announced otherwise. Full-day cancellations usually are announced by 6 AM.

Instruction

Curriculum

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

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

Dual Enrollment (DE)

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

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

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

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

Dual Enrollment Weighting Policy

Five points will be added to the final grade for all dual enrollment courses.

The alpha conversion chart and the awarding weight for core classes will be used for all colleges that provide only letter grades to Treutlen Middle/High school.
In the event that colleges send both letter grades **and** numerical grades, we will use the numerical grade to determine the final grade.

A	95
B	85
C	75
D	70
A-	90
B-	80
C-	70
D-	65
F	60

HOPE Grant Program

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

Grading

Grade Categories: Grades will be categorized as either "test" grades or "classwork" grades.

Weighting:

- **High School:**
  - Test Category: 60% of the course average
  - Classwork Category: 40% of the course average
  - Course Average: 80% of the final grade
  - Final Exam/Georgia Milestones: 20% of the final grade
- **Middle School:**
  - Test Category: 60% of the course average
  - Classwork Category: 40% of the course average
  - Course Average: 100% of the final grade

Grade Frequency:
Teachers will enter a minimum of one classwork grade per week.
Teachers will enter a minimum of one test category grade approximately every two weeks.

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

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

Student Drug Testing Procedure

Treutlen County School District has implemented random drug testing of middle and high school students. A safe and effective learning environment is paramount to the success of students. Drug use and abuse are detrimental to the physical, emotional and mental well-being of students. Drug abuse seriously interferes with the academic and athletic performance of students and creates an unhealthy learning environment. The Random Drug Testing Program will have a positive effect on our schools, community and students by serving as a deterrent and offering assistance to students who have drug issues. An important element of the program is the availability of resources for student/parent for any student who may test positive and desire intervention.

Any students participating in privileged activities will be subject to random drug testing at any point during the school year. Privileged activities include but are not limited to any interscholastic activity, such as sports, any interscholastic extracurricular activity, such as band or clubs, and student parking on campus. In short, any student involved in any extracurricular activity will be subject to random drug testing.

When students sign up for these activities, there is a consent that will go home to acknowledge that these test may occur. The testing will pull from numbers randomly assigned to students as they sign up for activities throughout the school year. If testing occurs, it will not occur more than twice a semester and the numbers will be pulled from an Artificial Intelligence generator with no student information provided. Once those numbers are pulled, the Administrator will reach out to the students that have been identified through their number. The testing will occur within the same day.

An independent lab conducts all tests. This test will be administered once there is a consent by the parent. A student's refusal to test is treated as a positive test result. The tests measure the following drugs: marijuana, cocaine, amphetamines, methamphetamines, and opiates. The test results will be returned within 48 hours and differentiate between prescription medications and the drugs listed above. Any positive results are forwarded to the Principal or other designated administrator, who will notify the student and parents of the results and consequences. At that time the parent/guardian and student can discuss the reason for the positive result.

Consequences of positive results range from a twenty five day suspension to permanent suspension from activity or privilege.

- 1st offense - 25 day suspension from privilege
- 2nd offense - 1 year suspension from privilege
- 3rd offense - Permanent suspension from privilege

Progress Reports and Report Cards

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

Honor Roll

A Honor Roll: A student must have an average of 90 or higher in each class

A/B Honor Roll: A student must have an overall average of 90 or higher with no grade below 80

Semester Exams

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

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

Exemption Policy for Finals

90% or above	**3 or fewer** unexcused or excused absences in that particular class
85% or above	**2 or fewer** unexcused or excused absences in that particular class
80% or above	**Only 1** unexcused or excused absence in that particular class
75% or above	**Perfect** Attendance in that particular class

*ISS days count as unexcused absences for exemption purposes
*Any student who is given OSS for any amount of time cannot be exempt from their finals
*5 Tardies equal 1 unexcused absence for exam exemption purposes
* Students CANNOT exempt a GA Milestone.
*All requirements apply to each course individually.

Promotion/Placement/Retention Policy

Grades 1-8

To be promoted from one grade to another, a student may not be failing more than one academic subject, satisfy requirements of policy IHE, and satisfy attendance requirements.

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

Grades 9-12
Students must meet the following minimal number of credits to be promoted to the next grade level:

Freshman (9th grade) – students with 0 – 6 credits
Sophomore (10th grade) – students with 7 – 12 credits
Juniors (11th grade) – students with 13 – 18 credits

Seniors (12th grade) – students with 19 or more credits

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

Honor Graduates

- Class ranking for all students will be determined using grades from the 9, 10, 11, and 12 grade years.
- ONLY non-modified core academic courses will be used in determining honor graduate status. CORE: Math, Science, English, Social Studies, and Foreign Language.
- To be eligible for honor graduate status, a student must have a ninety (90) or better overall average in work completed.
- Grades received through the first semester of the senior year will be averaged to determine honor graduates. Honor graduates will be announced in January each year, and be considered in good academic standing at the time of graduation.
  NOTE: Second semester grades will be included for final determination of honor graduate status.
- To be valedictorian, a student must have attended Treutlen High School for his/her entire junior and senior years. They must also have met all other Honor Graduate requirements and be ranked #1 in their senior class at the end of the first semester of their senior year.
- To be salutatorian, a student must have attended Treutlen High School for his/her entire junior and senior years. They must also have met all other Honor Graduate requirements and be ranked #2 in their senior class at the end of the first semester of their senior year.
- In case of a tie, CEEB scores attained on Scholastic Aptitude Test will determine which student receives a superior rank in class.
- A student must have passed and met all state testing requirements and be receiving a regular diploma in order to become an honor graduate.
- Numerical grades will not be rounded up for the purposes of honor graduate status.

Star Student

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

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

Exceptional Student Services

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

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

In collaboration with students, schools, families, and the community, the Exceptional Student Services Department assists students with disabilities to increase academic performance and enhance postsecondary options. For additional information, please access the 2026-2027 ESS Procedure Manual. It is linked on the district website under Departments/Exceptional Student Services.

Student Support

Treutlen County Schools uses the SST process in conjunction with a Multi-Tiered Student Support System (MTSS) and Response to Invention (RTI) :
Requests for service for the student from the Student Support Team may include curriculum strategies and interventions, learning style assessment, behavior management techniques, achievement assessment, home-school communication, or study skill assistance.
Prior to consideration of services under IDEA, various interventions should be used, documented, described, and discussed. In limited instances, the Student Support Team may make an immediate recommendation to determine eligibility for services under IDEA. These cases are those in which the necessity for services is so clear that use of other options would be non-productive or harmful to the child and are well documented.

Georgia Milestones Assessment "Test Out" Option for High School

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

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

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

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

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

Whether the student's teacher –

has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and

is teaching in the field of discipline of the certification of the teacher;

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

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

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

Miscellaneous District Information

Alternative Education

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

Athletes

All athletes must abide by the Viking Student Athletics Handbook, as well as local and state guidelines. TMHS athletic teams are designated as male, female, or co-ed. Participation is determined based on the student's biological sex as recorded at birth. Use of restrooms, changing areas, and lodging is also based on biological sex as recorded at birth.

Cell Phone Guidelines

Treutlen County Schools is committed to providing a distraction-free learning environment that supports academic achievement, student well-being, and school safety. In alignment with HB 340 – The Distraction-Free Education Act (O.C.G.A. § 20-2-324.8) and the Georgia Department of Education's implementation guidance (June 2025), this policy establishes clear expectations for student access to personal electronic devices during instructional hours.

Research cited in GaDOE guidance indicates that the presence of smartphones reduces available cognitive capacity, interferes with learning, and increases anxiety and social pressure among students. The Georgia Department of Education further reports that limiting personal electronic device access leads to a significant reduction in bullying, cyberbullying, and online harassment, with schools showing measurable decreases in incidents after establishing distraction-free environments.

Definitions

Personal Electronic Device
Any portable device capable of transmitting, receiving, recording, or accessing communications, data, or media (e.g., smartphones, smartwatches, tablets, headphones, etc.).

School Day (Bell-to-Bell)
From the first bell signaling the start of instruction until the final bell signaling dismissal, including transitions, breaks, lunch, assemblies, and all instructional activities.

School Equipment
District-provided technology used solely for approved educational purposes.
Only non-Bluetooth, wired headphones may be used, and only when required for instructional purposes. Headphones may not be worn in hallways, common areas, or during transitions at any time.

Policy Requirements
Student Access to Personal Electronic Devices (K–12)
During the school day, **all K–12 students must keep personal electronic devices:**

- Powered OFF
- Stored in a secured location
- Not accessed at any time during instructional hours

Storage procedures vary by grade band:
K–5 Storage Procedure
TES - Upon arrival, students must turn in their devices to their classroom teacher.
Teachers will secure all student devices in a **locked closet or locked cabinet** for the duration of the instructional day. Devices will be returned to students at dismissal.

6–12 Storage Procedures
TMS - Upon arrival, students must turn in their devices to their classroom teacher.
Teachers will secure all student devices in a locked closet or locked cabinet for the duration of the instructional day. Devices will be returned to students at dismissal.
THS- Students must store devices **powered OFF in their assigned lockers** from bell-to-bell.
Students may not keep devices on their person, in pockets, or in bookbags during the instructional day.

Progressive Discipline
In alignment with HB 340 and GaDOE guidance, Treutlen County Schools uses a progressive discipline model for violations of this policy.
Every violation results in confiscation of the device, and the device may only be picked up by a parent or legal guardian.

1st Violation

- Teacher redirection or warning
- Device taken to the office; parent pick-up required**.**
- Parent/guardian must pick up the device

2nd Violation

- Office referral
- Administrative consequence (detention, ISS, etc.)
- Device taken to the office; parent pick-up required

3rd and Subsequent Violations

- Increasing administrative consequences following the progressive discipline model (ISS, OSS, or administrative discretion)
- Device taken to the office; parent pick-up required

At no time will a confiscated device be returned directly to a student.

Treutlen County Schools are not responsible for lost, damaged or stolen phones and/or any other electronic devices.

Money Procedures

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

Student Deliveries

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

Valentine's Day Exception

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

Photography/Digital Media

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

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

Posters, Invitations, and Announcements

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

Student Solicitations and Fundraising

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

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

Transportation

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

Any parent, guardian, or person other than a student at the public school in question who has been advised that minor children are present and who continues to, insult, or abuse any public school teacher, public school administrator, or public school bus driver in the presence and hearing of a pupil while on the premises of any public school or public school bus may be ordered by any of the above designated school personnel to leave the school premises or school bus, and upon failure to do so, such person shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed $500 (O.C.G.A.20-2-1182

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

Students are to ride only their assigned bus home or to their daycare provider. In emergency cases, the school will issue the student a bus pass for the student to present to the bus driver. Please provide information required on the bus pass for the administration. Bus changes for afternoon transportation must be completed by the parent/guardian of the student.

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

> **Type A**: Evacuations through the entrance door. Students should file out in order, beginning with the seat nearest to the entrance door and ending with the seat farthest from the door.
>
> **Type B**: Evacuations through the rear emergency door. Students should file out in order, beginning with the seat nearest the rear door.
>
> **Type C**: Evacuations through both doors. Students should file out of the door nearest to them in order, beginning with the seats nearest the doors and ending with the seats farthest from the doors.

TCS Change of Transportation

It is our FIRST obligation to ensure the safety and well-being of all students.

All transportation requests must be verified and approved by an administrator. All changes to a student's afternoon travel must be received and approved by 2:30pm on the date of the change.

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

Visitors on School Property

Parents and other visitors shall register with the office secretary upon arriving on campus. Interruptions to school/class are **not permitted**.

Food from outside restaurants cannot be brought to school for use during breakfast or lunch time.

The school shall not issue visitor permits except to those persons on school related business as sanctioned by the administration. Students are not permitted to bring visitors with them to school.

The principal or other faculty member shall direct any unauthorized visitor to leave the school property. Upon refusing to leave, or upon returning a second time, the school shall file appropriate charges with the local law enforcement agency. Disruption of school operations is a misdemeanor. Parents (except as invited by the administration) and other nonstudents cannot ride buses. Appropriate charges may be filed upon a person's refusal to leave the bus.
Violations of safety, security, or health procedures will result in forfeiture of visitation privileges.

Volunteers

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

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

Title I, Parental Involvement Plan

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

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

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

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

Schools expectations for parental involvement and shall describe how Treutlen County Public Schools will:

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

Annual Notice of Nondiscrimination

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

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

Mr. Donald Reeves
Federal Programs Director - TCBOE
4313 West Main Street
Soperton, Georgia 30457

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

Treutlen County School System Complaint Procedure for Title II; Title IX; and Section 504

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

Complaints Procedure

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

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

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

The coordinator or his or her designee shall have fifteen workdays to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the Superintendent or his or her designee.

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

The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the

complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the School District in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.

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

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

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

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

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

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

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

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

Mr. Donald Reeves
Federal Programs Director - TCBOE
4313 West Main Street
Soperton, Georgia 30457

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

Office for Civil Rights (OCR) 400 Maryland Avenue, SW Washington, DC 20202-1100
Customer Service Hotline 800.421.3481 Fax: 202-453-6012
TDD: 877.521.2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

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

Family Educational Rights and Privacy Act (FERPA)

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

- The right to inspect and review student educational records maintained by the school. A Parent or Eligible Student seeking to inspect and review educational records should submit a written request to the Principal of the school in which the student is enrolled or last attended.
- Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal or appropriate school official, clearly identify the part of the record they would like changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request.
- The right to notice of what information the school has designated as directory information and a reasonable time after such notice to inform the school that the designated information should not be released without prior consent. See the following section for information on the release of directory information.
- The right to consent to the disclosure of personally identifiable information contained in student educational records (other than directory information), except to the extent FERPA authorizes

disclosure without consent. Disclosures for which the consent of the Parent or Eligible Student is not required include the following:

a) to school officials with a legitimate educational interest. A school official is any school employee or any contractor, consultant, volunteer, or other person who performs school system services or functions that would otherwise be completed by school employees. A legitimate educational interest is a need that arises out of a school official's role in providing educational services, including instruction, evaluation, therapy, etc., to a student, or out of the performance of administrative, supervisory, clerical, or other responsibilities prescribed by the school system;
b) to other school systems in which the student seeks or intends to enroll as long as the disclosure is for purposes related to the student's enrollment or transfer;
c) to specified officials for audit or evaluation purposes;
d) in connection with the student's application for financial aid;
e) to state and local officials pursuant to State law;
f) to organizations conducting studies on behalf of the school;
g) to accrediting organizations;
h) to parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
i) to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other persons; and
j) in compliance with judicial order or pursuant to any lawfully issued subpoena when the educational agency makes reasonable effort to notify the Parent or Eligible Student in advance of the compliance. In limited circumstances, an order or subpoena may require the District to disclose information without notifying the Parent or Eligible Student.
k) A Parent or Eligible Student who believes his or her rights under FERPA may have been violated may file a complaint by writing to the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA occurred.

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

Harassment Statement

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

The Treutlen County Board of Education does not and will not tolerate harassment of our students or employees. The term "harassment" includes, but is not limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's race, ethnicity, color, gender, religious belief, nationality,

citizenship, age, or disability. “Harassment” also includes sexual advances, requests for sexual favors, unwelcome or offensive touching, and other verbal, graphic, or physical conduct of a sexual nature.

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

Student Complaints and Grievances

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

Step I:

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

Step II:

If, after meeting with the school principal, the student is not satisfied with the principal’s decision, a written appeal may be submitted to the Grievance Coordinator, Mr. Donald Reeves within 10 working days of the receipt of the principal’s decision.

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

Step III:

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

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

Parents and Protection of Pupil Rights Amendment (PPRA)

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

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

notice of the administration of the survey and an opportunity to opt out of the survey. "Protected Information" falls into in the following categories:

1) Political affiliations or beliefs of the student or student's parent;
2) Mental and psychological problems of the student or the student's family;
3) Sexual behaviors and attitudes;
4) Any self-incriminating behavior;
5) Critical appraisals of other individuals with whom respondents have close family relationships;
6) Legally recognized privileged or analogous relationships, such as those of with lawyers, physicians, and ministers;
7) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8) Religious practices, affiliations, or beliefs of the student or parents.

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

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

The Treutlen County Board of Education will notify parents and eligible students of these policies at least annually and after any substantive changes. Individual schools will directly notify parents and students, at least annually, at the start of each school year of the specific or approximate dates of the collection, disclosure, or use of personal information for marketing, sales or other distribution and the opportunity to opt out of said services.

Family Policy Compliance Office

U. S. Department Education 100 Maryland Avenue, SW

Washington, D.C. 20202- 4605

Release of Directory Information

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

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

Treutlen County Public Schools has designated the following information as "Directory Information": name, address, telephone number, date of birth, electronic mail (e-mail) address, photograph, audio recordings, video recordings, grade level, years of attendance, participation in officially recognized

activities and sports, weight and height of members of athletic teams, and honors and awards received. Unless the Parent or Eligible Student decides to opt out of Directory Information disclosure, the items as indicated above may be distributed to appropriate legitimate agencies identified by the District, including, but not limited to, PTA, colleges, and military recruiters. You have the right to refuse this disclosure. In order to opt, you must notify your student's principal in writing within 10 days of receipt of this handbook.

The written notice must include:

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

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

Section 504 of the Rehabilitation Act of 1973

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

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

Child Find Responsibility

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

Evaluation and Eligibility Determination

An evaluation under Section 504 is not necessarily a comprehensive evaluation as required under Individuals with Disabilities Education Act (IDEA).
Section 504 evaluations draw upon a variety of sources and may include cumulative record and work sample review; observational data; interviews with student, parent and/or school personnel; and/or administration of formal assessment measures. A physician's medical diagnosis alone is insufficient to suffice as an evaluation. Although a medical diagnosis is one source of data to consider, it is neither required nor sufficient for establishing eligibility under Section 504. The Section 504 team may request

medical documentation to assist in determining eligibility. The 504 team should always include persons knowledgeable about the student, interpretation of evaluation data, and the placement options available.

Section 504 Accommodation Plan (504 Plan)

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

Students with Diabetes

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

Training to Address Medical Needs

Treutlen County Schools will provide training by qualified medical personnel to staff who educate,

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

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

Sexual Misconduct

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

follow such a state mandated process and shall include the mandated process in the student handbooks and in employee handbooks or policies."

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

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

Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make a verbal report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe that a child has been abused. The report should be made by telephone and followed by a written report, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney. Reports of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the alleged sexual misconduct indicates a reasonable cause to believe that the report is valid, the school principal or principal's designee shall make an immediate written report to the superintendent.

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

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

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

Treutlen County Schools Acceptable Use Policy for Artificial Intelligence (AI)

Purpose

The District recognizes the transformative potential of Artificial Intelligence (AI) in education. This policy ensures that all members of our school community—staff and students alike—use AI tools safely, ethically, and effectively to enhance learning while protecting privacy and data.

Responsible and Ethical Use
Human Oversight: AI is a tool to be used in conjunction with human judgment. Both staff and students must exercise critical thinking and not rely solely on AI-generated output.

Legal Compliance: All users must comply with copyright, intellectual property, and data protection laws. It is strictly prohibited to use generative AI to create content that infringes on these rights.

Educational Alignment: Students must submit their own work, not AI-generated content, unless specifically requested by the teacher

Protection of Privacy (PII)
Data Safeguards: Staff and students must safeguard the privacy of personally identifiable information (PII).

FERPA Compliance: PII should only be collected and used for legitimate educational purposes in accordance with laws like the Family Educational Rights and Privacy Act (FERPA).

Data Security and Reporting
Security Protocols: Users must adhere to all established District data privacy and security protocols.

Vetting Tools: Staff should utilize the TrustEd Apps Directory to verify that AI tools meet current safety requirements.

Reporting Incidents: Any suspected data breaches or security incidents involving AI must be reported to the appropriate administrative authority or through a helpdesk ticket immediately.

Compliance and Consequences
Failure to comply with this policy may result in disciplinary action.

For Staff: Actions may include reprimand, suspension, or termination of employment.

For Students: Actions will be taken in accordance with the student code of conduct and District policies.

Internet Acceptable Use Policy

The Treutlen County School System, also referred to as the TCS in this document, in conjunction with its Internet service providers, provides Internet access to its faculty, staff, and students for the purposes of academic disciplines. Our goal in providing this service is to integrate its resources into the curriculum and promote educational excellence. In recognizing the excellent and ubiquitous tool that the Internet provides to the users in the Treutlen County School System, the Systems Administrators, faculty, and Administration recognize that some resources may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented,

threatening, racially offensive, or illegal material, and, therefore, requires each user of the Internet to subscribe to the following terms and conditions for use. In an effort to provide a safe environment for all users of the TCS network and Internet, TCS has deployed an Internet filter that will block or filter access to inappropriate information and material on the Internet. It should not be assumed that users are entirely prevented from accessing inappropriate materials or from sending or receiving objectionable communications. The signatories at the end of this document must realize that this document is legally binding and the terms and conditions should be carefully and fully understood.
The Systems Administrators reserve the right to modify any term or condition with appropriate notification to the users of the system. The Systems Administrators reserve the right, at their sole discretion, to suspend or terminate the user's access to and use of the Internet upon any breach of Terms and Conditions by the user. Use of TCS technology, Internet, and network resources is contingent upon compliance with state and federal laws, district regulations, and the user terms and conditions outlined in this document. Violations may result in a loss of some or all privileges. Specific disciplinary actions involving student misuse will be determined at the school level in accordance with TCS policies.

Terms and Conditions

Personal Responsibility:

Any user of TCS technology will accept personal responsibility for the appropriate use of all resources. The use of the Internet and the supporting software is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. TCS provides its students and authorized employees access and use of its technology consistent with the district's vision and strategic goals. Therefore, TCS and its System Administrators reserve the right to monitor, access, and disclose the contents of any user's files, activities, or communications to any appropriate authority, including law enforcement. Attempts to log on as a Systems Administrator will cancel user privileges. Users are not allowed to use others' email accounts or passwords. Any user identified using or sharing this information will lose their privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet as well as other services provided via the TCS network system. The Systems Administrators will deem appropriate use, and their decision is final. Also, the Systems Administrators may close any account anytime, as required, without notice. The School administration, faculty, and staff may request the Systems Administrators to deny, revoke, or suspend specific users, with no appeal process. The Systems Administrators reserve the right to set quotas for storage usage on any system. Any member who exceeds their quota will be advised to delete files to return to compliance. No software may be uploaded to the software libraries of the computer stations in school without prior permission from the Systems Administrators. Copyrighted material must not be placed on any computer in the Treutlen County School System unless an original copy or appropriate license is maintained at the school site.

Acceptable use of the Internet

TCS maintains certain expectations for students and employees concerning Internet and TCS Network usage. They include but are not limited to the following:
1. Do not violate any state or/or federal laws (i.e. copyright laws)
2. Do not violate TCS policies or Georgia BOE policies.
3. Do not reveal personal information such as addresses or phone numbers.
4. Do not indicate, suggest, view, or transmit any racist, sexist, or pornographic material.
5. Do not conduct unethical or illegal activities of any kind.
6. Do not make solicitations or purchases of a personal nature.
7. Do not conduct commercial, for-profit activities.
8. Do not transmit any copyrighted material, trade secrets, threatening and/or obscene material.
9. Note that Electronic Mail (E-mail) is not guaranteed private. Data, including personal letters, E-mail, bank account info, etc., stored on school computers is considered public information.
10. Do not use the network in a way that would disrupt the use of the network by other users (e.g., Using up Bandwidth).
11. Do not use school district technological resources for amusement or entertainment.
In addition, the following conduct is prohibited: accessing, sending, creating, or posting materials or communications that are damaging to another person's reputation, abusive, obscene, sexually oriented, threatening, or demanding of another person's gender, race, or ethnicity.

Social Media Procedures

The district recognizes online social media networks as a communications and e-learning tool. As a result, the district provides password-protected, innovative social tools for e-learning and collaboration purposes. However, public social media networks may not be used for classroom instruction or accessed on student-issued devices as stated in SB 351. No school-issued device may be used to download or access foreign social media apps, as stated in SB 93. The district may use publicly available social media to fulfill its responsibility for effectively communicating in a timely manner with the general public, through designated employees at the direction of the superintendent or designee. Parents/Guardians may contact the building administration if they have questions regarding the social media policy.

Privacy

Never give your full name, home address, phone number, or other personal information on the Internet or any other information service. Never give out this type of information to any other person. Never use anyone else's name, password, or account.

Internet Filtering

TCS uses an advanced content filtering solution to help protect users from inappropriate web content and ensure that TCS complies with CIPA rules and SB 351. The filtering software uses an extensive URL database that is classified into categories for efficient policy enforcement and helps monitor real-time threats against malware and other exploits. It is prohibited to use personally owned equipment, such as, but not limited to, smart cards, wireless cards, cellular hotspots, etc., to bypass the filtered internet provided by TCS.

TCS administrators have the authority to set forth rules pertaining to student possession and use of such devices at school or school-owned property. Failure to follow these guidelines can violate the Official Code of Georgia, O.C.G.A., Codes 16-990, 16- 9-91, 16-9-93, and 16-9-93.1 as well as Title XVII of United States Public Law 106-554, known as the Children's Internet Protection Act. Such use can also lead to disciplinary actions, up to and including loss of access to the Treutlen County School System technology resources and further disciplinary actions as defined by existing Treutlen County School System policies. Such disciplinary actions may include confiscation of technology being used inappropriately if an incident occurs.

Google Apps for Education

TCS is a member institute of the Google Apps for Education program for faculty and students. With these initiatives, all elementary through high school Treutlen County students are enrolled in these programs, including third-party applications, which provide students and teachers with access to online tools such as digital storage, word processing, and a collaborative email system for classes. The overall goals of these programs are to provide digital educational resources that appropriately serve the students throughout their tenure in Treutlen County Schools. TCS provides these email and storage accounts; as a result, all students' accounts and all employees' accounts can be monitored by the school system administrators. By agreeing to the terms in this document, you agree that Treutlen County School will create/maintain a Google Workspace for Education account for my child and that Google will collect, use, and disclose information about my child only for academic purposes.

Security

Security is the highest priority on all networks. If you identify a security problem, notify a school administrator, Systems Administrator, or faculty member immediately. Never demonstrate a security flaw to other users, as this may compromise the integrity of the network. Do not attempt to bypass filters or monitoring software. Attempting to bypass the filters and monitoring software may result in losing privileges.

Vandalism

Causing damage to any equipment or the data of another person or agency, including uploading, creating, or distributing a computer virus, WILL result in the loss of ALL technology privileges, disciplinary action, and legal referral. A user of TCS technology is liable for up to and not exceeding the amount of monetary damages as determined by Georgia State Law for damage to technology equipment. This includes malicious damage to equipment or data, introduction of viruses or modifications to system settings, or any other acts that make the equipment inefficient or inoperable.

Liability

As the Systems Administrator, theTreutlen County School System makes no warranties of any kind, whether expressed or implied, for the service it provides. The Treutlen County School System will not be responsible for any damages suffered while on this system. These damages include data loss, misdeliveries, service interruptions, and/or exposure to offensive or threatening material. The Treutlen County School System specifically denies any responsibility

for accurate information obtained through these services. Security for privately owned portable electronic devices are the sole responsibility of individual owners. Neither TCS, nor its staff or employees is liable for any device stolen or damaged, either physically or operationally, on school premises.

Digital Citizenship

Our school curriculum will integrate comprehensive digital citizenship lessons, utilizing state-provided resources, to ensure students develop responsible and safe technology usage habits. These lessons will address critical areas such as online safety, ethical digital behavior, and the impact of social media, empowering students to navigate the digital world effectively. This implementation will help to fulfill the requirements of SB 351 regarding the promotion of responsible digital citizenship and the safe and appropriate use of technology.

Parental Notification In accordance with SB 351, Treutlen County Schools provides parents with access to information about the district's internet filtering software, acceptable use policy, and digital citizenship curriculum. Parents may contact school administration to request additional details or express concerns about student internet access, device usage, or social media restrictions.