



The HOPE Academy

2026-2027 SY
 200 Mooty Bridge Road
 LaGrange, Georgia 30240
 Phone: 706-812-7988
 Fax: 706-812-7927
<https://hope.troup.org/>

Student Handbook Contact Information

Name	Position	Email
Dr. Stephanie Winn-Chappell	Principal	winn-chappellsd@troup.org
Melissa Tinsley	Assistant Principal	tinsleyp@troup.org
Kimberly Little	Counselor	littleke@troup.org
Tabitha Atcherson-Cooper	Middle School Paraprofessional	atcherson-coopertd@troup.org
Officer Marcus Horne	School Resource Officer	sroha@troup.org
Shaquana Bigsby	Lead Secretary/Bookkeeper	bigsbyss@troup.org
Lana Clary	Family Liaison (attendance, orientations, transitions)	claryl@troup.org
Latasha Dowell	Middle School Social Science	dowelllk@troup.org
Jordan Ogletree	Middle School Science	ogletreejk@troup.org
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Stephanie Hernandez	High School Math	hernandezsv@troup.org
Laurentius Alexander	Academic Interventionist/MTSS Chair	alexanderlm@troup.org
Dr. Zelda Kitt	High School English Language Arts	kittzv@troup.org
Pamela Langston	Ex. Ed. Paraprofessional	langstonpb@troup.org
Ryan Reneau	Exceptional Education	reneaurc@troup.org
David Diehl	Middle School English Language Arts	diehlida@troup.org
Diana Vaughn	Custodian	vaughnd@troup.org
Dominique Copeland	Middle School Math	copelanddk@troup.org

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*******2026-2027 School System Calendar*******



**TROUP COUNTY
SCHOOL SYSTEM**

OUR SCHOOLS • OUR COMMUNITY • OUR FUTURE

2026-2027 Student Calendar

JULY 2026						
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Key Dates	
August 3 - August 6	Teacher Planning/Staff Development Day (PreK-12 Staff)
August 7	First Day of School (PreK-12: ALL STUDENTS)
September 7	Labor Day Holiday
October 8	First Quarter Ends
October 9	Teacher Planning/Student Holiday
October 12	Fall Break
November 23 - 27	Thanksgiving Break
December 18	Second Quarter Ends
December 21 - January 1	Christmas Break
January 4	Teacher Planning/Student Holiday
January 5	Classes Resume
January 18	MLK Holiday
February 12	Teacher Planning/Student Holiday
February 15	Presidents' Day Holiday
February 16	Virtual Learning/Instruction Day
March 11	Third Quarter Ends
March 12	Teacher Planning/Student Holiday
March 15	Staff/Student Holiday
April 5 - 9	Spring Break
May 26	Last Day of School (PreK-12: ALL STUDENTS)
May 27 - 28	Teacher Planning/Staff Development Days
May 27	Callaway High School Graduation
May 28	LaGrange High School Graduation
May 28	Troup County High School Graduation
May 31	Memorial Day

Key Dates

- Student/Staff Holiday
- Teacher Planning/Staff Development Day
- Virtual Learning/Instruction Day
- First/Last Day of School

SCHOOL HOURS	
• BWES, CES, RES	7:40am - 2:10pm
• CVES, EKES, HES, HHES, LCES	7:40am - 2:15pm
• HCES	7:40am - 2:20pm
• WPES	7:45am - 2:15pm
• FFES	7:45am - 2:15pm
• CMS	8:10am - 3:25pm
• GNMS	8:15am - 3:15pm
• LCMS	8:20am - 3:15pm
• CHS, THS	8:10am - 3:20pm
• LHS	8:15am - 3:20pm
• THA	8:30am - 2:30pm
• THINC	Morning: 8:15 - 11:03am Afternoon: 12:09 - 2:57pm
• TCCC	8:25am - 2:55pm

Scan the QR Code to see school menus or visit troup.nutrislice.com



Scan the QR Code to download the Here Comes the Bus app to track your kids.



www.troup.org



@troupcountyschoolsystem



Troup County School System

Administrative Services Center • 100 North Davis Rd. Building C • LaGrange, GA 30241

Phone 706.812.7900 • Fax 706.812.7904 • Dr. Rachel B. Hazel, Superintendent

~People, Purpose, Passion~

~Transforming our youth~ one life at a time~ from the inside out~

Mrs. Stephanie Winn-Chappell, Principal

Ms. Melissa Tinsley, Assistant Principal/Registrar

Mrs. Kimberly Little, Guidance Counselor

Greetings Parents, Guardians and Students,

We are very enthusiastic to welcome each of you to The HOPE Academy for the 2026-2027 school year. At The HOPE Academy, each student who attends will be afforded the best environment and opportunity to set and achieve personal and academic goals. We are committed to ensuring students achieve their goals with success. Our school follows a disciplined and well regulated environment that allows teachers to provide effective instruction to our students. We have high expectations of our students and teachers and disrespect and defiance will not be tolerated. Our climate is nontraditional and we take a holistic approach to ensure that our students' needs are met behaviorally and academically. Our primary goal is to ensure that we are educating the whole child and equipping our students with new skills and techniques so that the students may transition back to their base schools successfully.

The HOPE Academy's culture is positive, purposeful, healthy and productive. My expectation as the Principal, is to ensure that the time spent at The HOPE Academy is a time of self- reflection and progression towards students reaching their goals. We are confident that the team at The HOPE Academy will challenge each student to achieve personally and academically.

We also believe strongly in the parent, student, and school relationship. We encourage parents to be involved in school activities and meetings with teachers. If there are any issues please do not hesitate to contact me.

Sincerely,

Stephanie Winn-Chappell

Dr. Stephanie Winn-Chappell

Principal

ABOUT THE HOPE ACADEMY

The HOPE Academy is the Troup County School System secondary alternative educational program. Accredited by the Southern Association of Colleges and Schools, the school serves sixth through twelfth graders, with a maximum capacity of 100 students at any given time. Students expelled from their home schools as a result of a disciplinary tribunal or student disciplinary conference may have the opportunity to attend The HOPE Academy. Decisions regarding those students returning from incarceration at a youth detention facility or other restrictive placements are determined on a case-by-case basis.

The HOPE Academy is housed in a beautifully renovated facility designed to serve our students and staff. Up-to-date surveillance equipment is located both inside and outside the facility. The attractive landscaping in front of the facility was completed through the cooperative efforts of parents, guardians, students, and staff.

The purpose of The HOPE Academy is to **Help Our Pupils Excel** in Academics, Behavior, and Citizenship—The HOPE Academy ABC's. Intensive academic and social skills interventions are provided by highly qualified staff for those students whose needs are currently unmet through traditional school programs and services. Students who successfully complete The HOPE Academy program will be recommended by the school principal and teachers for transition to their home schools.

Parent/guardian involvement is essential to student success at The HOPE Academy. Parents/guardians and students are required to complete an orientation meeting and school application process prior to enrollment of the student at The HOPE Academy. Additional parent conferences and meeting days will be scheduled during the semester. Parents/guardians are expected to participate in these conferences and meetings to help ensure their child's successful completion of The HOPE Academy program. Parents are also encouraged to call the school to schedule a conference at any time they would like to discuss their child's progress or have a question or concern.

Faculty and staff are essential to the success of The HOPE Academy. All employees are expected to participate in required orientations, professional learning opportunities, faculty meetings, and ongoing training to ensure consistency in implementing school and district policies and procedures. Collaboration, open communication, and professionalism are expected as we work together to provide a safe, structured, and supportive learning environment for our students. Faculty and staff are encouraged to communicate regularly with administration, seek guidance when needed, and actively contribute to the continuous improvement of The HOPE Academy.

Focus: H.O.P. E

HOPE Expectations: With Honor, take every Opportunity to identify your Purpose and strive towards Excellence.

MISSION

Helping Our Pupils Excel in Academics, Behavior, and Citizenship While Ensuring They Are Prepared for College, Careers, and Military Service

VISION

United by One Vision and One Voice, we empower every learner to Be Honorable, Be Opportunistic, Be Purposeful, Be Excellent—Be HOPE.

MOTTO

Beacon of HOPE, Lighting the Way and Shielding Our Students

BELIEF: All Students Can Learn at Any Given Time; it May not be at the Same Time, but Give Them Time.

BELIEF STATEMENTS

1. Students are the primary focus of all decisions.
2. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
3. A safe and physically comfortable environment promotes student learning.
4. A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
5. Students can learn to make appropriate decisions when given a supportive and challenging learning environment.
6. Students learn in different ways and should be provided with differential instructional approaches to support their learning styles.
7. Students learn best when they are actively engaged in the learning process.
8. Assessments of student learning should guide instruction and provide students with a variety of opportunities to demonstrate their achievement of the expectations for their learning.
9. Teachers, parents, students, staff and the community share the responsibility for the support of the school's mission.

HOPE'S PLEDGE

- I will make today the best day that it can be.
- I will cooperate with all the people who are here to help me learn.
- I will respect others and keep a positive attitude in everything I do.
- I will accept responsibility for all my actions.
- I am here to learn.

SCHOOL SYMBOL

The HOPE Academy's symbol is the Lighthouse. The purpose of the lighthouse is to give guidance that each new day brings to our students on their educational journey.

EXIT CRITERIA

1. Completion of minimum assigned time.
2. Completion of all assigned programs, such as Vector training.

3. Recommendation by the principal and school staff that the student is ready to transition to homeschool. **Students with excessive absences, display lack of academic effort, and/or behavior referrals may have their assigned time extended.**

TRANSITION PROCEDURES

The HOPE Academy will assist eligible students in transitioning successfully to their home schools. At each transition period, the principal or designee will submit a list of eligible students for transition. A transition plan unique to each student will be developed by the transition team. The transition meeting normally will take place at The HOPE Academy.

Before the transition occurs, the team will meet to ensure a smooth transition. This team includes, but not limited to, the following individuals:

- The HOPE Academy Principal and/or Assistant Principal
- School counselor(s)
- School social worker
- Parent (s)
- Student
- A representative from the referring school (if the referring school is a TCSS school).
Administrator or graduation coach, preferably
- Probation officer, as appropriate
- Transition Coordinator/Transition Paraprofessional

The transition plan will be finalized, expectations will be discussed, and the team will sign consensus for the plan.

Policy**Overview**

Under Georgia Law (O.C.G.A. Section 20-2-690.1), it is mandatory for all children between the age of 6 and 16 to maintain regular school attendance. As a district, we are required to inform families of the attendance for all enrolled students.

Definitions**Truant**

Any child subject to compulsory attendance who during the school calendar year has more than 10 days of unexcused absences.

Compulsory Attendance

Attendance in a public school, private school, or home school program is required for children between their 6th and 16th birthdays. Every parent, guardian, or other person residing in this state having control or charge of any child between their 6th and 16th 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

Tardy

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

Early Checkout

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

Chronic Absenteeism

A student is considered chronically absent if they miss 10% or more of the required school days in an academic year for any reason, including both excused and unexcused absences.

CHINS

Child in Need of Service refers to a student who is subject to compulsory attendance and has 10 or more unexcused absences.

Unexcused Absences

Absences from school or class periods, with or without the knowledge of the parent/guardian, for reasons other than those specifically outlined as excused absences.

Excused Absence

As defined by State Board of Education Rule 160-5-1-.10 an excused absence is an absence from school for a reason recognized by law or district policy as valid and unavoidable. Examples include personal illness, serious illness or death in the immediate family, religious observances, court appearances, or conditions that make attendance impossible or unsafe. Proper documentation must be provided for the absence to be officially excused.

The Troup County Board of Education believes that punctual and regular attendance is important and expected. Students should participate in the experiences, discussions, activities and special projects integral to the learning process. Regular attendance in school is the joint responsibility of the student and his/her parents or guardians.

In addressing student attendance issues, the Troup County School System shall comply with all the requirements of state law, State Board of Education rules, and the Student Attendance Protocol developed by the Troup County Attendance Protocol Committee.

Board Policy Manual Troup County Schools

Georgia's Compulsory Attendance Law

§ 20-2-690.1. Mandatory education for children between ages 6 and 16

(a) Mandatory attendance in a public school, private school, or home school program shall be required for children

between their sixth and sixteenth birthdays. Such mandatory attendance shall not be required where the child has successfully completed all requirements for a high school diploma.

(b) Every parent, guardian, or other person residing within this state having control or charge of any child or children during the ages of mandatory attendance as required in subsection (a) of this Code section shall enroll and send such child or children to a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program; and such child shall be responsible for enrolling in and

attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program under such penalty for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless

the child's failure to enroll and attend is caused by the child's parent, guardian, or other person, in which case the parent, guardian, or other person alone shall be responsible; provided, however, that tests and physical exams for military service and the National Guard and such other approved absences shall be excused absences. The requirements of this subsection shall apply to a child during the ages of mandatory attendance as required in subsection (a) of this Code section who has been assigned by a local board of education or its delegate to attend an alternative public school program established by that local board of education, including an alternative public school program provided for in Code Section 20-2-154.1, regardless of whether such child has been suspended or expelled from another public school program by that local board of education or its delegate, and to the parent, guardian, or other person residing in this state who has control or charge of such child. Nothing in this Code section shall be construed to require a local board of education or its delegate to assign a child to attend an alternative public school program rather than suspending or expelling the child.

(c) Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who violates this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence without response, the school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested, or first-class mail. Prior to an action to commence judicial proceedings to impose a penalty for violating this subsection on a parent, guardian, or other person residing in this state who has control or charge of a child or children, a school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. Public schools shall provide to the parent, guardian, or other person having control or charge of each child enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance under this Code section for children and their parents, guardians, or other persons having control or charge of children. The parent, guardian, or other person who has control or charge of a child or children shall sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are age ten years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties. After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, or first-class mail, to such parent, guardian, other person who has control or charge of a child, or children. Public schools shall retain signed copies of statements through the end of the school year.

(d) In the case of private schools or home study programs, local school superintendents shall have the authority and responsibility to initiate court proceedings to enforce this subpart. For public schools, this authority and duty shall rest with school administrators, school social workers and attendance officers. The Department of Education shall coordinate with local

school superintendents to maintain attendance records and provide notifications for students enrolled in home study programs.

(e) An unemancipated minor who is older than the age of mandatory attendance as required in subsection (a) of this Code section who has not completed all requirements for a high school diploma who wishes to withdraw from school shall have the written permission of his/her parent or legal guardian prior to withdrawing. Prior to accepting such permission, the school principal or designee shall convene a conference with the child and parent or legal guardian within two school days of receiving notice of the intent of the child to withdraw from school. The principal or designee shall make a reasonable attempt to share with the student and parent or guardian the educational options available, including the opportunity to pursue a general educational development (GED) diploma and the consequences of not having earned a high school diploma, including lower lifetime earnings, fewer jobs for which the student will be qualified, and the inability to avail oneself of higher educational opportunities.

ATTENDANCE PROTOCOL

Attendance Referral Process

The primary goal of this attendance protocol is to address unexcused absences for students ages six to sixteen, as well as to monitor and support students with excessive excused absences. This protocol applies to all students enrolled in face-to-face programs within the District. Absences resulting from out-of-school suspensions, while concerning, shall not automatically warrant a referral to the School Social Worker unless deemed necessary by school administration.

- **Three (3) unexcused absences**

Teacher or designated school staff member (Family Liaison, Attendance Clerk) will communicate with parent or guardian regarding student attendance via phone or in person, which shall then be confirmed in writing. Documentation should be kept by teachers throughout the school year. Teachers will utilize district translators to assist in communicating with parents who do not speak their primary language.

- **Five (5) unexcused absences**

Each school will utilize an A2A generated letter in order to communicate with parents. This must be adhered to as the Georgia Law referencing attendance states that the school is required to contact parents by two reasonable attempts. The school will conduct a parent conference to determine appropriate next steps. Upon the occurrence of the first absence after the conference, the school shall refer the student to the school-based Attendance Review Team.

- **Five (5) consecutive unexcused absences**

The school staff or designee may contact the school social worker to investigate the reason for the absences and determine appropriate next steps.

- **Seven (7) unexcused/excused absences**

School staff shall notify the parent or guardian that a referral will be made to the District Attendance Review Team. A detailed, school-based intervention plan must be submitted with the referral, and each intervention should be thoroughly documented. A2A generated letter will be sent to parent or guardian. Upon the occurrence of the first absence after the 2nd A2A notification, the school shall notify the parent or guardian of its intent to initiate the warrant referral process and file an Education Dependency or Children in Need of Services (CHINS) complaint.

- **Ten (10) unexcused or excessive excused absences**

School staff may file an Educational Dependency or Child in Need of Services (CHINS) complaint prior to submitting a warrant request. The A2A-generated "Final Notification of Truancy" Letter will be sent to the parent or guardian.

- After eleven (11) or more unexcused or excessive excused absences, the school should collaborate with the Department of Family and Children Services (DFCS) and/or the Juvenile Court on the Educational Dependency or CHINS proceeding.
- At this point, the school may submit a warrant request to the appropriate Magistrate or Juvenile Court, which must be approved by the Director of Prevention and Intervention. Any attendance-related information obtained by law enforcement will be provided to the school and kept on file there.

- **Excessive Absences (excused or unexcused)**

At the discretion of local school administration, a referral to the School Social Worker may be made at any time if excessive excused or unexcused absences warrant additional support. Attendance records from previous years shall be considered when determining the need for a referral. The principal may require additional documentation to verify that absences are excused, especially when a student accumulates more than three (3) absences during the semester.

- **Students over the age of 16**

Attendance referrals to the School Social Worker shall not be initiated for students over the age of sixteen, as they are not subject to the Compulsory Attendance Law. Local schools are responsible for developing programs, strategies, and interventions to address attendance

concerns for this population. However, if a parent, guardian, or student requests assistance from the School Social Worker, a referral should be made at that time.

- **Ten (10) or more unexcused absences**

Students and/or parents may be referred to Juvenile Court, Magistrate Court and/or Department of Family and Children Services (DFCS) for truancy and/or educational neglect when a student accumulates ten (10) or more unexcused absences. Detailed documentation of the student's attendance history, school and district level interventions, and school social work involvement will be required when filing a complaint with DFCS or the courts.

Compulsory Attendance Ages:

https://drive.google.com/file/d/1HCjdFaIuD5gKvPTMdSTtgQQdTUg70Tet/view?usp=drive_link

Absences and Excuses:

https://drive.google.com/file/d/1u_D9W4MObNHP79tj5elorw8LfKL15srH/view?usp=drive_link

Truancy:

https://drive.google.com/file/d/1EOxGWDqenIV2Bb6Ug4ogIHpyuLirNYsn/view?usp=drive_link

Last Revised: 8/21/2025

TROUP COUNTY SCHOOL SYSTEM

Student Attendance Protocol (condensed version)

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

The school's principal will be responsible for designating personnel to administer this protocol. In accordance with Georgia Board of Education Rule 160-5-1.10, students may be temporarily excused from school who are:

1. Personally ill and whose attendance in school would endanger their health or the health of others;
2. In whose immediate family there is a serious illness or death which would reasonably necessitate absence from school;
3. Mandated by order of governmental agencies, including preinduction physical examinations for service in the armed forces and court orders;

4. The observation of religious holidays, necessitating absence from school.
5. When conditions render school attendance impossible or hazardous to the student's health or safety.
6. Registering to vote or voting for a period not to exceed one day; or serving as Pages of the General Assembly during the school year (Pages shall be credited as present by the school in which enrolled);
7. Military connection of parent or legal guardian necessitates an absence.
8. Students in foster homes or the foster care system who are attending court proceedings related to their foster care placement.
9. Students participating in the Student Teen Election Participant (STEP) program shall be counted as present and shall receive full credit for the school day on which they serve in the STEP program, for no more than two school days per year.
10. Student participation in an activity or program sponsored by 4-H.

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

1. At the beginning of the school year, the Responsible Persons, along with students who are 10 years or older will be asked to sign the Troup County Attendance Protocol and a copy of the signed Protocol will be kept on file at the school.
2. No later than upon the third unexcused absence, unexcused tardy, or unexcused dismissal, a designated staff member, will notify the Responsible Person by phone or written correspondence if necessary. For the purpose of intervening and providing support, resources will be offered to the Responsible Person. This shall be considered the first notice of attendance.
3. If two (2) reasonable attempts to notify the Responsible Person of absences, tardies or early dismissals produce no response, the school will send an Attendance Notice to the Responsible Person first class mail and/or refer these students' names to the appropriate School Counselor, Social Worker, Family Assistant, Administrator or Designee.
4. After five (5) unexcused/excused absences, seven (7) or more unexcused tardies, or seven (7) or more unexcused early dismissals, a referral to the school Counselor, School Social Worker or other designee will be made. In addition, a school designee will request a conference with the Responsible Person.
5. On five (5) consecutive unexcused/excused absences a referral to the School Social Worker made to investigate the reason for the absences and determine appropriate next steps.
6. Upon the occurrence of the first Excused/Unexcused absence, unexcused tardy or unexcused early dismissal after the conference the school will notify the parent/guardian of their intent to refer the student to the school-based Attendance Review Team.
7. Upon a student reaching seven (7) unexcused or excused absences, the school shall refer the student to the District Attendance Review Team and notify the parent or guardian prior to the referral.
8. If, despite the above efforts, the Responsible Person of a child between the ages of 6 and 16 continues to be noncompliant, as evidenced by ongoing absences, the school shall notify the parent or guardian of its intent to initiate the warrant referral process and file an Education Dependency or Children in Need of Services (CHINS) complaint.

9. When a student reaches ten (10) unexcused or excessive excused absences, school staff may file an Educational Dependency or Child in Need of Services (CHINS) complaint prior to submitting a warrant request. The A2A-generated Final Notification of Truancy Letter will be sent to the parent or guardian.

10. After eleven (11) or more unexcused or excessive excused absences, the school should collaborate with the Department of Family and Children Services (DFCS) or the Juvenile Court on the Educational Dependency or CHINS proceeding.

11. At this point, the school may submit a warrant request to the appropriate Magistrate or Juvenile Court, which must be approved by the Director of Prevention and Intervention. Any attendance-related information obtained by law enforcement will be provided to the school and kept on file there.

Parent/Guardian/Responsible Person's Signature

Date

Student's Signature (if 10 years or older)

Grade

Student's Printed Name _____

Revised 07.02.25

HOPE ACADEMY

SCHOOL ARRIVAL

For safety reasons students are expected to ride the buses provided by The HOPE Academy. Bus riders will enter the building at the designated side entrance at 8:30 a.m. and will be checked in by school staff. **If a student is a car rider, parents/guardians are expected to wait with the student (the student should remain in the car) until 8:30 a.m. or until the morning check-in door is opened (due to safety reasons).** After arrival on campus, students may not leave the campus for any reason without checking out through the front office. **Students who leave campus without permission will be reported to law enforcement and the student will be subject to disciplinary action.**

SCHOOL DISMISSAL

The front office will notify teachers of dismissal. The teacher will walk down with the class. ALL students should exit the building at the designated location upon direction by staff. Students may not loiter in the hallways nor return to the building after exiting. Parents should enter the car rider-drive for pick up and drop off of children. **Cars may not cut in front of the buses or drive over unpaved areas. Students must have written permission to stay after school for tutoring/activity.**

ABSENT FOR PART OF A DAY

Arriving at school after school day begins:

1. The parent must sign the student in at the main office if arrival is after 8:45 a.m.
2. Go to the class period that is in session or do as instructed.

Leaving school before day ends:

1. Present a written request which includes parent contact information to the attendance checker upon arrival at school. The front office will make contact with parents to confirm. **For security reasons, phone, email, and fax checkouts will not be allowed.**
2. The parent is to sign out the student in the notebook located in the front office.
3. A student is considered absent from a class period if he/she misses more than 25% of the class period.
4. When students return to school on the same day, the parent/guardian shall sign-in the student in the office.
5. Medical appointments, illness, and court summons are the only excused absences for part of the day, and written verification must be provided.
6. Parents or guardians picking up students must come in to sign out students or have made other arrangements with the school. **Only those adults listed on a student's registration forms may check out a student, and photo ID will be required.**
7. Students may not check out for lunch. Breakfast/Lunch from restaurants may not be brought to students during the school day.

STUDENT TARDIES

Punctuality to school and class is important for effective individual learning and an orderly learning environment for all students. Students are expected to arrive at school on time and be in classes on time. Students have sufficient time to reach each of their classes.

The following plan shall guide the staff's response to students' tardiness to school on a **semester by semester basis**:

- 6th Tardy- Lunch Detention (1 day)**
- 7th Tardy- Lunch Detention and loss of FLEX time (2 days)**
- 8th Tardy-**
- 9th Tardy-**
- 10th Tardy-**

Any tardy after the 10th tardy will be subject to administrator discretion in regards to consequences.

BEHAVIORAL EXPECTATIONS, POLICIES, AND SCHOOL-WIDE DISCIPLINE PLAN

STUDENT BEHAVIORAL EXPECTATIONS

Maintaining a safe and orderly environment which is conducive to learning is the number one priority of The HOPE Academy faculty and staff.

Students are expected to follow all requirements of the Troup County Schools Student Code of Conduct. In addition, students are expected to meet all rules and regulations of The HOPE Academy. Students are given every consideration regarding their rights and are expected to share in the responsibility.

The HOPE Academy staff strives to establish a positive atmosphere to assure that each student can learn and grow as an individual. Basic rules and regulations are necessary to provide such a school climate. Behavioral expectations in all aspects of school life are described in the Positive Behavior Interventions and Supports (PBIS) matrix found below.

All students attending The HOPE Academy are expected to:

- 1. Show respect for all school staff, as well as visitors and guest speakers, at all times. This includes cooperation with any reasonable request from The HOPE Academy staff.**
- 2. Show respect for other students. This includes not interfering with the right of other students to learn by demonstrating disruptive behavior.**
- 3. Follow all uniform student dress code requirements of The HOPE Academy.**
- 4. Refrain from participating in or attending any clubs, organizations, team sport practices, sports events, or other extracurricular activities of any schools in the Troup County School System while assigned to The HOPE Academy.**
- 5. Bring required materials—including paper and pencils—to school each day, complete all assigned work, and participate appropriately in class.**
- 6. Be orderly, polite, and reasonably quiet in all public areas of the school, including halls, cafeteria, and assemblies.**

7. **Stay awake in class.** Students who sleep in class may be subject to appropriate disciplinary action, including potential revocation of time served at The HOPE Academy. Students may be required to serve Lunch Detention and/or lose his/her FLEX time due to a lack of effort. Students will be suspended after the third warning and call home to parent. **We expect maximum effort from our students.**
8. **Leave cell phones, I-Phones, I-Pods, I-Pads, Airpods, Beats earbuds, smart glasses, smart watches, radios, electronic games, playing cards, other electronic devices, or other disruptive items at home. These are considered contraband items and will be confiscated. Students cannot under any circumstances bring cellphones to school. If any student is caught with a cellphone the student will be suspended. This includes the bus ride to and from school.**
9. Have a pass issued by the teacher in charge of the student at that time in order to be in the hall unescorted. **Students cannot walk out of class without permission.**
10. Take restroom and water breaks at scheduled times. Students needing to use the restroom or get water more frequently must bring a doctor's note and must be escorted by a staff member to the restroom.
11. Take care of textbooks. Students should always check their books when issued and report any damage to the teacher in order to avoid being fined for damage upon return. Students will be charged for any issued books that are lost, stolen, or otherwise missing or damaged at the end of the semester. These fees must be paid before the student will be allowed to return to his or her home school.
12. Refrain from throwing, shooting, or in any way propelling an object that endangers the sight of other students. This includes food or other objects in the school cafeteria.

Refrain from bringing contraband items to The HOPE Academy, including on the school bus. The following items are considered contraband and are not permitted at The HOPE Academy, including on the bus:

- Sunglasses
- Hats, caps, wave caps, hair curlers, do-rags, ear warmers, shower caps, or other head attire
- Bandanas and/or headbands
- Book bags, trapper keepers, or closed book binders
- Purses (necessary feminine items should be brought to the school office for safekeeping)
- Combs, brushes, and picks
- Lipsticks, lip gloss, and glitter sticks (**cannot bring Makeup**)
- No jewelry (**NO EXCEPTIONS**). **Students will not be permitted to cover jewelry with bandages or tape.**
- Candy or gum
- Money
- **Cellphone or smart glasses of any type**
- No open drinks, food, or candy of any kind are permitted
- Alcohol, Nicotine of any type this includes all vapes

Contraband items will be confiscated.

The HOPE Academy administration reserves the right to provide consequences to behavior that is subversive to good order and discipline in the school, even if the behavior is not specified in the written expectations of The HOPE Academy or the Troup County Schools Student Code of Conduct.

All students assigned to The HOPE Academy are on strict probation with the school system, including the bus ride to and from school. The principal may violate the probation of any student who continues to engage in inappropriate behavior and refer the student to a student discipline conference or tribunal.

Engaging in any of the following behaviors or actions will not be tolerated at The HOPE Academy and will result in serious disciplinary consequences, including possible suspension or expulsion. Please note that the actions of The HOPE Academy with regard to enforcing its rules are separate and distinct from any consequences that a student may face should he or she break the law. Many of these infractions also qualify as criminal behavior and will result in referral to law enforcement officials.

1. **Verbal, Physical, or Sexual Aggression**—Students may not use any aggressive, intimidating, threatening, or hostile language toward staff or peers. This includes any cursing or obscene language while on campus or on the bus, as well as sexual comments. Physical and/or sexual assault by a student on another student or staff member is forbidden and will not be tolerated. Such incidents will be subject to school disciplinary action, and charges will be filed with law enforcement officials.
2. **Bullying**—Students may not bully other students or school staff, either verbally or physically. Bullying at school is against the law in the state of Georgia. Students are encouraged to report any incidents of bullying to a school staff member. Students who engage in bullying will be subject to disciplinary action, which may include referral to a disciplinary tribunal hearing and law enforcement officials.
3. **Fighting**—Students who engage in physical fights will be suspended and/or referred for further disciplinary action, and charges may be filed with law enforcement officials. If a student strikes a school staff member in pursuit of his or her duties, this act may be considered assault and charges filed with law enforcement officials.
4. **Weapons**—Students may not possess any object that is considered to be a weapon according to the Troup County School System Student Code of Conduct. Students found in possession of a weapon are subject to a disciplinary tribunal hearing. In addition, possession of any weapon on school grounds or school transportation is against the law (O.C.G.A. 16-11-127.1), and a referral will be made to law enforcement.
5. **Alcohol, Drugs, and/or Tobacco**—Students may not be under the influence of, use, nor possess any tobacco product, vapes, drug, drug paraphernalia, look-alike, or alcohol at school. Such actions are subject to a disciplinary tribunal hearing. Except in cases involving regular tobacco products, charges will be filed with law enforcement.
6. **Gang Activity**—Gang activity will not be tolerated at The HOPE Academy. Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessories or manner of grooming which, by virtue of its color, arrangement,

trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger and is prohibited by students in the Troup County School System. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. Students who engage in gang activity while at The HOPE Academy are subject to referral to a disciplinary tribunal hearing as well as possible referral to law enforcement officials.

7. **Vandalism**—Students may not write on walls, desks, or other inappropriate locations. Violators will receive a disciplinary referral and may be referred to a disciplinary tribunal hearing. Any student who willfully destroys school property will be responsible for restitution and possible referral to law enforcement for a charge of criminal trespass.
8. **Theft**—Theft of any type is forbidden. Students and their parents/guardians will be responsible for restitution of lost property. Serious incidents will be referred to law enforcement officials.
9. **Incorrigibility**—Students who persistently and repeatedly violate the rules of The HOPE Academy will be considered incorrigible. **In such cases, the principal will violate the strict probation of the student's assignment to The HOPE Academy and refer the student to a student discipline conference.**

SENIOR DISCIPLINE

Disciplinary actions may impact a senior's ability to graduate with his/her class. During the last months and weeks of the school year seniors who are referred to the office may lose the privilege of marching with his/her class and/or may be required to complete community service prior to receiving his/her diploma.

IN-SCHOOL SUSPENSION - THERE IS NO ISS AT THE HOPE ACADEMY

STUDY LAB

Students are assigned to the Study Lab by a school administrator. From time to time, students are placed in Study Lab as a consequence of making poor choices or to make up for missing work (classwork or iReady). An assignment to Study Lab is not meant to be punitive in nature, but as a learning tool to help students make better choices and catch up on missing work. Teachers are responsible for assigning work for students to complete while in Study Lab. Additionally, it is a requirement that teachers send work for his/her student(s) while in Study Lab. Teachers will be required to pick up his/her students' work at the end of the day. **No Chromebook work except for Edgenuity (ELA) and Progress Learning or Performance Matters will be allowed in the Study Lab.**

The following Study Lab procedures will be observed:

1. Students assigned to Study Lab are to report directly to Study Lab and nowhere else.
2. Students may not sleep, lean, or put their heads down during this time (unless they are cooling off).
3. When an assignment has been completed, the student should fold it in half and write his/her name and the teacher's name on the outside of the assignment.
4. Turn the assignment into the Study Lab instructor.
5. There is no talking in the Study Lab. If there is a question, raise your hand and wait for a response from the teacher. Do not speak out and do not turn around.

6. Do not write or pass notes, do not write, or carve on the desk, chairs, or walls. This may not only require restitution but can also result in notification of law enforcement and a charge of criminal trespass.
7. Do not bring food, candy, or drinks into the Study Lab.
8. There will be two restroom breaks each day. Lunch will be served at a time that is separate from the rest of the student body. Lunch will be eaten in the classroom.
9. In order to be eligible to exit Study Lab, all assignments must be completed.
10. Students will serve the assigned time in Study Lab, unless there are extenuating circumstances that exist within the building.

Students assigned to Study Lab who are disrespectful, disruptive, or who break any of the above rules while in Study Lab will be subject to additional disciplinary action.

THE HOPE ACADEMY SCHOOL-WIDE DISCIPLINE PLAN

The HOPE Academy school-wide discipline plan is based on the Positive Behavior Intervention and Support (PBIS) framework. This plan was developed to enhance a positive learning environment by clarifying consistent student expectations, disciplinary consequences, acknowledgements and incentives. This plan consists of a progressive leveled discipline approach and the implementation of systems and supports that involve students, teachers, parents/guardians, community partners, and administrators.

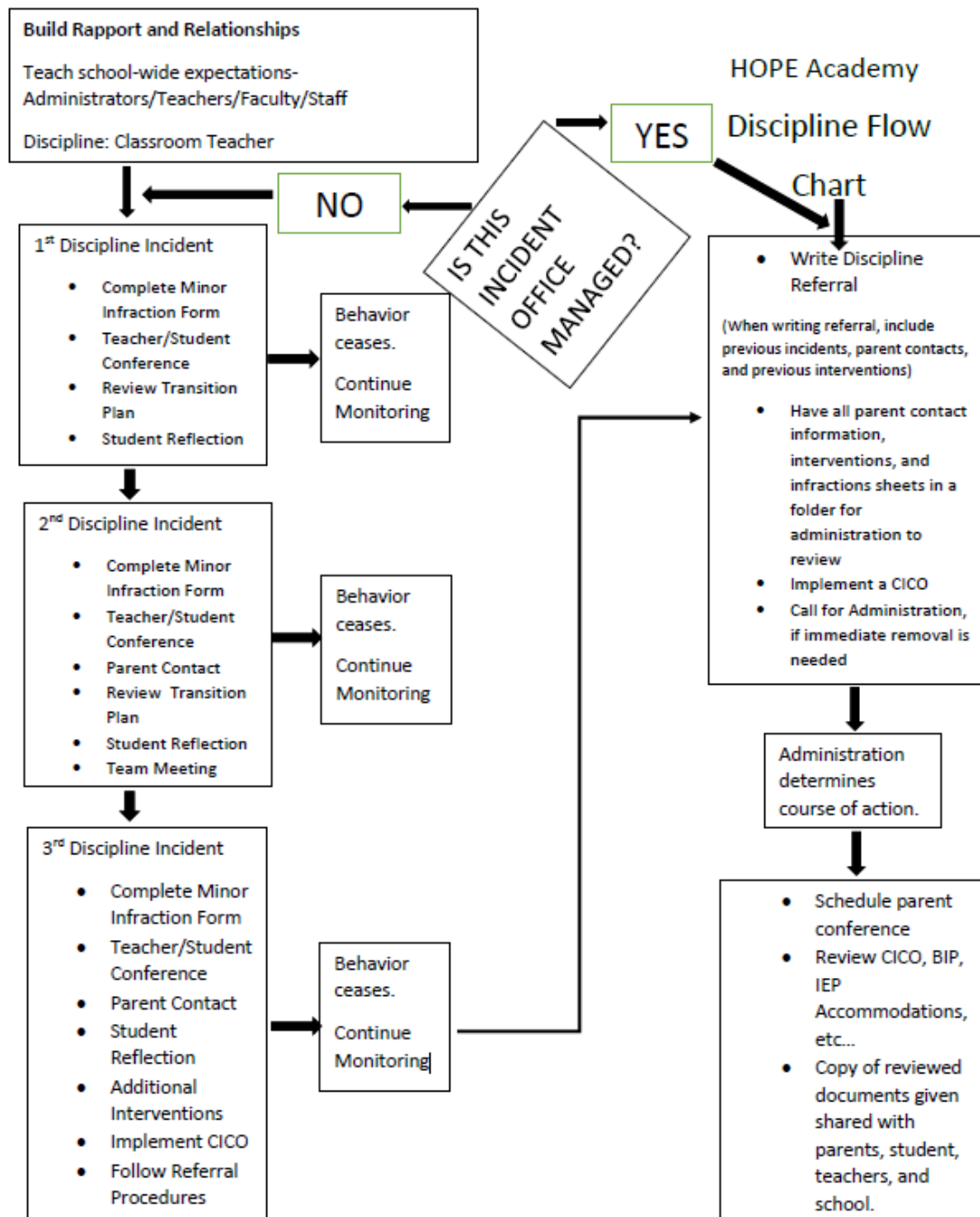
The HOPE Academy school-wide plan promotes positive work habits, reinforces desired behaviors and teaches replacement actions when students behave inappropriately. Students who exhibit the H.O.P.E. expectations can participate in school celebrations, earn dress down passes, participate in quarterly celebrations for attendance, academics, behavior, citizenship and end of the year celebrations. Other acknowledgements include daily Happy Grams that are read during announcements, monthly student highlights, special lunches, and gift cards. Students also serve on school committees for behavior, academics, celebrations, and campus beautification.

The HOPE Academy Matrix explains our process of building relationships and teaching expectations. The Progressive discipline charts explain the process of communication and consequences if negative behavior occurs with the student.

With Honor, take every Opportunity to identify your Purpose and strive for Excellence.

<u>Expectations</u>	<u>Hallway</u>	<u>Restroom</u>	<u>Cafeteria</u>	<u>Assembly</u>	<u>Outside</u>	<u>Bus</u>
	- Keep hands and feet to self - Maintain proper dress code	Respect the privacy of others	- Use manners and respectful language with ALL adults and students - Silence in the serving line	Respectful of peers and presenter	- Respect yourself and others - Use appropriate language	- Follow bus rules - Maintain proper dress code
	- Quiet transitions - Walk single file - Stay to the right - Maintain personal space	- Go at scheduled times - Report problems, vandalism, etc...	- Get utensils, napkins, and condiments before sitting down - Clean up your mess quickly - Throw all trash away	Silent during the presentation	Enjoy positive time with peers	- Stay in seat while bus is moving - Keep your body and belongings inside the bus
	- Keep moving - Facing forward - Go directly to assigned class	Do your business and leave, no horseplay	- Sit in your designated area - Keep your area clean - Keep food in the cafeteria	Actively listening	- De-stress and reflect - Play by the rules - No horseplay	- Be on time - Talk quietly - Clean up after yourself
	- Follow adult instructions - Be a positive role model by modeling correct behavior	- Flush the toilet - Throw away all trash - Be a positive role model by modeling correct behavior	- Follow adult instructions - Be a positive role model by modeling correct behavior	- Follow adult instructions - Be a positive role model by modeling correct behavior	- Follow adult instructions - Be a positive role model by modeling correct behavior	- Enter and Exit the bus and building in an orderly manner - Report any incidents

With **Honor**, take every **Opportunity** to identify your **Purpose** and strive towards **Excellence**



Code of Behavior Offenses

STAFF MANAGED BEHAVIORS

- Tardiness (on 3rd tardy, enter student into Discipline Flow Chart)
- Skipping class (notify administration)
- Non-compliance with staff direction
- Classroom disruption
- Loitering
- Inappropriate conversations/profanity
- Failure to serve teacher assigned detention
- Unprepared for class
- Leaving the classroom without permission (notify administration)
- Inappropriate computer use
- Inappropriate cafeteria, hallway, or restroom behavior
- Dress code violations after check-in
- Throwing objects
- Eating/drinking in class
- Academic dishonesty/Cheating/Plagiarism
- Sleeping in class
- Electronic devices/cell phones (visible and/or on)
- Push, Slap, Hit, Trip

OFFICE MANAGED BEHAVIORS

- Bomb Threat/False Alarm
- Possession of a Weapon/Explosive Device
- Threats of bringing/using Weapons
- Fighting/Physical Aggression
- Physical Assault/Harassment
- Intimidation/Bullying
- Sexual Harassment/Sexual Offense
- Theft/Burglary
- Verbal Abuse and/or Threat of Violence
- Inappropriate Bus Behavior
- Truancy
- Vandalism/ Property Damage
- False Fire Alarm or Arson
- Possession/Distribution/Use of OTC Medication, Controlled Substance, Tobacco, or Alcohol
- Forgery/Extortion
- Gambling
- Violation of Staff Managed Behaviors (3)
- Possession/Use of Imitation Weapons
- Possession/Use of Imitation Drugs
- Possession of Drug Paraphernalia

Process for teaching appropriate behavior

Possible Preventive actions

- Orientation
- Develop and maintain daily Check in/ Check out
- Develop a Behavior Intervention Plan and/or Safety plan
- Student(s) may be allowed to talk with a staff member of the student's choice when upset or angry.
- Teachers will frequently state school and/or class rules in a clear and concise manner using a calm tone.
- Teachers will state directives, expectations, and directions in a clear and concise manner, and then walk away from the student to avoid being drawn into a power struggle.
- Teachers will provide the student with a more highly structured routine, schedule, and classroom environment.
- Teachers could send the student for a break or an errand when a student's behavior is escalating (drop a note off, etc...).
- Teacher could provide positive feedback, like a pat on the back, high-five, whispering to a student, leaving a note, giving a happy gram, etc...
- Student will have the opportunity to meet with the school counselor.
- Student will be allowed to journal in their cool down area.
- Student could complete a Restorative Practices Incident Report or Think Sheet and attend a restorative conference prior to returning to class after an infraction.
- Parent Conferences

CONSEQUENCES- The disciplinary actions outlined below serve as suggested consequences to be taken by administration. Administrative discretion may be used.

	First Offense	Second Offense	Third Offense	Fourth Offense
Dress Code (Defiance)	Parent will bring a change of clothes.	3 Day OSS	5 OSS	10 Days OSS Review CI/CO or BIP Admin Discretion
*Jewelry (Defiance)	Student will place the jewelry in an envelope and retrieve the items at the end of the day.	Student will place the jewelry in an envelope and retrieve the items at the end of the day.	3 OSS Jewelry will be held at the HOPE Academy until the student has served his/her time and is eligible to return to the home school or until parent retrieves jewelry	5 OSS Jewelry will be held at the HOPE Academy until the student has served his/her time and is eligible to return to the home school.
Distraction of other students-Talking, laughing, making noises	Reprimand	timeout-removal from class for one period	3 Days OSS Develop and Implement a CI/CO or BIP	5 OSS Continuous-OSS at admin discretion (10 or more days-including long term suspension) Review CI/CO or BIP
Non-Direct use of profanity	Reprimand	1 Days OSS	3 Days OSS Develop and Implement a CI/CO or BIP	5 Days OSS Review CI/CO or BIP
Direct Use of Profanity	Student: *1-3 days OSS Faculty/Staff: *5 days OSS	Student: *3 days OSS Faculty/Staff: *5 days OSS *Develop CI/CO or BIP	Student: *5 days OSS Faculty/Staff: *10 days OSS *Address CI/CO or BIP	Administrative Discretion which could include but not limited to: Charges filed ADR or Referral to Disciplinary Tribunal which may result in additional alternative school

				time, long term suspension, virtual assignment, or expulsion.
Defiance of Authority/Disobedience/Disorderly Conduct, Verbal Confrontations	5 Days OSS Administrator Discretion Implementation of CI/CO and/or BIP	Administrator Discretion: which may result in additional alternative school time, long term suspension, or virtual assignment	Administrator Discretion: which may result in additional alternative school time, long term suspension, or virtual assignment	Administrator Discretion: which may result in additional alternative school time, long term suspension or virtual assignment
Fighting/Physical Violence	10 Days OSS Administrative Discretion which could include but not limited to: Charges filed ADR or Referral to Disciplinary Tribunal which may result in additional alternative school time, long term suspension, virtual assignment, or expulsion.	Administrative Discretion which could include but not limited to: Charges filed ADR or Referral to Disciplinary Tribunal which may result in additional alternative school time, long term suspension, virtual assignment, or expulsion.	Administrative Discretion which could include but not limited to: Charges filed ADR or Referral to Disciplinary Tribunal which may result in additional alternative school time, long term suspension, virtual assignment, or expulsion.	Administrative Discretion which could include but not limited to: Charges filed ADR or Referral to Disciplinary Tribunal which may result in additional alternative school time, long term suspension, virtual assignment, or expulsion.
Vandalism/Theft/Gambling/Threats/Bullying/Cyberbullying/harassment/Intimidation	5 Days OSS Implementation of a CI/CO and/or a BIP Bullying Protocol will be implemented and followed	10 Days OSS and/or Administrative Discretion which could include but not limited to: Charges filed ADR or Referral to Disciplinary Tribunal which may result in additional alternative school time, long term suspension, virtual assignment, or expulsion.	Administrative Discretion which could include but not limited to: Charges filed ADR or Referral to Disciplinary Tribunal which may result in additional alternative school time, long term suspension, virtual assignment, or expulsion.	Administrative Discretion which could include but not limited to: Charges filed ADR or Referral to Disciplinary Tribunal which may result in additional alternative school time, long term suspension, virtual assignment, or expulsion.
Academic Dishonesty/Cheating	A zero for the assignment and a phone call home	A zero for the assignment and a phone call home	A zero for the assignment and a phone call home	A zero for the assignment and a phone call home
Leaving campus without permission	Notification to Police, Notification to Parents.	Notification to Police/Parents.	Notification to Police/Parents.	Notification to Police/Parents.

	10 Days OSS	10 or more days OSS Parent Conference	Administrative Discretion	Administrative Discretion
In an unassigned area	Reprimand	3 Days OSS and return to school with a parent conference	5 Days OSS Admin Discretion	10 Days OSS Administrative Discretion which could include but not limited to: Charges filed ADR or Referral to Disciplinary Tribunal which may result in additional alternative school time, long term suspension, virtual assignment, or expulsion.
Possession, Sale, Use of alcohol, tobacco, nicotine products, prescription/non-prescription drugs/Weapons/Explosives/Arson /Assault/Violence/Bomb Threat/Burglary/Breaking and Entry of School/Vandalism/Defiance of Authority/Willful and Persistent Disobedience/Disorderly Conduct/Fighting/Tampering with or setting off fire alarm/homicide/inciting others to create a disturbance/kidnapping/larceny/sexual offenses.	10 Days OSS pending ADR or Referral to Disciplinary Tribunal which may result in additional alternative school time, long term suspension, virtual assignment or expulsion.	10 Days OSS pending ADR or Referral to Disciplinary Tribunal which may result in additional alternative school time, long term suspension, virtual assignment or expulsion.	10 Days OSS pending ADR or Referral to Disciplinary Tribunal which may result in additional alternative school time, long term suspension, virtual assignment, or expulsion.	10 Days OSS pending ADR or Referral to Disciplinary Tribunal which may result in additional alternative school time, long term suspension, virtual assignment, or expulsion.
All excessive non-mandatory hearing offenses	Subject to administrative review and disciplinary action.	Subject to administrative review and disciplinary action.	Subject to administrative review and disciplinary action.	Subject to administrative review and disciplinary action.

Additional Teacher Resources: Referrals to (Counselors, School Psychologists, and School Social Workers)

TCSS philosophy and goal is to provide a safe and wholesome learning environment for all students and is directed toward a preventive approach to irresponsible behavior. Teachers may use our school resources to assist students in learning and exhibiting conduct that does not hinder the learning of the student and others. Listed below are issues and concerns that may be referred to as *Guidance*.

Academic/Behavior Concerns

Anger management

Bullying

Community Agency referrals

Cyber bullying

Depression

Drugs and alcohol

Eating disorders

Friendship

Home concerns (divorce, death, birth, etc.)

Home intervention

Interpersonal relationships (student/student; student/teacher)

Notes/drawings

Scheduling issues

Self-esteem

Self-inflicted pain/punishment

Social and health concerns

Suicidal tendencies

Suspected abuse (physical, sexual, verbal)

Suspected gang affiliation

Suspected neglect

Threat assessments and Truancy Issues

GUIDANCE

The HOPE Academy's registrar and guidance counselor is available to help students with their educational program, with an individual graduation plan, credit recovery, career plans, and with their personal and social development. The counselor is also available to work with parents and faculty to help provide the best possible education for each student. Students who want to meet with the guidance counselor should make an appointment through the front office secretary or their teacher.

COLLEGE AND CAREER INFORMATION

College and career information is available through *GAfutures*. The guidance counselor can assist students in setting up an account with *GAfutures*. If a student needs information about a specific college or career, the counseling office will attempt to secure it. Representatives from various colleges, universities, technical schools, armed services, work programs, and other post-secondary opportunities visit The HOPE Academy during the school year. Announcements are made prior to each representative's visit. Students can meet individually with representatives as arranged by the guidance counselor or the transition coordinator.

CREDIT RECOVERY

Credit recovery is available for students who have been unsuccessful in attempting a course. See the guidance counselor for details and registration. Student applications will be prioritized, and assignments made accordingly.

TRANSCRIPTS

Requests for transcripts can be secured from the Guidance Office. There is a \$2.00 charge for transcripts sent to post-secondary schools and/or prospective employers. Personal copies are not available. Transcripts may also be requested through *GAfutures*.

WORK PERMIT

See a counselor for the web address to obtain a work permit. Workers less than 16 years old are required to have a permit.

TESTING

END OF COURSE TESTS

Students enrolled in Algebra: Concepts and Connections, U.S. History, American Literature, and Biology must take an end-of-course test (EOC). These tests are comprehensive standardized tests developed by the Georgia Department of Education and the results of each test count 20% of the related course grade for all students. EOCs may not be exempted and credit will not be issued for a course in which a student has not completed a required EOC.

OTHER POLICIES OF THE HOPE ACADEMY

ASSEMBLIES

School assemblies contribute to the development of a positive school climate. The number of assemblies and the privilege of students to attend are contingent upon their ability to conduct themselves properly always, regardless of the type of assembly being viewed. The following points are emphasized:

1. Please enter quietly and as quickly as feasible and sit in the assigned area.
2. Please remain quiet and attentive during all programs.
3. A courteous reception should always be extended to persons and programs.
4. Whistling, booing, talking, sleeping, or other acts of discourtesy show lack of maturity, respect, and consideration. They also reflect upon the good name and reputation of the entire student body.

CAFETERIA RULES

1. No student is permitted to leave school during lunch.
2. Students may not check out for lunch. Lunch from restaurants may not be brought to students during the school day. No open drinks of any kind are permitted.
3. Students cannot share lunch.
4. All students are required to eat in the cafeteria or other designated area, regardless of whether he/she brings their lunch or purchases a lunch.
5. **Students may be assigned seats during lunch. Once seated, students may not get up again without permission from school staff.**
6. Students are expected to use good table manners. This includes using appropriate utensils to eat food and chewing food with the mouth closed.
7. Quiet conversation during meals is acceptable. Loud and boisterous talking and yelling are unacceptable.
8. Throwing food or other objects is strictly forbidden.
9. Students may not touch the food of other students. Students may place unwanted and unopened items on the shared table for other students.
10. Students should leave the table clean by following school procedures for disposing of plates, utensils, and trash after eating.

11. Students who do not demonstrate appropriate cafeteria behavior may be assigned to silent lunch or other appropriate consequences.
12. **Students that fail to meet classroom and/or other behavioral expectations may be assigned to Lunch Detention. A silent lunch will be in place during Lunch Detention.**

CELL PHONES

Cell phones or other electronic devices are generally disruptive to instruction and learning and are prohibited from The HOPE Academy campus, including buses. The following progressive discipline protocol will be implemented with regard to cell phones or other electronic devices brought to The HOPE Academy campus by students:

CONSEQUENCES:

1st Offense Device will be confiscated and returned to the parent/guardian at the end of the school day. Parents/ guardians will be contacted.

2nd Offense Device will be confiscated and returned to the parent/guardian at the end of the school day. **The student will serve OSS (5 days, 1st time. 10 or more days after this) at the administrator's discretion.** Parents/Guardian will be contacted.

Future Offenses will result in further disciplinary action.

****Refusal to surrender an electronic device to a school employee when asked will result in additional disciplinary action such as out of school suspension.**

Troup County School System - Cell Phone Policy

https://drive.google.com/file/d/13LLPOdFiyyNhChsS7RE-CWJsm0OCAfEy/view?usp=drive_link

DRIVING PRIVILEGES

Students cannot drive to school or park nearby and walk to school. Students can only walk to school **IF** his/her primary residence is within walking distance of the school; otherwise, students will either ride the bus or be dropped off and picked up by an adult who is listed on their check-out form.

CLASS CHANGES

During class changes, students should walk to the right, move quickly and silently to their next class. **No standing and talking in the hallways is permitted.**

UNIFORM STUDENT DRESS CODE

Uniform student dress is a major factor in appropriate school conduct and success. Also, appropriate dress will be required once students enter the workforce. Students are in school to learn. Clothing that can disrupt the learning environment will not be tolerated. Dress code requirements are applicable while the student is at the bus stop and on the bus. **ALL** students enrolled in The HOPE Academy are responsible for adhering to the uniform student dress code. If a student is in violation of the Uniform Student Dress Code, the following disciplinary actions may be taken:

1st Offense- Parent(s)/Guardian(s) will be contacted and may bring a change of clothes. The student will have a seat as directed by staff until the proper clothing is brought to the school. If a parent/guardian cannot bring a change of clothes, the student will remain in a specified location for the remainder of the school day.

2nd Offense- 3 days of OSS and the parent/guardian will be contacted.

3rd Offense- 5 days of OSS and the parent/guardian will be contacted.

4th Offense- Up to 10 days of OSS or Independent Study using Edgenuity and the parent/guardian will be contacted. Parent conference required prior to returning to school.

General

- Clothing must be neat, clean, and well fitting.
- All clothing must conceal undergarments.

Slacks/Pants

- Type: Solid "Dockers" style **KHAKI or BLACK** tailored slacks or pants only, with belt loops, *measured to fit*, no extra pockets. **Students may not wear jean style pants, jeggings, leggings, skinny/slim pants, hip-huggers, capri pants, cargo pants, or any short pants.**
- Colors: **KHAKI (tan) or BLACK**, with black or brown belt
- How worn: Worn above the hip bone, belt worn through loops, visible and with open buckle (no western or oversized buckles).

PLEASE NOTE: *Busting slack is unacceptable. Sagging pants are a violation of the dress code.*

Shirts/Blouses

- Type: Golf/tennis/polo-style shirt with collar (long or short sleeves).
- Colors: **BLACK. Solid, with no logos.** Undershirts must be solid white or black, with no writing, and sleeves must not be longer than top shirt sleeves.
- How worn: Tucked in including on the school bus and at the bus stop.

Shoes/Socks

- Type: Fully closed, *solid black*, low top. High top athletic shoes, boots, sandals, platform shoes, bedroom shoes, clogs, Crocs, ballerina style shoes, backless shoes, and high heels are not permitted.
- Colors: All black with black shoe laces, black or white socks with no logos.
- How worn: *Properly laced and tied.*

Sweaters/Jackets

- Sweaters, coats, or jackets may be worn on the bus.
- All coats, jackets, or other outer garments must be removed in the school building.
- Students are encouraged to purchase seasonally appropriate shirts (for example, long sleeves for winter).
- Students may wear a plain black sweatshirt to class during cold weather. The sweatshirt must be worn over the student's school uniform (golf shirt, khaki pants, and belt).
- **Students may not wear hooded sweatshirts, trench coats, or jackets.**

Other

- No hair adornments (clip bands, feathers, clip extensions, bobby pins)
- Plain black scrunchies, black bands for hair or black headbands
- Hair/dreads must be pulled back with a rubber band.
- Clothing must be neat, clean and well fitting.
- Students must wear a neat hairstyle. No distracting hairstyles such as stars or other designs shaved into hair. No Mohawks.
- Tattoos or other permanent body markings must be covered.
- Fingernails must not extend more than $\frac{1}{4}$ inch past fingertips. No acrylic/gel nails or color. Clear polish only.
- Lip balm in tube only.
- No False Eyelashes or Make up

Non-Permitted Items

Non-permitted items will be confiscated and not returned. These include, but are not limited to the following:

- Sunglasses
- Hats, caps, wave caps, hair curlers, do-rags, ear warmers, shower caps, or other head attire
- Bandanas
- Book bags, trapper keepers, or closed book binders
- Purses (necessary feminine items should be brought to the school office for safekeeping)
- Combs, brushes, and picks
- Make-up, including lip gloss, lipsticks, glitter sticks, or false eyelashes
- No jewelry (no band aids or tape will be used to cover jewelry)
- Candy or gum
- Money

The Administration reserves the right to determine whether dress or grooming is appropriate. Students who violate the dress code are subject to disciplinary action. If the uniform dress code presents a monetary hardship please inform the staff at orientation, so that we may assist.

Troup County School System Dress Code Policy link:

https://drive.google.com/file/d/1rmh_3KoXZ8XoVanJ8aiHa05zdesHhT5o/view?usp=drive_link

EXTRA-CURRICULAR ACTIVITIES

Students assigned to The HOPE Academy may not attend or participate in any extra-curricular activities conducted on the regular school campuses of the Troup County School System. This includes attending any athletic events, plays, concerts, or field days. Students cannot be on any TCSS campus while attending The HOPE Academy.

INTERNET ACCESS

Internet access is a privilege, not a right. Student use of the Internet must be related to a class assignment made by a teacher. Only approved sites may be accessed. Computer games are not allowed unless they are part of a classroom assignment and included in written teacher lesson plans. *Misuse of the privilege will result in cancellation of the student's Internet permission.*

1. Purpose:

The Troup County School System (TCSS) provides access to computers, networks, the Internet, electronic communications, and school-issued devices to support its mission of providing high-quality educational opportunities. This Acceptable Use Policy (AUP) establishes clear guidelines to ensure the safe, responsible, ethical, and educationally appropriate use of these resources by all users.

2. Scope:

This policy applies to all students, employees, contractors, vendors, volunteers, and visitors using TCSS-owned or managed technology resources, whether on school property, at home, or through remote access.

Technology is changing the way information may be accessed, communicated, and transferred. The Troup County Board of Education is committed to providing a wide range of instructional materials for teachers and students, including access to electronic resources through computers, computer networks, and other information systems such as the Internet.

The use of computers, computer networks, and other electronic information services must be in support of and consistent with the vision, mission, and goals established by the Troup County Board of Education. The use of computers, computer networks, and other electronic information services must also comply with all applicable local, state, and federal laws and regulations.

The Internet, a global electronic information infrastructure, is used by educators, businesses, the government, and numerous organizations. The Board of Education believes that the Internet should be used in the schools to educate and inform. The Internet is considered primarily as a learning resource, similar to books, magazines, video, CD-ROM, and other information services. Student access and use of the Internet will be through approved Administrative Regulations.

When using a global network, it is difficult to control or predict all materials a user may accidentally or purposely discover on an electronic resource. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users) should understand that neither the Troup County Schools nor any district staff member controls the content of the information available on these other systems. The Troup County School System will make reasonable efforts to filter offensive parts of the Internet, and access to workstations should be monitored by adults authorized by the district. The Troup County School System does not condone user access or use of such offensive material. Inappropriate or illegal computer, computer network, or information access or use may result in legal action and/or the assignment of disciplinary action consistent with the Troup County Public Schools Student Behavior Code.

Acceptable Use Procedures for computers, computer networks, and electronic information access will be established through Administrative Regulations. The Acceptable Use Procedures shall specify a process for informing students, parents, and staff about district Acceptable Use Procedures and their implementation.

3. Definitions:

School-Issued Device: Any computer, laptop, tablet, or mobile device provided by TCSS for educational use.

Social Media: Online platforms that allow users to create, share, or interact with content and communities (e.g., Facebook, Instagram, TikTok, Snapchat, YouTube, X/Twitter).

Technology Protection Measures: Tools such as filters, firewalls, and monitoring software used to block or restrict access to harmful or inappropriate online content.

Web Filtering: The practice of restricting access to websites based on content or categories.

Linewize: TCSS's approved vendor for web filtering and monitoring. Linewize provides technology protection measures to block inappropriate material, configure category-based restrictions (including blocking social media), and Board Policy Manual Troup County Schools detect online safety threats through Linewize Monitor.

Qustodio Parent App: A parent-accessible tool that allows parents/guardians to view and monitor their child's online activity on school-issued devices during after-school hours.

Digital Citizenship: The responsible, safe, ethical, and respectful use of technology and online resources.

4. Acceptable Use & Prohibited Use:

Acceptable Use:

- Use of technology must support education, research, professional duties, and district goals.
- All use must comply with federal, state, and local laws as well as Board of Education policies.
- Prohibited Use (not limited to):
 - Accessing obscene, harmful, or illegal materials.
 - Cyberbullying, harassment, or posting content that harms others.
 - Unauthorized access, hacking, or attempts to bypass district security measures.
 - Installing unapproved software, applications, or browser extensions.
 - Using district technology for personal financial gain, commercial purposes, or political activities. Accessing social media platforms on school-issued devices, except as outlined in Section 10.

5. Filtering, Monitoring, & Technical Controls:

The Troup County School System is committed to providing a safe, secure, and educational online environment for all students, educators, and staff. In accordance with state and federal law, including O.C.G.A. 20-2-234, the district has adopted a comprehensive content filtering

solution to protect against access to inappropriate or harmful online material, while ensuring equitable access to age-appropriate educational resources.

The district utilizes Linewize, a digital safety platform, to provide, to the extent practicable, real-time filtering, monitoring, and reporting tools designed to help safeguard users from inappropriate websites, explicit content, malware, and other online threats. While no filtering or monitoring system can be completely effective, Linewize enables the district to apply differentiated filtering policies that meet the instructional and safety needs of students and staff while maintaining compliance with applicable state and federal requirements.

The district has implemented Linewize as its official content filter solution. Linewize is a leading digital safety platform that provides real-time filtering, monitoring, and reporting tools to safeguard users against inappropriate websites, explicit content, malware, and other online threats. It enables the district to apply differentiated filtering policies that meet the unique needs of students and educators, while also maintaining compliance with state requirements.

In order to meet the minimum provisions of O.C.G.A. 20-2-234, the Linewize content filtering solution implemented within the district meets or exceeds the standards and specifications outlined in the RFI document and vendor responses as published on the Georgia Department of Education (GaDOE) Technology Services Focus site. This ensures that the district is in compliance with state law and adheres to the standards established for internet safety in Georgia schools.

Through the use of Linewize, the district provides:

- Filtering of inappropriate content including adult material, violence, and other harmful or non-educational websites.
- Protection from online threats such as phishing, malware, and unsafe downloads.
- Customizable filtering policies to support instructional needs across grade levels.
- Monitoring and reporting tools to assist administrators, teachers, and parents in promoting digital citizenship and safe internet use.

TCCS uses Linewize to block access to inappropriate content and maintain compliance with the Children's Internet Protection Act (CIPA). Linewize filters all social media platforms by default; to the extent practicable. Linewize Monitor provides threat detection to identify concerning online behaviors and alert designated personnel. Technology staff may adjust filtering settings only with approved administrative direction.

By implementing Linewize, the district affirms its commitment to maintaining a safe and supportive digital learning environment that fosters academic success while ensuring the safety of all users.

6. Parental Controls & Requests:

Parents/guardians may request information about their child's online activity.

TCCS provides the

Qustodio Parent App to families, currently configured for after-school hours monitoring.

Parents will be notified if their child is involved in bullying or cyberbullying, either as a victim, suspected victim, or perpetrator. Referrals to counseling or other appropriate services will be provided when necessary.

7. Digital Citizenship Instruction:

All students and educators must complete required digital citizenship training annually.

TCSS uses the Common Sense Media Curriculum:

PK-8: "Digital Literacy & Well-Being Curriculum (K-8)."

9-12: "Digital Citizenship Curriculum (K-12)."

Instruction will occur in the first semester, with a review in the second semester each school year.

Training emphasizes responsible technology use, online safety, prevention of cyberbullying, digital well-being, and ethical decision-making.

8. Data Privacy & Vendor Obligations:

All vendors providing technology solutions to TCSS must comply with federal and state student data privacy laws, including FERPA, COPPA, and CIPA.

Vendors are prohibited from selling or sharing student data for commercial purposes.

TCSS requires strict safeguards to protect student and staff information.

9. Enforcement, Discipline, & Appeals:

Violations:

Violations of this policy may result in loss of access to district technology, disciplinary measures consistent with the TCSS Student Behavior Code, and/or legal action. Employees violating this policy may face disciplinary action up to and including termination. Students and staff retain the right to appeal disciplinary decisions through established district procedures and policies.

Intentional Violations by Students and Employees:

Students and employees who intentionally violate this policy—whether on school property, on a school bus or other vehicle, at a school-related function, or elsewhere—will be subject to disciplinary measures consistent with the TCSS Student Behavior Code (for students) and district employment policies (for employees). Specific measures may include, but are not limited to:

- Temporary or permanent loss of access to TCSS technology resources.
- Detention, in-school suspension, or out-of-school suspension (students).
- Progressive discipline procedures, reprimand, reassignment, suspension, or termination of employment (employees) in keeping with relevant laws and regulations.
- Restitution for damages caused to district equipment or networks.
-

Violations by Non-Students/ Non-Employees:

Any individual who is not a TCSS student or employee and who violates this policy may have their access to TCSS technology revoked immediately. TCSS reserves the right to pursue legal action, deny future access, or refer the matter to law enforcement, as appropriate.

Administrative Procedures for Enforcement:

The Superintendent or designee shall establish administrative procedures to ensure consistent enforcement of this policy across all schools and departments. These procedures will define steps for investigating violations, documenting incidents, and applying consequences proportionally.

Administrative Procedure for Complaints:

A formal process shall be established for receiving, investigating, and resolving complaints related to violations of this policy. Complaints may be submitted in writing by students, staff, parents, or community members. All complaints related to students will be reviewed by the school principal or designee, and unresolved matters may be elevated to district-level administration. All complaints related to alleged violations by employees will be reviewed by the district's Human Resources department in line with district policies and procedures for handling complaints.

Expedited Review of Denied Access:

TCSS shall provide a process for the expedited review and resolution of claims that this policy has denied a student or employee access to material that does not fall within the prohibitions of this policy. Requests for review must be submitted in writing, and the district shall respond promptly. If access is determined to have been improperly denied, access will be restored without delay to minimize disruption of educational or professional activities.

10. Exceptions:

- Access to social media and other restricted platforms may be granted only when:
- Approved in writing by the building administrator.
- Documented in lesson plans with a clear curricular purpose.
- Supervised by school personnel at all times.
- Exceptions must have a direct educational justification.

11. Computer Fraud and Abuse

Whoever knowingly and willfully, directly or indirectly, without authorization, accesses, causes to be accessed, or attempts to access any computer, computer system, computer network, or any part thereof which, in whole or in part, operates in commerce or is owned by, under contract to, or in connection with State, county or local government or any branch, department, or agency thereof, any business, or any entity operating in or affecting commerce for the purpose of:

- Devising or executing any scheme or artifice to defraud, or
- Obtaining money, property, or services for themselves or another by means of false or fraudulent pretenses, representations, or promises shall, upon conviction thereof, be fined a sum of not more than two and one-half times the amount of the fraud or theft, or imprisoned not more than 15 years, or both.
- Whoever intentionally and without authorization, directly or indirectly accesses, alters, damages, destroys, or attempts to destroy any computer, computer system, or computer network, or any computer software, program or data shall, upon conviction thereof, be fined not more than \$50,000.00 or imprisoned not more than 15 years, or both.

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

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

School System will allow limited access to students using filtering devices. Student access to workstations should be monitored at all times by adults authorized by the district. Even with such steps to ensure that Internet resources are used only for purposes consistent with approved curricula, students may be able to search for and access materials that have not been evaluated by staff. Families should be aware that some material accessible via the Internet may contain items that are inaccurate, defamatory, illegal, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be liable.

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

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

1. Accessing, sending, creating, or posting materials or communications that are damaging to another person's reputation, abusive, obscene, sexually oriented, threatening, demeaning to another person's gender or race, harassing, or illegal.
2. Violating any local, state, or federal statute.
3. Vandalizing, damaging, or disabling the computer and/or related equipment of any individual or organization.
4. Using the school's computer hardware or network for illegal activity such as copying software or violating copyright laws.
5. Making illegal copies of software on any school's computer or computer network.
6. Copying or downloading copyrighted software for one's own personal use.
7. Violating copyright or otherwise using the intellectual property of another individual or organization without permission.
8. Using the network for private financial or commercial gain.
9. Loading or using any unauthorized software programs on any school's computer or computer network. Examples include games, public domain, shareware, etc.
10. Intentionally infecting any school computer or network with a virus or program designed to damage, alter, or destroy data.
11. Attempting to gain or gaining unauthorized access to network resources.
12. Invading the privacy of other individuals by gaining unauthorized access to their files or documents.
13. Using or attempting to use another person's username (User ID) or password without authorization. Passwords must be kept confidential and must not be shared by anyone.
14. Posting or plagiarizing work created by another person without their consent.
15. Posting anonymous messages.
16. Using the network for commercial or private advertising.
17. Forging electronic mail messages.
18. Attempting to access, alter, delete, or copy the electronic mail of other system users without authorization.
19. Using the school's computers, network, or Internet link while access privileges are suspended.

20. Using the school's computers, network, or Internet link in a manner that is inconsistent with the teacher's directions and generally accepted network etiquette.
21. Attempting to alter the standard configuration of a computer, a network, or any of the resident software on the computer or network within the assigned user environment.
22. Using personal diskettes and personal CDs, and/or digital storage devices in school equipment without authorization.
23. Posting/sharing electronic messages that undermine and violate district policies and practices or become detrimental to the health, welfare, discipline, or morals of others 24. Violating confidentiality laws that govern student records, health, and select personnel records and information.
25. Storing personal files, photos, data, and other content on school system equipment.

The use of Troup County School System's computers or networks in violation of system policy or rules may result in loss of computer privileges and additional disciplinary actions in keeping with existing procedures and practices regarding inappropriate behavior. Troup County School System believes that the benefits to users provided by access to the Internet far exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standard that their children should follow when using media and information sources. To that end, the Troup County School System supports and respects each family's right to decide whether or not to permit a child Internet access.

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

12. Annual Review & Submission:

This policy will be reviewed annually by district leadership, technology staff, and designated stakeholders.

The review will include:

- Updates to comply with federal and state laws and guidelines.
- Evaluation of filtering and monitoring effectiveness.
- Vendor performance reviews (Linewize, Qustodio).
- Updates to address new technologies, online threats, and prevention strategies for cyberbullying.

Revisions will be submitted annually to the Superintendent and Board of Education for approval.

Date Issued: 01/01/2000

Last Revised: 11/20/2025

Troup County School System Internet Safety Policy

Introduction

It is the policy of Troup County School System to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful

online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Troup County School System online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the Troup County School System staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

The School System shall provide for students age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services, behaviors that may constitute cyber bullying, and how to respond when subjected to cyber bullying. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology or designated representatives.

CIPA DEFINITION OF TERMS:

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term ``harmful to minors'' means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms ``sexual act'' and ``sexual contact'' have the meanings given such terms in section 2246 of title 18, United States Code.

Adopted Date: 07/20/2006

Last Revised: 01/20/2011

MEDICATIONS AND ILLNESS AT SCHOOL

It is the student's responsibility to notify the teacher of an illness. The teacher will contact the front office secretary, who will either call the student's parent or check with the Health Assistant for further instructions. Students who require medications at school must have a Medication Administration form signed by the parent. The medication and form should be returned to the front office by the parent or the student's bus driver if the parent does not have transportation. *Students may not possess any prescription or over-the-counter medications.*

Troup County School System Medication Policy

A. Administration of Medication

1. All medications other than the exceptions listed in the following paragraph, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the Troup County School System.
2. All medications must be delivered to the school's office staff by the student, parent or guardian immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for the medication to be administered.

3. Any student possessing prescription or over-the-counter medication not in accordance with this policy will be considered in violation of the School System's drug policy and shall be subject to the discipline policy as set forth in the student code of conduct and/or student/parent handbook.

4. A student for whom the school has supporting medical documentation on file may at all times carry, with parental/guardian permission, inhalers for asthma, auto-injectable epinephrine (epipens) for allergic reactions and medical needs for diabetes.

5. A student who is authorized by her parent, physician and school to self-administer auto-injectable epinephrine for allergic reaction and medical needs for diabetes may possess and use such medication as follows:

- a. While in school;
- b. At a school sponsored activity;
- c. While under the supervision of school personnel; or
- d. While in before-school or after-school care on school operated property.

6. Students authorized to self-administer such medication shall be instructed not to permit any other student to handle, possess or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

7. No student shall sell, give, lend or administer any medication, whether prescription or over the counter, to any other student or person. The sale or gift of any medication to another shall constitute a violation of the student code of conduct.

B. Parental and Physician Permission

1. In order for the student to carry and self-administer such medications, parents/guardians must provide a written statement from a licensed physician confirming that the student is able to administer the medication to himself or herself. The parent/guardian shall also provide written permission for the school nurse or designated employee to store and administer the medication for students who are unable to self-administer regardless of reason, as well as consult with the student's doctor regarding any questions that may arise concerning the medication. (FERPA and HIPAA compliance is maintained).

2. The parent/guardian shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

C. Auto-injectable Epinephrine

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

2. A school may receive and store prescription auto-injectable epinephrine on the school premises on behalf of a student who is not able to self-administer the medication because of age or other reasons, if the parent or guardian provides the following:

- a. A written statement from a physician licensed under Georgia law detailing the name of the medication, method, amount, and time schedule by which the medication is to be taken; and
- b. A written statement by the parent or guardian providing a release for the school nurse or other designated school personnel to consult with the physician regarding any questions that may arise with regard to the medication, and releasing the school system and its employees and agents from civil liability; and
- c. The written statements specified above shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

3. Nurses or other school employees are authorized to administer an Epinephrine Auto-Injector (e.g., Epi-pen), if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer an Epinephrine Auto-Injector to a student in such circumstances shall be immune from civil liability.

D. Levalbuterol Sulfate

1. The term "Levalbuterol Sulfate" is an orally inhaled medication that contains a pre-measured dose delivered by a nebulizer or inhaler used to treat perceived respiratory distress. 2. A school may receive and store a prescription of Levalbuterol Sulfate on the school premises on behalf of a student who is not able to self-administer the medication because of age or other reasons, if the parent or guardian provides the following:

- a. A written statement from a physician licensed under Georgia law detailing the name of the medication, method, amount, and time schedule by which the medication is to be taken; and
 - b. A written statement by the parent or guardian providing a release for the school nurse or other designated school personnel to consult with the physician regarding any questions that may arise with regard to the medication, and releasing the school system and its employees and agents from civil liability; and
 - c. The written statements specified above shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.
- d. Nurses or other school employees are authorized to administer Levalbuterol Sulfate, if available, to a student who is having perceived respiratory distress, regardless of whether the student has a prescription for Levalbuterol Sulfate. Any school employee who in good faith administers or chooses not to administer Levalbuterol Sulfate to a student in such circumstances shall be immune from civil liability.

E. Naloxone (Narcan)

1. The term naloxone is a nasal spray opioid antagonist indicated for the emergency treatment of a known or suspected opioid overdose.
2. A school may receive and store prescription naloxone on the school premises on behalf of a student or any person that may be experiencing a known or suspected opioid overdose.
3. Nurses or other school employees are authorized to administer naloxone, if available, to a student/person who is experiencing or suspected to be experiencing an opioid overdose, regardless of whether the student/person has a prescription for naloxone.

Adopted Date: 07/01/2001

Revised date 12/15/2022



Troup County School System

Health Services Department

Welcome Back to School!

Dear Troup County School System Families,

Welcome to the 2026–2027 school year!

On behalf of the Troup County School System Health Services Department, welcome back! We are excited to partner with you to ensure every student has a healthy, safe, and successful school year.

Our Health Services team consists of dedicated nurses who provide care in every school throughout the district. Our mission is to support student health and wellness by promoting disease prevention, responding to illnesses and injuries, managing chronic health conditions, and removing health-related barriers to learning. We are committed to creating a safe school environment where every student can reach their full potential.

Before the First Day of School

Please help us prepare for a successful year by completing the following:

- ✓ Update your emergency contact information in Infinite Campus.
- ✓ Notify the school nurse of any new medical conditions, allergies, surgeries, or hospitalizations.
- ✓ Submit updated physician orders for any medications or medical procedures needed during the school day.
- ✓ Provide updated Asthma, Allergy/Anaphylaxis, Diabetes, or Seizure Action Plans if applicable.
- ✓ Ensure your child's immunizations meet Georgia school requirements.

Georgia Immunization Requirements

Georgia law requires students attending public school to have a current **Georgia Certificate of Immunization (Form 3231)**.

Students entering:

3. Kindergarten Requirement

Four (4+) DTaP (# of Doses depends upon age given)

Four (4+) IPV (# of Doses depends upon age given)

Three (3) Hepatitis B

Two (2) doses of Measles vaccine, Two (2) doses of Mumps vaccine, and One (1) dose of Rubella vaccine OR
Two (2) doses of the combined MMR [OR Documented History of disease or Serology]

Two (2) Hepatitis A [Hepatitis A (Required if born on or after 01/01/2006)] • Two (2) doses of Varicella vaccine
[OR Documented History of disease or Serology]

- **7th Grade** must have the required Tdap and Meningococcal vaccines.
- **11th Grade** students who are 16 years of age or older must receive the required meningococcal booster unless exempt under Georgia law.

New students enrolling in a Georgia public school may also need to provide a **Georgia Vision, Hearing, Dental, and Nutrition Screening Certificate (Form 3300)**.

Medications at School

If your child requires medication during school hours:

- Prescription medication must be in the original pharmacy-labeled container.
- Over-the-counter medication must be in its original unopened container.
- A completed Medication Permission Form must be on file before medication can be administered.
- Medications should be delivered to school by a parent or guardian.
- Students may only carry approved emergency medications (such as inhalers, EpiPens, or diabetes supplies) self-carry authorization paperwork must be on file.

Medicaid Billing

Our school district participates in Georgia's Children's Intervention School Services (CISS) Program, which allows schools to seek Medicaid reimbursement for certain health-related services provided at school, such as nursing, speech, occupational, and physical therapy services. Your child's services will **not** change whether or not you provide consent, and your private health insurance benefits will not be affected. By completing and returning the Medicaid Parent Consent form that you will receive, you help support school health services for all students. If you have questions, please contact your school nurse.

When Should My Child Stay Home?

Please keep your child home if they have:

- Fever of **100.4°F or higher**

- Vomiting or diarrhea within the past 24 hours
- A contagious rash that has not been evaluated
- Symptoms of a contagious illness
- Any illness that prevents participation in normal school activities

Students should remain home until they have been fever-free for **24 hours without fever-reducing medication**.

Important Health Screening Dates

Throughout the school year, our Health Services team provides several health screenings and educational programs to support student wellness. Mass vision and hearing screenings for students in **2nd and 5th grades** begin in **September**. **Scoliosis screenings** for students in **6th and 8th grades** are conducted in **November**, and **puberty education classes** for **5th grade students** are scheduled in **February**.

Parents and guardians will receive notification before all screenings and educational programs and will have the opportunity to opt their child out if they choose. If you have any questions about these services, please contact your school nurse.

Frequently Asked Questions

Will I be notified every time my child visits the clinic?

No. Minor first aid (such as small cuts, scrapes, or brief rest periods) generally does not require parent notification. Parents will always be contacted if a student has a significant illness or injury, requires emergency care, experiences a head injury requiring monitoring, or needs to go home.

Can my child carry an inhaler or EpiPen?

Yes. Students may self-carry certain emergency medications but are required to have healthcare provider and parent authorization forms on file.

My child has asthma, diabetes, seizures, or severe allergies. What should I do?

Please contact your school nurse before school begins whenever possible. Providing updated physician orders and action plans allows us to safely care for your child while at school.

Can I send medication with my child?

For student safety, medications should be delivered to school by a parent or guardian unless your child has approved self-carry authorization.

What if my child becomes sick during the school day?

Your child will be assessed by the school nurse or trained school personnel. If your child needs to go home or requires additional medical care, a parent or guardian will be contacted.

Are student health records confidential?

Yes. Student health information is maintained in accordance with applicable state and federal privacy laws and is shared only with authorized personnel who have a legitimate educational interest.

Where can I find Health Services forms?

These forms are available on the Troup County School System Health Services Forms page:

[TCSS Health Services Forms](#)

Additional information about the Health Services Department is available on the **[TCSS Health Services website](#)**.

How can I contact my school nurse?

Each Troup County School System school has a dedicated school nurse. If you have questions about your child's health, medications, or medical needs, please contact your child's school and ask to speak with the school nurse.

Thank You!

Thank you for partnering with us to keep our students healthy, safe, and ready to learn.

We look forward to serving your family throughout the school year and wish everyone a wonderful 2026–2027 school year!

PREPAREDNESS

Being prepared for class is essential to academic success. The teachers and administrators of The HOPE Academy expect that all students will be prepared for every class, every day. The requirement is a black 1" three ring binder that includes a copy of the student handbook, notebook paper, pencil, pen and **earbuds that will plug into the computer for online courses. No wireless earbuds or headphones.** Students should bring these items to school daily along with their Chromebook. We ask that parents partner with HOPE Academy in teaching students that education is important and purposeful preparation and planning are required for success.

Tips on preparation:

- ✓ Make sure your students have the proper uniform and school supplies for HOPE.
- ✓ Each night, make sure your child has his/her uniform laid out for school.
- ✓ Each evening, make sure your child is reviewing classwork from his/her day in school.

SAFE AND DRUG-FREE SCHOOLS and COMMUNITIES SURVEY

In order to provide the most effective drug and violence prevention resources and/or activities for your child, the Title IV Safe and Drug-Free Schools and Communities Program collects survey information from students at various grade levels during the school year. The survey will take approximately 20 minutes to complete, is totally anonymous and voluntary, students have the right to "opt out", and asks for responses that pertain to student involvement in substance abuse, violent situations, school climate and nutrition.

The data collected will be used to identify critical areas of need for our Safe and Drug-Free Schools efforts. Survey analysis of these data provides information/data that

- Meets the Every Student Succeeds Act (ESSA) Title IV mandated data collection requirements;
- Assists in the maintenance of a school environment that is free of drugs and violence;
- Promotes a classroom atmosphere that allows teachers to teach and students to learn; and
- Develops and offers experiences that involve students in applying the concepts of making healthy decisions, accepting responsibility for behaviors, and understanding consequences.

Our desire is to involve parents in the education of their children. If you would like to examine the survey, please come by the school and we will be happy to provide you with a copy for your review.

SEARCHES/METAL DETECTORS

As a part of an overall plan to protect the health, welfare, and safety of students, faculty, staff, and visitors to our school, and to reinforce provisions of the code of student conduct, student searches will be conducted with minimal disruption to the educational program. While students at The HOPE Academy have the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the fourth amendment of the Constitution of the United States, the individual right is balanced by the school's responsibility to protect the health, safety, and welfare of its entire population.

All students at The HOPE Academy will be subject to regular and random administrative searches by school staff. Metal detectors will be used to screen for firearms and other weapons, and police canine units may be used to screen for illegal drugs in order to locate and deter their use. Students who fail to cooperate with school officials are subject to disciplinary action.

Students may also be searched by school officials if there is reasonable suspicion regarding a specific issue. Law enforcement officials will be notified in the event that the search of a student's person and/or his or her personal possessions reveals that the student is concealing material forbidden by federal, state, or local law. Failure to cooperate may result in referral to a disciplinary tribunal.

STUDENT HALL PASS

Students who need to leave the classroom, for any reason, must have a valid pass signed by their teacher. Each teacher has a designated hall pass. A student is required to have the designated hall pass while out of the classroom, if permitted. Students caught forging passes in any way are subject to punishment for forgery under school policy. Students found in the hall without a pass will be subject to disciplinary action.

TEXTBOOKS

Textbooks are issued at the beginning of each semester by each teacher. Each book is numbered by teachers and distributed to individual students. Students are responsible for each book. Cost of lost or damaged textbooks will be determined by the following formula: deduct 1/5 each year of original price for cost of textbooks. The minimum amount charged will be \$5.00.

TRANSPORTATION

SCHOOL BUS CONDUCT AND SAFETY INSTRUCTIONS

SAFETY INSTRUCTIONS AND BEHAVIOR RULES FOR SCHOOL BUS RIDERS

PERMISSION FOR ANY STUDENT TO RIDE IN A SCHOOL BUS IS A **PRIVILEGE, NOT A RIGHT**. THE SAFETY AND WELFARE OF STUDENT RIDERS DEPENDS ON PROPER BEHAVIOR AND OBSERVANCE OF THE FOLLOWING RULES AND REGULATIONS. **ANY PUPIL WHO VIOLATES ANY OF THESE RULES WILL BE REPORTED TO THE PROPER AUTHORITY AND HIS/HER PRIVILEGE OF TRANSPORTATION MAY BE DENIED.** THESE RULES APPLY TO **STUDENT ACTIVITY TRIPS** AS WELL AS REGULAR BUS ROUTES TO AND FROM SCHOOL.

- 1. THE DRIVER IS IN FULL CHARGE OF THE BUS AND ITS PASSENGERS AND HAS AUTHORITY TO ENFORCE ALL THE RULES. RESPECT THE AUTHORITY OF THE DRIVER BY OBEYING PROMPTLY AND COURTEOUSLY. STUDENTS ARE TO REFRAIN FROM UNNECESSARY CONVERSATION WITH THE DRIVER.**
- 2. BE ON TIME AT THE BUS STOP OR LOADING STATION. THE BUS WILL NOT WAIT FOR THOSE WHO ARE TARDY. DO NOT RUN AFTER THE BUS IF YOU ARE LATE. DRIVERS HAVE BEEN INSTRUCTED NOT TO STOP FOR ANYONE RUNNING AFTER A BUS.**
- 3. WAIT FOR THE BUS TO COME TO A COMPLETE STOP BEFORE TRYING TO GET ON OR OFF THE BUS. IF YOU MUST CROSS THE ROAD, WAIT FOR THE DRIVER TO SIGNAL YOU ACROSS WITH HIS/HER HAND WHEN HE/SHE HAS DETERMINED ALL TRAFFIC HAS STOPPED. ALWAYS CROSS AT LEAST TEN (10) FEET IN FRONT OF THE BUS, WHETHER BOARDING OR DEPARTING.**
- 4. AFTER BOARDING THE BUS, SIT DOWN AND REMAIN SEATED UNTIL THE BUS REACHES YOUR STOP. THE DRIVER WILL ASSIGN SEATS AND STUDENTS WILL SIT IN THE SEATS ASSIGNED TO THEM.**
- 5. NO FIGHTING, PUSHING, TRIPPING, KICKING, BULLYING OR SEXUAL HARASSMENT, ETC. WILL BE TOLERATED ON THE BUS.**
- 6. NO STUDENT WILL BE ALLOWED TO USE TOBACCO, DRUGS, ALCOHOL, OR LIGHT MATCHES OR LIGHTERS ON THE BUS.**
- 7. NO LOUD OR BOISTEROUS SPEECH, SWEARING OR SHOUTING IN THE BUS OR OUT THE WINDOWS WILL BE ALLOWED. RUDE AND ABUSIVE LANGUAGE WILL NOT BE TOLERATED.**

8. **DO NOT** SIT WITH MORE THAN THE PROPER NUMBER IN ONE SEAT.
9. **DO NOT** EXTEND ANY PART OF YOUR BODY OUT OF THE BUS WINDOWS.
10. **DO NOT** THROW ANYTHING IN OR OUT OF THE BUS WINDOW. ANY DAMAGES OR COSTS INCURRED BY A STUDENT THROWING AN OBJECT OUT OF THE BUS WILL BE THE RESPONSIBILITY OF THE STUDENTS' PARENTS OR GUARDIANS AND NOT THE TROUP COUNTY SCHOOL BOARD.
11. **DO NOT** EAT OR DRINK ON THE BUS.
12. **DO NOT** BRING LIVE ANIMALS, REPTILES, INSECTS, ETC. ON THE BUS.
13. **DO NOT** BRING FIREARMS, KNIVES, EXPLOSIVES DEVICES, FIRECRACKERS, GLASS OBJECTS (OTHER THAN EYE GLASSES), OR OTHER DANGEROUS MATERIALS ABOARD THE BUS. SUCH ITEMS WILL BE CONFISCATED AND APPROPRIATE DISCIPLINE WILL FOLLOW.
14. **TREAT THE BUS WITH RESPECT. THE STUDENT OR HIS/HER PARENTS WILL PAY FOR ANY DAMAGES TO THE BUS.**
15. **KEEP THE AISLE CLEAR. STORE PERSONAL ITEMS ON YOUR LAP OR UNDER THE SEAT.**
16. **KEEP THE BUS CLEAN.**
17. **USE HANDRAILS** WHEN BOARDING OR DEPARTING THE BUS.
18. **IN THE MORNING, STUDENTS WILL BE DISCHARGED ONLY AT THEIR REGULARLY DESIGNATED SCHOOL STOP. NO STUDENT WILL BE ALLOWED TO GET OFF AT ANY OTHER PLACE.**
19. **IN THE AFTERNOON, STUDENTS WILL BE DISCHARGED ONLY AT THEIR REGULARLY DESIGNATED STOPS. IF OTHER ARRANGEMENTS MUST BE MADE, A NOTE OF PARENTAL PERMISSION MUST BE PRESENTED TO THE PRINCIPAL PRIOR TO SUCH NEEDED CHANGE. THE PRINCIPAL WILL THEN NOTIFY THE BUS DRIVER IN WRITING. SPACE MUST BE AVAILABLE ON THE BUS.**
20. **STUDENTS TRANSPORTED TO AN ATHLETIC, ACADEMIC, OR EXTRA-CURRICULAR ACTIVITY WILL RETURN TO THE POINT OF DEPARTURE ON THE BUS. EXCEPTIONS CAN BE MADE BY SCHOOL ADMINISTRATION OFFICIALS ONLY.**
21. **THE PRIMARY FOCUS OF THE BUS DRIVER IS TO OPERATE THE BUS SAFELY.**
22. **OCCASIONALLY, THE BUS DRIVER MAY NOT BE AWARE OF ALL SITUATIONS OCCURRING ON THE BUS. THEREFORE, WE ENCOURAGE ALL STUDENTS AND PARENTS TO REPORT INAPPROPRIATE BEHAVIOR SUCH AS BULLYING OR SEXUAL HARASSMENT TO THE BUS DRIVER OR AN ADMINISTRATOR AT THE SCHOOL IMMEDIATELY.**
23. **IN SUMMARY, NO DISTRACTING OR DANGEROUS ACTIVITY WILL BE ALLOWED ON THE BUS.**

BUS TRANSPORTATION FOR THE HOPE ACADEMY IS A PRIVILEGE. STUDENTS MUST ADHERE TO THE BUS SAFETY RULES. STUDENTS MAKING THE CHOICE NOT TO FOLLOW BUS SAFETY RULES MAY LOSE THE PRIVILEGE FOR TRANSPORTATION.

Students must meet buses at designated bus stops, rather than at their door. Exceptions to this procedure must be approved by the school principal.

Students must follow The HOPE Academy uniform student dress code at the bus stop and on the bus. This means that shirts must be tucked, belts must be worn, and shoes must be tied. Failure to comply may result in a discipline notice.

Students must be at the bus stop at least five minutes prior to the scheduled pick-up time designated by the bus driver. Bus drivers will not wait for students who are not ready to go.

*A student must ride the bus to which he or she is assigned and will be allowed to get off the bus only at school or at the assigned bus stop. In an **emergency**, the parent must make a written request for the student to ride a different bus. This written request must be signed and dated and submitted to the office at the beginning of the school day. The request is subject to the approval of the principal and must be verified by a telephone call to the parent by a school staff member. Otherwise, the student will have to ride his or her assigned bus.*

The bus driver is in charge of and responsible for student behavior. He or she is authorized to take the following actions:

1. Use Positive Behavioral Interventions and Supports
2. Talk to the student and the parent about appropriate and inappropriate behavior.
3. Assign special seats.
4. Report bus discipline problems to parents and the principal by verbal communication.
5. Make a formal referral of bus discipline problems using the bus conduct form. Parents will receive a copy of the form and will be notified if a student is suspended off the bus.
6. Contact law enforcement authorities in case of extreme discipline problems. Students will be removed to the bus and taken to appropriate law enforcement offices to be picked up by parents.

School bus transportation is a privilege that may be withdrawn for inappropriate behavior, and violations of school bus rules may result in a tribunal referral. If law enforcement is called to address a disruptive student, the student may be suspended off the bus for a minimum of the following day, and a parent conference will be required before the student may ride the bus again.

CONSEQUENCES: REVIEW WITH BUS DISCIPLINE PROTOCOL

First Violation	Student or parent conference and/or removal from the bus for up to ten days or removal for the remainder of the year.
Subsequent Violations	Parent conference and removal from the bus for the remainder of the school year.
Violation Resulting in 911 Referral	removal by a law enforcement officer. Students may be suspended for a period of 10 days to permanent removal from the bus. A conference with a parent/guardian will be required.

VISITORS

Troup County School System Visitors Policy:

All visitors must report to the building administrator's office before entering and leaving school system buildings.

The integrity of the instructional day will be maintained. Visits must be scheduled by or coordinated with the building administrator or his or her designee.

Student Auditing Classes

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

Classroom Observations

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

All visitors shall check with the main office before visiting the school. Students will not be allowed to bring visitors to school. All visitors must comply with all rules, policies and procedures of The HOPE Academy. Parents/guardians need to call Mrs. Winn-Chappell at least 24 hours before you would like to visit a classroom.

SECTION II - TROUP COUNTY POLICIES AND INFORMATION

To: Middle and High School Principals, Troup County School System

Re: Student/Parent and Staff Handbook Information

Date: July 1, 2026

It is required that the following documents and notices be included in school student/parent and staff handbooks. The person who oversees this function in our district is listed for your reference. The appropriate handbook for posting is also listed. The school may include any additional notifications or documents that will inform the school community of appropriate operational details.

Teaching & Learning Unity Professional Learning	Exceptional Education & Support Services Ex Ed Center	Student Success & Accountability ASC
Lindsey Lynch- Ex. Director	Kitty Crawford- Ex. Director	Amy Thornton- Ex. Director
Jennifer Pike - CTAE Director	IVlandi Pike - Director Federal Programs (ASC)	Candace McGhee - Director Prevention & Intervention
Christa Easterwood - Early Learning & Literacy Director	Jessica Morman - Ex. Ed Asst. Director	Jason Bothwell - Director of Student Success
Rebekah Ralph - Asst. Director Continuous Improvement	Krista Bowen - Parent & Family Engagement (ASC)	Jo Beth Lanier - Director of REA
Dexter Martin - Leadership Liaison	Nicole Kennedy - Community Liaison	Charity Miller - Data Support Specialist
Brandy Barnes - Elementary CTAE Facilitator	Christy King - Health Services Coordinator	Savanna Johnson - PBIS Facilitator
Matthew Graham - Greenpower Specialist	Tamikia Brown, Ex Ed Coordinator	Lisa Bateman - MTSS Facilitator
April Armstead - YAP/WFD	Marie Curtis, Ex Ed Coordinator	Nicholas Griffin - Transition Facilitator
ELA Specialist - Sha Brantley	Sheila Spinks, Ex Ed Coordinator	Shanitra Wortham - Asst. Director Student Info System
Math Specialist - Jill	Kimberly Ray, Tier 3/5o4	Shawn Baer - Data Clerk

Hembree	Facilitator	
Science/Social Studies Specialist - Ryan Slay	Angehque Woodyard, Tier 3/5o4 Facilitator	Tiffany Gibson - SEL Coordinator
Ed. Enhancements - Jana Austin	Desa Fuller, CTI Facilitator	Steve Geiger - Analytics & Data Visualization

School Admissions

I. Definitions

1. **Attend** - A student's physical or virtual presence in the educational programs for which he or she is enrolled.

2. **Case Management Consultation (CMC)** - a consultation by a school social worker or case manager in which a process is used to discover whether any transition problems exist and whether any services are necessary for a child placed by the Department of Human Resources (DHR) or Department of Juvenile Justice (DJJ). This process, as defined in State Board Rule 160-4-8-.17, will be utilized each time a DHR or DJJ placed child enrolls in a new school.

3. **Education For Homeless Children and Youths** - Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) that requires each state to ensure that each child of a homeless individual and each homeless youth has equal access to the same, free, appropriate public education as provided to other children and youth as described in Policy JBC(1).

4. **Emancipated Minor** - An individual under the age of eighteen who is no longer under the control or authority of his or her parents or guardians by operation of law or pursuant to a petition filed by the minor with the juvenile court as provided in O.C.G.A. the Juvenile Code. Emancipation by operation of law occurs when a minor is validly married or as otherwise prescribed by law. Emancipation by petition is granted by a judge in juvenile court after the judge determines emancipation is in the best interest of the minor.

5. **Enroll** - The registration of a student by a parent, guardian or other person (in loco parentis) having control or charge of a child, or the student (in the case of an emancipated minor providing the school system with the appropriate documentation). Once enrolled, the child shall be eligible to attend the assigned school.

6. **Other Person** - An adult at least 18 years of age or an emancipated minor at least sixteen years of age residing within the school system who is not the parent or guardian of a child but stands in loco parentis (i.e., to assume the duties and responsibilities of a parent such as providing food, shelter, clothing or medical care.)

7. **Residency** - Residency as applied to this policy shall mean the place where the student lives full time with a parent, guardian, or other person (in loco parentis), unless the student is an emancipated minor. The student must be a full time occupant of such dwelling located within the

school system. Proof of residence in the school district shall be required (1) upon initial enrollment in the school system, (2) upon annual registration in the school system, and (3) whenever a change of residence occurs, unless the student is homeless. Individuals not legally admitted into the country shall not be denied a free public education.

8. Withdraw - The removal of a student from the official roll of a school.

II. General Guidelines

All students attending Troup County Schools must live and reside in Troup County and must continue to so live and reside while attending Troup County Schools. Additionally, each such student will be assigned to and must attend the school covered by the attendance zone for the area in which the student lives and resides.

Except as may be permitted for:

1. Special education students allowed to cross district lines pursuant to agreement with other school districts; or for Local District Zone Assignments,
2. Children of teachers, staff members or employees of the Troup County School System who are residents of the State of Georgia,

The place of residence or the place at which the student lives will be:

1. The bona fide residence of both parents of the child or if one parent is deceased, the residence of the surviving parent, or if the parents are divorced or living separately, the residence of the parent having actual custody of Board Policy Manual Troup County Schools the child pursuant to an appropriate order of a Superior Court or similar court of another state having jurisdiction of the parties at the time such order is rendered; provided that the provisions of Paragraph I shall not apply if the right of a parent or parents to custody and possession of a child has been terminated as authorized by law by a court or state agency having jurisdiction. The term parent or parents as used herein means natural parents, foster parents, and adoptive parents by virtue of legal adoption pursuant to law.
2. In the instance of a child who in good faith resides full time with another family member who is in loco parentis, the residence of such family member can be the residence of such child if the Superintendent in each instance shall find and determine that such child does in fact reside full time with such relative and that such residence is not an attempt to circumvent the provisions of this policy. The child or children of a teacher, staff member or employees of the school system who are residents of the State of Georgia shall attend the school at which employed, if appropriate, and if not, such other appropriate school designated by the Superintendent, or his designee.

III. Requirements for Enrollment

1. Authority to Enroll

Under the provisions stated in O.C.G.A. 20-2-690.1, a parent, guardian, or other person has the authority to enroll a student in a publicly funded Georgia school.

- a. A student who meets the age eligibility requirements is eligible to enroll in the school system if the student's parents or legal guardian (or the student in the case of an emancipated minor) is a resident of the school district. Proof of residence is required in accordance with regulations developed by the superintendent.
- b. If the person enrolling a student is not the parent and does not hold legal guardianship, the person enrolling the student must complete a Non-Parental Affidavit specifying the reasons why the student is living with the "other person".
- c. If the person enrolling the student is acting under the authority of a grandparent power of attorney, power of attorney executed by a parent or guardian serving in the military, the school shall allow the student to enroll. The school system may require proof of a duly executed power of attorney and/or certificate of acceptance as guardian, escort, or attorney. The school system shall not require such persons to obtain legal guardianship.

2. Age Eligibility

Other than students specifically exempted by rule or by law, the following individuals are eligible for enrollment:

- a. Students who have attained the age of five by September 1 unless they attain the age of 21 by September 1, or they have received a high school diploma or the equivalent, provided they have not dropped out of school for one quarter or more as prescribed in O.C.G.A. 20-2-150; Students who have dropped out of school for one quarter or more are eligible to enroll unless they attain the age of 20 by September 1. or
- b. Students who were legal residents of one or more other states or countries for a period of two years immediately prior to moving to Georgia and who were legally enrolled in a public kindergarten or first grade accredited by state or regional association or the equivalent thereof, are otherwise qualified and will attain the age of five for kindergarten or six for first grade by December 31; or
- c. Special education students through the age of 21 or until they receive a regular high school diploma.

3. Evidence of Date of Birth

a. Other than students specifically exempted by State Board Rule or by Georgia Law, before admitting any student to a school in the school system, the superintendent or designee shall accept evidence in the order set forth below that shows the individual's date of birth:

- 1. A copy of a birth certificate, hospital issued birth record or birth certificate;
- 2. A passport;
- 3. An adoption record;

b. Upon presentation of one of these evidences above, a photocopy of the document shall be placed in the student's record and the document that is presented shall be returned to the parent, guardian, or other person.

c. A student will be identified in the local Student Information System (SIS) and in the Georgia Statewide Student Information System (GSSIS) by the student's legal name as it appears on the documentation submitted for age verification as cited above or in a court order changing the student's name.

d. Once a student has successfully enrolled in any publicly-funded Georgia school by providing one of the evidences cited above and is recorded in the Georgia Testing Identifier application (see SBOE Rule 160-5-1-.07), further proof of age is deemed unnecessary.

4. Other Documents Required During the Enrollment Process

The parent or guardian, or other person must provide:

- a. A copy of the enrolling student's social security number or sign a form stating the individual does not wish to provide the social security number, pursuant to O.C.G.A. 20-2-150.
- b. A certificate in accordance with the provisions of O.C.G.A. 20-2-771, concerning the immunization of students, which includes an exception for religious grounds.
- c. A certificate in accordance with the provisions of O.C.G.A. 20-2-770, concerning nutritional screening and eye, ear, and dental examinations of students.
- d. Proof of residence shall be required, unless the student is homeless and the McKinney-Vento Act applies. A homeless child shall be enrolled immediately even in the absence of any appropriate documentation. Upon determining that a student is homeless, the child must be allowed to either remain in the district in which he or she was enrolled prior to becoming homeless or enroll in the district where he or she is now located.
- d. Proof of residence is not required. The employee or other designated individual responsible for care of homeless students shall assist the homeless student in acquiring the necessary records for enrollment.

5. Students Placed by DHR or DJJ

- a. When a student is being placed by DHR into a new home or facility that would require a change in school or school system, the school system in which that student is attending school shall consult with the student's custodian to ascertain whether the student should be maintained in the school of origin or assigned to the appropriate school in the new school system in accordance with the McKinney-Vento Act.
- b. Upon notification by DJJ that a student will be enrolling in the school system, the school system shall enroll the student in his or her home school, as opposed to an alternative educational setting, unless the Case Management Consultation team concludes that the best placement for the child would be the alternative setting. Any placement made pursuant to an Individualized Education Program (IEP) team shall take precedence.
- c. Upon notification by DHR or DJJ, the school system shall immediately enroll a student in the physical or legal custody of DHR or DJJ or a student placed by DHR or DJJ in a residential facility located within the school system's jurisdiction, pursuant to O.C.G.A. 20-2-133. The school system will follow guidelines developed by the State Department of Education governing the provision of education services provided by local school systems to students being served in therapeutic facilities.

6. Provisional Enrollment

- a. A student shall be enrolled on a provisional basis and allowed to attend a school for 30 calendar days while awaiting evidence of age, residence, or other local requirements. The provisional enrollment period may be extended for extenuating circumstances in the discretion of the superintendent or designee.

1. The superintendent or designee shall notify the registering parent, guardian, or other person at least 10 calendar days prior to the withdrawal of the student.
2. If evidence is not provided within this period, the superintendent or designee shall mark the student withdrawn at the end of the thirtieth day.
 - i. The registering parent, guardian, or other person will be considered noncompliant and subject to all penalties as prescribed in O.C.G.A. 20-2-690.1.
 - ii. The superintendent shall report violations to the appropriate authorities for adjudication.
3. O.C.G.A. 20-2-150(c) concerning compulsory attendance of students prior to their seventh birthday does not apply to provisional enrollment.
4. Students pre-registering for school are not eligible for provisional enrollment until the beginning of the attendance period of the school term for which the student is enrolling.
5. The provisions of O.C.G.A. 20-2-670 regarding transferral of discipline actions or felony convictions for student in grade 7 and above shall take precedence over any provisional enrollment.
6. A Student shall be allowed to enroll in the school system if the student meets residency and other specified qualifications and otherwise would not be denied enrollment under O.C.G.A. 20-2-751.1 and O.C.G.A. 20-2-751.2 concerning student expulsion.
7. The school system is not responsible for making determinations regarding immigration and visa status. The school system will accept non-immigrant, foreign students on visas and immigrants/non-visa-holders who meet age and residence requirements without inquiring about their legal status, in accordance with federal or state law and SBOE rule.

Adopted Date: 07/01/2001
Revised Date: 12/15/2022

Americans with Disabilities Act

<https://www.ada.gov/law-and-regs/ada/>

Assessment Security

Testing procedures for state mandated assessments will follow the instructions established in the Georgia Student Assessment Handbook and directives received from the Georgia Department of Education. All aspects of the local assessment program including security of materials, test administration procedures, and reporting of results shall follow guidelines and procedures as specified by the Department of School Improvement and Assessment.

Assessments in the Troup County School System

The Troup County School System administers state and local assessments to measure student learning, monitor academic progress, and meet state and federal accountability requirements. Assessment results provide valuable information for students, families, teachers, and schools by identifying strengths, areas for growth, and readiness for the next level of learning.

State assessments are administered in accordance with the Georgia Department of Education's Student Assessment Handbook, Georgia State Board of Education Rule 160-3-1-.07 (Testing Programs - Student Assessment), and the Every Student Succeeds Act (ESSA). The Troup County School System follows all state requirements for test security, administration, and reporting.

Required State Assessments

The following assessments are required by the State of Georgia and/or federal law:

Georgia Milestones Assessment System (GMAS) - Measures student achievement of Georgia's state standards in grades 3-8 (End-of-Grade) and high school (End-of-Course).

- Grades 3-8: English Language Arts and Mathematics
- Grades 5 & 8: Science
- Grade 8: Social Studies
- HS: Literature and Composition II, Algebra: Concepts and Connections, Biology, and United States History

Amira Universal Reading Screener - Amira helps identify students in grades K-3 who may be at risk for reading difficulties. As a screening tool, Amira does not diagnose dyslexia or other reading disabilities. Results are used alongside other academic data to guide instruction and student support.

Georgia Kindergarten Inventory of Developing Skills (GKIDS 2.0) - A formative assessment that measures kindergarten students' progress in literacy, mathematics, and social-emotional development to support instruction and determine readiness for first grade.

WIDA ACCESS for ELLs and WIDA Alternate ACCESS - Administered annually to students identified as English Learners in grades K-12 to measure English language proficiency in listening, speaking, reading, and writing.

Georgia Alternate Assessment (GAA 2.0) - Administered in lieu of the Georgia Milestones assessments to eligible students in grades 3-8 and high school with significant cognitive disabilities who meet the state's participation criteria.

In addition to state assessments, students may participate in district and classroom assessments throughout the school year to monitor academic progress and guide instruction.

Why Participation Matters

The Every Student Succeeds Act (ESSA) requires states to assess students annually and requires school districts to assess at least 95% of eligible students. The Troup County School System is required to administer all state assessments and report participation and results to

the Georgia Department of Education. The district cannot waive state assessment requirements or exempt students from participation unless permitted under state policies.

How Assessment Results Are Used

Assessment results help the Troup County School System:

- Monitor student academic progress and achievement.
- Identify individual student strengths and areas for improvement.
- Guide classroom instruction and intervention.
- Support placement decisions for academic programs, including gifted education and intervention services.
- Measure school and district performance for state and federal accountability.
- Provide parents with information about their child's academic progress and readiness for future learning.

Middle Assessment Calendar

2026-2027 TCSS Middle School Assessment Calendar				
Grades 6 - 8				
Testing Window	Assessment	Grade	Brief Description	Mandate
August 31 - September 4 (Fall) January 11 - January 15 (Winter)	DRC BEACON	6-8	DRC BEACON is a through-year, formative interim assessment system administered in English language arts (ELA) and mathematics that measures progress throughout the school year, allowing educators to target instruction and make informed decisions.	Local
September 29 - October 6 (Fall) December 8 - December 15 (Winter) February 23-26 and March 2-5 (Spring)	Troup Common Assessment 01 Troup Common Assessment 02 Troup Common Assessment 03	6-8	Troup Common Assessments (TCAs) are quarterly assessments administered in all State Assessed Areas to monitor student progress and provide real-time standard level data to drive instruction. These assessments are created by Troup County Schools Teachers and are administered in a way to mirror the GMAS assessments to practice the EOG testing environment. Students are assessed only on standards for which they have been taught.	Local
October 20 - October 22	Preliminary SAT	7-8 (by sign-up)	The PSAT (Preliminary SAT) is a practice exam that tests students' skills in reading, writing, and math. It helps students prepare for the SAT and serves as the qualifying test for the National Merit Scholarship Program. Middle school students may sign up to take the exam and pay for the assessment.	National
January 11 - February 5	WIDA ACCESS and Alternate ACCESS	6-8	ACCESS for ELLs is the collective name for WIDA's suite of summative English language proficiency assessments. ACCESS is taken annually by English learners in kindergarten through grade 12. WIDA Alternate ACCESS is an individually administered test for English Learners in grades K through 12 with the most significant cognitive disabilities.	State
January 19	Georgia Milestones End-of-Grade Secure Practice Test w/Response Transmission	6-8	DRC Secure Practice Test w/Response Transmission provides an opportunity for students to have experience on the secure testing platform. It also provides the districts an opportunity to test bandwidth in preparation for testing.	State
TBD (if selected)	National Assessment of Educational Progress	8 or Age 13	NAEP is the only ongoing effort to obtain comprehensive and dependable achievement data on a national basis in a uniform and scientific manner. Commonly known as "The Nation's Report Card," NAEP is a congressionally mandated project of the U.S. Department of Education's National Center for Education Statistics (NCES). The assessment is administered to students in randomly selected schools across the nation.	National
January 27-28	360 Writing Assessment	6-8	The 360 Writing Assessment will be given in grades 6-8. It will reflect Day 1 of GMAS. Please note that this assessment will not include a peer revision task. All students will be given an argumentative writing prompt. 360 Writing provides nine weeks of lessons and assessment materials for each of the three techniques (opinion-argumentative, expository, and narrative-poetic).	Local
March 22 - April 23	Georgia Alternate Assessment 2.0	6-8	The Georgia Alternate Assessment 2.0 (GAA 2.0) is designed to ensure that students in grades 3-8 and 11 with significant cognitive disabilities who qualify based on the state eligibility criteria are provided access to the state academic content standards and given the opportunity to demonstrate achievement of the knowledge, concepts, and skills inherent in the standards.	State
April 13	Georgia Milestones End-of-Grade Secure Practice Test	6-8	DRC Secure Practice Test provides an opportunity for students to have experience in the secure testing platform. Students are able to practice using the online testing tools that will be accessible to them during testing.	State
April 26 - May 7	Georgia Milestones End-of-Grade (EOG) Assessment	6-8	Georgia Milestones (GMAS) measures how well students have learned the knowledge and skills outlined in the state-adopted content standards in English language arts, mathematics, science, and social studies. GMAS is a single assessment system that consists of end-of-grade measures in English language arts and mathematics in grades 3-8, end-of-grade measures in science in grades 5 and 8, and end-of-grade measures in social studies in grade 8.	State
April 27 - May 7	Georgia Milestones End-of-Course (EOC) Assessment	8 (Algebra)	Georgia Milestones (GMAS) measures how well students have learned the knowledge and skills outlined in the state-adopted content standards in English language arts, mathematics, science, and social studies. The end-of-course measures are administered at the completion of the course, regardless of the grade level. Middle school students who are enrolled in the high school EOC math course, Algebra: Concepts and Connections, must take the associated Georgia Milestones EOC, which counts as 20% of the student's final grade in the course.	State
June 16 - June 17	Georgia Milestones End-of-Grade (EOG) Retest	8	The Georgia Milestones EOG Retest administration is for students in grades 3, 5, and 8 who did not meet grade-level expectations in reading and/or students in grades 5 and 8 who did not meet grade-level expectations in math on the EOG Spring assessment.	State

High School Assessment Calendar

2026-2027 TCSS High School Assessment Calendar				
Grades 9 - 12				
Testing Window	Assessment	Grade	Brief Description	Mandate
August 10 - August 14 September 14 - September 18 October 6 - October 14 November 4 - November 10 December 1 - December 11 January 19 - January 25 February 6 - February 17 March 1 - March 5 April 27 - May 7 June 21 - June 24	Georgia Milestones End-of-Course Assessment August Mid-Months September Mid-Months October Mid-Months November Mid-Months Winter EOCs January Mid-Months February Mid-Months March Mid-Months Spring EOCs Summer EOCs	9-12 students enrolled in EOC required courses during the designated assessment windows	Georgia Milestones (GMAS) measures how well students have learned the knowledge and skills outlined in the state-adopted content standards in English language arts, mathematics, science, and social studies. The end-of-course measures are administered at the completion of the course, regardless of the grade level. High school EOC assessments are administered to students enrolled in Literature and Composition II, Algebra: Concepts and Connections, Biology, and United States History. The EOC assessment counts as 20% of the student's final grade in the course.	State
September 9, 16, and 30 November 10-11 and 18-20 February 10 -11 and March 2 March 30-31 and April 20-22	HS 1st Semester Troup Common Assessment 01 HS 1st Semester Troup Common Assessment 02 HS 2nd Semester Troup Common Assessment 01 HS 2nd Semester Troup Common Assessment 02	9-12 students enrolled in EOC required courses	Troup Common Assessments (TCAs) are interim assessments administered in all State Assessed Areas to monitor student progress and provide real-time standard level data to drive instruction. These assessments are created by Troup County Schools Teachers and are administered in a way to mirror the GMAS assessments to practice the EOC testing environment. Students are assessed only on standards for which they have been taught.	Local
October 14 March 10	HS 1st Semester 360 Writing Assessment HS 2nd Semester 360 Writing Assessment	9-12 students enrolled in Literature and Composition I and II	The 360 Writing Assessment will reflect Day 1 of GMAS. All students will be given an argumentative writing prompt. 360 Writing provides curriculum and assessment materials for each of the three techniques (opinion-argumentative, expository, and narrative-poetic).	Local
October 20 - October 22	PSAT/NMSQT	All 10th graders and others by sign-up	The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is structured similarly to the SAT, has the same sections and timing, and measures the same Reading, Writing and Math skills students learn in the classroom, the knowledge and skills students need to succeed in college and careers.	National
November 3	Georgia Milestones End-of-Course Secure Practice Test w/Response Transmission	9-12 students enrolled in EOC required courses	DRC Secure Practice Test w/Response Transmission provides an opportunity for students to have experience on the secure testing platform. It also provides the districts an opportunity to test bandwidth in preparation for testing.	State
January 11 - February 5	WIDA/ACCESS and Alternate ACCESS	9-12	ACCESS for ELLs is the collective name for WIDA's suite of summative English language proficiency assessments. ACCESS is taken annually by English learners in kindergarten through grade 12. WIDA Alternate ACCESS is an individually administered test for English Learners in grades K through 12 with the most significant cognitive disabilities.	State
TBD (if selected)	National Assessment of Educational Progress	12 or Age 17	NAEP is the only ongoing effort to obtain comprehensive and dependable achievement data on a national basis in a uniform and scientific manner. Commonly known as "The Nation's Report Card," NAEP is a congressionally mandated project of the U.S. Department of Education's National Center for Education Statistics (NCES). The assessment is administered to students in randomly selected schools across the nation.	National
March 22 - April 23	Georgia Alternate Assessment 2.0	9-12	The Georgia Alternate Assessment 2.0 (GAA 2.0) is designed to ensure that students in grades 3-8 and 11 with significant cognitive disabilities who qualify based on the state eligibility criteria are provided access to the state academic content standards and given the opportunity to demonstrate achievement of the knowledge, concepts, and skills inherent in the standards.	State
March 23 - March 24	District ACT	11th graders by sign-up and other grades on limited basis	The ACT is a standardized multiple-choice exam used for college admissions and scholarship decisions in the United States. It measures high school students' readiness for college-level coursework. The exam consists of three required core sections in English, mathematics, and reading.	National
April 13	Georgia Milestones End-of-Course Secure Practice Test	9-12 students enrolled in EOC required courses	DRC Secure Practice Test provides an opportunity for students to have experience in the secure testing platform. Students are able to practice using the online testing tools that will be accessible to them during testing.	State
April 23 - May 19 (Tentative)	International Baccalaureate (IB) Exams	11-12	The International Baccalaureate (IB) assesses student work as direct evidence of achievement against the stated goals of the Diploma Program (DP) courses. IB exams are administered to students who are in the IB program at LaGrange High School.	National
April 22 - April 30 (Tentative)	Cambridge International Exams	9-12	The Cambridge International program provides rigorous academic preparation and is recognized by universities and employers around the world. Students have the opportunity to earn college credit, advanced standing, and internationally respected qualifications while preparing for success in higher education and future careers. Cambridge exams are administered to students who are in the Cambridge program at Callaway High School.	National
May 3 - May 14 (Tentative)	Advanced Placement Exams	9-12	Advanced Placement (AP) exams are rigorous, college-level tests administered by the College Board each May. Georgia high school students who score a 3 or higher on these exams can often earn college credit or skip introductory courses at state colleges and universities.	National

Carl D. Perkins Vocational and Applied Technology Act

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

Automobile Maintenance & Light Repair
Agriscience Systems
Horticulture
Agricultural Mechanics Systems
Architectural Drawing & Design
Carpentry
Audio, Visual & Film
Graphic Communication
Graphic Design
Animation & Digital Media
Business & Technology
Entrepreneurship
Early Childhood Education
Teaching as a Professional
Mechatronics
Business Accounting
Financial Services
JROTC
Allied Health
Sports Medicine
Hospitality, Recreation & Tourism
Sports Entertainment Marketing
Food & Nutrition
Programming
Information Support & Services
Health Information Technology
Cybersecurity
Game Design
Marketing & Management
Fashion Marketing & Retail Management
Marketing Communications & Promotions
Engineering & Technology
Engineering Drafting & Design
Energy Systems

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

Secondary Education Director
100 North Davis Road, Building C
LaGrange, GA 30241
706-812-7900

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

Administrative Regulation

Descriptor Code: IFBG-R Internet Acceptable Use

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

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

Computer Fraud and Abuse

1. Whoever knowingly and willfully, directly or indirectly, without authorization, accesses, causes to be accessed, or attempts to access any computer, computer system, computer network, or any part thereof which, in whole or in part, operates in commerce or is owned by, under contract to, or in connection with State, county or local government or any branch, department, or agency thereof, any business, or any entity operating in or affecting commerce for the purpose of:

2. Devising or executing any scheme or artifice to defraud, or

3. Obtaining money, property, or services for themselves or another by means of false or fraudulent pretenses, representations, or promises shall, upon conviction thereof, be fined a sum of not more than two and one-half times the amount of the fraud or theft, or imprisoned not more than 15 years, or both.

4. Whoever intentionally and without authorization, directly or indirectly accesses, alters, damages, destroys, or attempts to destroy any computer, computer system, or computer network, or any

computer software, program or data shall, upon conviction thereof, be fined not more than \$50,000.00 or imprisoned not more than 15 years, or both.

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

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

Student access to workstations should be monitored at all times by adults authorized by the district. Even with such steps to ensure that Internet resources are used only for purposes consistent with approved curricula, students may be able to search for and access materials which have not been evaluated by staff. Families should be aware that some material accessible

via the Internet may contain items that are inaccurate, defamatory, illegal, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be liable.

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

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

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

21. Attempting to alter the standard configuration of a computer, a network or any of the resident software on the computer or network within the assigned user environment.
22. Using personal diskettes and personal CDs and/or digital storage devices in school equipment without authorization.
23. Posting/sharing electronic messages that undermine and violate district policies and practices or become detrimental to the health, welfare, discipline or morals of others.
24. Engaging in personal social networking activities during the professional workday.
25. Posting social media and electronic messages or establishing social network sites on behalf of the district or the schools, departments, classes, personnel contained therein, without the consent of the Superintendent or his designee.
26. Violating confidentiality laws that govern student records, health, and select personnel records and information.
27. Storing personal files, photos, data, and other content on school system equipment.

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

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

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

Date Issued: 3/1/2003

Last Revised: 8/7/2013

Troup County School System Internet Safety Policy

Introduction

It is the policy of Troup County School System to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Troup County School System online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the Troup County School System staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

The School System shall provide for students age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services, behaviors that may constitute cyber bullying, and how to respond when subjected to cyber bullying. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology or designated representatives.

CIPA DEFINITION OF TERMS:

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms ``sexual act'' and ``sexual contact'' have the meanings given such terms in section 2246 of title 18, United States Code.

Adopted Date: 07/20/2006

Last Revised: 01/20/2011

Technology Letter

Dear Parent(s),

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

Definition of "Technology"

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

Internet

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

Security and Damages

Troup County School System is not liable for any device that is stolen or damaged.

Responsibility to keep the device secure rests with the individual owner. If a device is stolen or

damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. Devices will be registered at school; however, it is also recommended that parents record device serial numbers and keep them in a secure place at home. We recommend that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

Acceptable Use Policy (AUP)

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

Teachers' Role

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

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

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

Troup County BYOD Guidelines

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

Please read carefully and initial every statement:

- The student takes full responsibility for his or her device. The school is not responsible for the security of personal technology. Personal devices cannot be left on campus before or after the school hours.
- The student accesses only files on the computer or internet sites which are relevant to the classroom curriculum at the direction of the teacher.
- The student immediately complies with teachers' requests to shut down devices, close the screen, or turn the device face down on the desk.
- The technology may not be used to cheat on assignments or tests, or for non-instructional purposes.
- The student may not use any type of electronic device in restrooms or locker rooms.
- The technology must be in silent mode while on school campuses and while riding school buses.
- The student is not permitted to transmit or post photographic images/videos of any person on campus on public and/or social networking sites without permission.

- Personal devices should be charged prior to bringing them to school and run off their own batteries while at school.
- To ensure appropriate network filters, the student will only use the BYOD wireless connection in school and will not attempt to bypass the network restrictions by using 3G or 4G network. The student understands that bringing devices on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions.
- The school district has the right to collect and examine any device that is suspected of inappropriate use or was the source of an attack or virus infection.
- The student realizes that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions.
- The student realizes that printing from personal technology devices may not be possible at school.
- The student acknowledges that the school's network filters will be applied to one's connection to the internet and will not attempt to bypass them.
- The student may not use his or her device in the restroom and locker room areas of the school.

Internet/Email Opt Out

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

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

Education Program for Gifted Students

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

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

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

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

The Georgia Board of Education has two options for eligibility:

Option 1 - Psychometric approach - (cognitive ability and achievement) or Option 2 - Multiple Criteria approach - (meeting three out of the four criteria: mental ability, achievement, creativity and motivation)

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

Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

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

- | | |
|--------------------------|---|
| -Student's name | -Participation of officially recognized activities and sports |
| -Address | -Weight and height of members of athletic teams |
| -Telephone listing | -Degrees, honors, and awards received |
| -Electronic mail address | -The most recent educational agency or institution attended |
| -Photograph | |

- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level

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

Individuals With Disabilities Education Act

Board Policy

Descriptor Code: IDDF

Special Education Programs

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

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

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

<https://sites.ed.gov/idea/>

Date Adopted: 7/1/2001

Last Revised: 7/15/2010

Media Consent Form and Release

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

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

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

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

Mentoring and Tutoring

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

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

Date Adopted: 7/1/2001
Last Revised: 3/15/2012

Complaint Procedures

Any individual, organization or agency ("complainant") may file a complaint with the Troup County School System Board of Education if that individual, organization or agency believes and alleges that a violation of a Federal statute or regulation that applies to a program under the Every Student Succeeds Act (ESSA) has occurred. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

Federal Programs for Which Complaints Can Be Filed

1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
2. Title I, Part A: School Improvement Grants, referred to as 1003(a) and 1003(g)
3. Title I, Part C: Education of Migrant Children
4. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk

5. Title II, Part A: Supporting Effective Instruction
6. Title III, Part A: English Language Acquisition, Language Instruction for English Learners and Immigrant Students
7. Title IV, Part A: Student Support and Academic Enrichment
8. Title IV, Part B: 21st Century Community Learning Centers
9. Emergency Relief Funds CARES Act, CRRSA Act, ARP Act
10. Title IV, Part A: McKinney-Vento Homeless Assistance Act

GaDOE Online Complaint Link: [Complaint/Comment](#)

Troup County School System Complaint Link:

https://drive.google.com/file/d/1F1eXfjCMrgCcBUf6lvAtO6Nuh1McBF8u/view?usp=drive_link

Parent's Right to Request a Teacher's and a Paraprofessional's Qualifications

In accordance with Every Student Succeeds Act (ESSA) of 2015, all LEAs are required to notify parents at the beginning of each school year (or at the time of enrollment of the student) of their 'Right to Know' the professional qualifications of their student's classroom teachers and paraprofessionals.

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

1. Whether the student's teacher—
 - o has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - o is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and,
 - o is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Please contact the principal, Mrs. Winn-Chappell, at (706) 812-7988.

Troup County School System Parent's Bill of Rights

DEFINITION

Instructional material-As used in this policy, the term "instructional material" means:

- a. Instructional materials and content which constitute the principal source of study for a state funded course to be used in the various grades in Georgia's public schools, including the elementary grades and high school grades; and
- b. Locally approved instructional materials and content which constitute the principal source of study for a state funded course, not including supplementary or ancillary material, which is adopted by a local board of education or used by a local school system. Supplementary or ancillary material includes, but is not limited to, articles, online simulations, worksheets, novels, biographies, speeches, videos, music, and similar resources in any medium, including both physical or digital.

REQUIREMENTS

The Board of Education promotes parental involvement in school district schools.

1. The Superintendent or his or her designee shall ensure that each school within the school district has in place and makes available procedures for a parent to:

- a. Review records relating to his or her minor child;
- b. Learn about his or her minor child's courses of study, including, but not limited to, parental access to instructional materials intended for use in the classroom. Such instructional materials will be made available for parental review during the first two weeks of each grading period, either online or on site upon a parent's request made during the review period.
- c. Object to instructional materials intended for use in his or her minor child's classroom or recommended by his or her minor child's teacher;
- d. Withdraw his or her minor child from the school's prescribed course of study in sex education if the parent provides a written objection to his or her child's participation. Such procedures will provide for a parent to be notified in advance of such course content so that he or she may withdraw his or her minor child from the course; and
- e. Provide written notice that photographs or video or voice recordings of his or her minor child are not permitted, subject to applicable public safety and security exceptions.

2. The procedures required by this policy will be posted on the school district's website and made available for review on site upon request of a parent.

Guarantee of Receipt of Handbook

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

Title I School Program *(only Title I Schools)*

TCSS Title I Schools:

Ault Academy, Bradfield Center of Twin Cedars Youth Services, Inc.

Berta Weathersbee Elementary School

Callaway Elementary School

Callaway Middle School

Clearview Elementary School

Ethel W. Kight Elementary School

Franklin Forest Elementary School

Hillcrest Elementary School

Hogansville Elementary School

Hollis Hand Elementary School

Long Cane Elementary School

Rosemont Elementary School

All TCSS Title I Schools participate in the Title I Systemwide Program. Title I is the largest federal education program that provides assistance to schools. Title I funds are used to provide supplementary services and resources for our schools. Title I focuses on improving teaching and learning for students. Each Title I school is responsible for developing a Schoolwide Improvement Plan seeking input from parents, students, community members, and the faculty. Please review the Parent and Family Engagement Policy for your child's school. Feel free to offer suggestions or ideas for ways to improve the parent and family policy. A copy of the entire Schoolwide Improvement Plan and Parent and Family Engagement Policy is kept in the school office/Parent Resource Center. These plans are available to parents upon request. Parents will learn more about the Title I Program at Title I Annual Meetings and events. Everyone is invited to attend. The calendar in your child's handbook will include dates for Title I meetings and activities.

Written Parent and Family Engagement Policy *(only Title I Schools)*

Parents of Title I, Part A children should be notified of the system-level and school-level written Parent and Family Engagement Policies. Annually, schools should involve parents and the community in the revision of the school's compact, written Parent and Family Engagement Policy, and the School Improvement Plan. These revised plans should be shared with all stakeholders.

Student Achievement

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

Title I, Part A Information

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

Annual Meetings

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

Title II, Part A, Teacher/Paraprofessional Quality

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

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

If you wish to request information concerning your child's teacher's qualifications, please contact the principal.

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

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

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

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

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

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

Title IX - Gender Equity in Sports

Board Policy

Descriptor Code: IDFA

It is the policy of the Troup County Board of Education to prohibit discrimination based on gender in its elementary and secondary school athletic programs. As a part of achieving this goal, the Troup County Board of Education annually shall notify all of its students of the name, office address, and office telephone number of 51 the employee(s) who coordinate efforts to comply with and carry out the provisions of state law. This notification shall be included in a student handbook containing the code of conduct and distributed to all students.

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

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

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

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

Date Adopted: 7/1/2001
Last Revised: 3/1/2010

Inquiries regarding nondiscrimination policies should be directed to:

Promotion and Retention

Board Policy

Descriptor Code: IHE

The Troup County Board of Education hereby authorizes the Superintendent and administrative staff to develop procedures or regulations that specify how the state-adopted assessments and what local promotion criteria will be used in making decisions concerning promotion, placement or retention of students. Such procedures or regulations shall provide for the following:

1. Each teacher shall be responsible for determining through a variety of assessments whether a student appears to be on grade level or achieving at a level which, with accelerated, differentiated, or additional instruction or interventions, would allow the student to perform at grade level by the conclusion of the subsequent school year.
2. Where the teacher believes the student is not performing at such level, the teacher must implement remediation efforts as set forth in regulations or procedures.
3. Parents will be informed of promotion and retention requirements in the student handbook or in other information disseminated to parents.
4. A mechanism shall be established whereby a school level team will review a student's performance prior to any decision to retain the student.
5. Prior to a student's retention, the student's parents must be notified of the possibility of retention and given the opportunity to attend a meeting to discuss the matter.
6. School level retention decisions for grades K-8 may be appealed as follows: Within five (5) business days following notification of retention, parent(s) or guardian(s) may appeal in writing to the principal, stating the reason for the appeal. The principal will convene an appeals committee consisting of the parent, teachers for the current and subsequent school year, and the principal. The decision to place the student in the next grade must be unanimous. The decision of the appeals committee is final.

Date Adopted: 09/23/2021

Last Revised: 11/17/2022

Section 504

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

- (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities,
- (2) has a record of such impairment, or

(3) is regarded as having such an impairment

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

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

504 Link: <https://www.ed.gov/laws-and-policy/individuals-disabilities/section-504>

Harassment / Sexual Harassment

Board Policy

Descriptor Code: JCAC

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

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

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

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

Date Adopted: 7/1/2001

Last Revised: 1/20/2011

Student Code of Conduct (revised 10.11.2023)

A. STATEMENT OF PURPOSE

The Troup County Board of Education strongly believes that appropriate behavior and conduct of all students in the Troup County Schools is necessary to create a proper learning environment, to maintain good order and discipline, and to teach and instill in all students the attitude of being law abiding citizens. The rules, regulations, and due process procedures set forth herein are designed to guide all students in the exercise of their duty of appropriate behavior.

B. EFFECTIVE TIME AND LOCATION

These rules are effective during the following times and in the following places:

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

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

C. STUDENT BEHAVIOR CODE

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

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

Progressive Discipline Process

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

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

<u>SR Incident Type</u>		<u>General NCES / Federal Definition</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
(00) Continuation of Incident	<i>Definition</i>	An event with multiple actions for a single incident has occurred.			
	<i>Examples</i>				
(01) Alcohol *Due to serious nature of this incident type, administration may use discretion when assigning consequences regardless of the level	<i>Definition</i>	Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or consumption of alcoholic beverages or substances represented as alcohol.	Unintentional possession of alcohol	Under the influence of alcohol without possession	Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol
	<i>Examples</i>	Students under the influence of alcohol may be included.			
(02) Arson	<i>Definition</i>	Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices. (Note: Possession of fireworks or incendiary devices must be reported as "Possession of Unapproved Items". Use of such items should be reported as Arson.)	N/A	Attempt to commit arson or use of matches, lighters or incendiary devices at school; includes but not limited to the use of fireworks	Intentional damage as a result of arson- related activity or the use of an incendiary device
	<i>Examples</i>		N/A	Includes but is not limited to trashcan fires without damage to school property	Includes but not limited to setting fires to school property
(03) Battery *Due to serious nature of this incident type, administration may use discretion when assigning consequences regardless of the level.	<i>Definition</i>	Intentional touching or striking of another person to intentionally cause bodily harm. (Note: The key difference between battery and fighting is that fighting involves mutual participation.)	Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries	Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries	Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel; Level 3 will be used for intentional physical attack against school personnel other than teachers. State reporting policies require that physical attack on teachers should be reported as Violence Against a Teacher (44). Level 3 may be used for students that violate the school policy on battery three or more times during the same school year although a single incident may rise to a level 3 offense.

	<i>Examples</i>		Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other intentional physical confrontations	Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations that result in mild or moderate injuries	Includes but not limited to choking, pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations resulting in severe injuries; Includes any physical attack on school personnel; includes incidents serious enough to warrant calling the police or security
(04) Breaking & Entering - Burglary	<i>Definition</i>	<i>Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft). (Note: The key difference between Trespassing and Breaking & Entering-</i>	N/A	N/A	<i>Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft)</i>

<u>SR Incident Type</u>		<u>General NCES / Federal Definition</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
		<i>Burglary is that Trespassing does not include forceful entry into the school building.).</i>			
(05) Computer Trespass	<i>Definition</i>	<i>Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data</i>	N/A	Unauthorized use of school computer for anything other than instructional purposes	Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization.
	<i>Examples</i>		N/A	See above. Includes but not limited to computer misuse, using computer to view or send inappropriate material, and violation of school computer use policy	See above. Includes but not limited to hacking.

(06) Disorderly Conduct	<i>Definition</i>	Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. (Includes disruptive behaviors on school buses)	Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others	Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others; may represent a repeat action	Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others. Level 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year although a single incident may rise to a level 3 offense.
	<i>Examples</i>		Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior	Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior	Includes but not limited to disruptive behavior on school bus, misbehavior during a fire drill or other safety exercise
(07) Drugs, Except Alcohol and Tobacco	<i>Definition</i>	Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics; or any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school	Unintentional possession of prescribed or over the counter medication. Does not include the possession of narcotics or any illegal drugs	Any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school	Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics
	<i>Examples</i>	See above. Does not include auto-injectable epinephrine as properly administered pursuant to U.C.G.A. 20-2-176	See above. Does not include auto-injectable epinephrine as properly administered pursuant to U.C.G.A. 20-2-176	See above. Does not include auto-injectable epinephrine as properly administered pursuant to U.C.G.A. 20-2-176	See above. Does not include auto-injectable epinephrine as properly administered pursuant to U.C.G.A. 20-2-176

<u>SR Incident Type</u>		<u>General NCES / Federal Definition</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
(08) Fighting *Due to serious nature of this incident type, administration may use discretion when assigning consequences regardless of the level.	<i>Definition</i>	Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm (Note: The key difference between fighting and battery is that fighting involves mutual participation.)	A physical confrontation between two or more students with the intent to harm resulting in no bodily injuries.	A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries	A physical confrontation between two or more students with the intent to harm resulting in severe bodily injuries. Level 3 may be used for students that violate the school policy on fighting three or more times during the same school year although a single incident may rise to a level 3 offense.
	<i>Examples</i>		No injuries	Mild or moderate Injuries may include but are not limited to scratches, bloody noses, bruises, black eyes, and	Repeated physical confrontations resulting in severe injuries that require medical attention

				other marks on the body	
(09) Homicide	Definition	Killing of one human being by another	N/A	N/A	Killing of a human being
	Examples		N/A	N/A	Includes but is not limited to shooting, stabbing, choking, bludgeoning, etc.
(10) Kidnapping	Definition	The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will	N/A	N/A	The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.
	Examples		N/A	N/A	See above
(11) Larceny / Theft	Definition	The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm. (Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery.)	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$25 and \$100	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$100 and \$250	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value exceeding \$250. Level 3 may be used for students that violate the school policy on larceny/theft three or more times during the same school year although a single incident may rise to a level 3 offense.
	Examples		Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception	Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception	Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception
(12) Motor Vehicle Theft	Definition	Theft or attempted theft of any motor vehicle	N/A	N/A	Theft or attempted theft of any motor vehicle
	Examples		N/A	N/A	Includes but not limited to cars, trucks, ATVs, golf carts, etc.
(13) Robbery	Definition	The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. (Note: The key difference between robbery and larceny/theft is that the threat of physical harm or actual physical harm is involved in a robbery)	N/A	Robbery without the use of a weapon	Robbery with the use of a weapon
	Examples		N/A	Taking something by force or threat of force	Weapons may include but are not limited to guns, knives, clubs, razor blades, etc.
(15) Sexual Harassment	Definition	Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct or communication of a sexual	Comments that perpetuate gender stereotypes or suggestive jokes	Comments that perpetuate gender stereotypes, suggestive jokes	Physical or non-physical sexual advances; requests for sexual favors; Level 3 may be used for students that violate the school policy on sexual harassment three

SR Incident Type		General NCES / Federal Definition	Level 1	Level 2	Level 3
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		<i>nature; requests for sexual favors; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment</i>	that are not directed towards specific individuals	or lewd gestures that are directed towards specific individuals or group of individuals	or more times during the same school year although a single incident may rise to a level 3 offense.
	Examples		Includes but not limited to insensitive or sexually suggestive comments or jokes	Includes but not limited to insensitive or sexually suggestive comments or jokes; leering	See above
(16) Sex Offenses <i>*Due to serious nature of this incident type, administration may use discretion when assigning consequences regardless of the level.</i>	Definition	<i>Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual</i>	Inappropriate sexually-based physical contact including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in levels 2 or 3	Inappropriate sexually-based behavior including but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts	Engaging in sexual activities on school grounds or during school activities
	Examples		Public groping or inappropriate bodily contact	Sexting; lewd behavior; possession of pornographic materials; simulated sex acts	Oral, anal or vaginal penetration; pimping; prostitution; indecent exposure of private body parts
(17) Threat/Intimidation	Definition	<i>Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack</i>	N/A	Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack	School-wide physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack; Note: Students that display a pattern of behavior that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm, threat of harm or visibly bodily harm may be coded as bullying.
	Examples		N/A	Physical, verbal or electronic threats	Includes but not limited to bomb threats or unauthorized pulling of the fire alarm.
(18) Tobacco	Definition	<i>Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school Does not include electronic smoking devices; See (42) Electronic Smoking Device</i>	Unintentional possession of tobacco products	Use of or knowledgeable possession of tobacco products	Distribution and/or selling of tobacco products; Level 3 may be used for students that violate the school policy on tobacco three or more times during the same school year.
	Examples		Unintentional possession of tobacco products	Intentional use or possession of tobacco products on school property	Distribution and/or selling of tobacco products on school property

(19) Trespassing	Definition	Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. (Note: The key difference between Trespassing and	N/A	Entering or remaining on school grounds or facilities without authorization and with no lawful purpose	Entering or remaining on school grounds or facilities without authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel; Level 3 may be used for students that violate the school policy on trespassing three or more times during the same school year
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SR Incident Type		General NCES / Federal Definition	Level 1	Level 2	Level 3
	Examples	Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.)	N/A	See above	although a single incident may rise to a level 3 offense. See above
(20) Vandalism	Definition	The willful and/or malicious destruction, damage, or defacement of public or private property without consent	N/A	Participating in the minor destruction, damage or defacement of school property or private property without permission	Participation in the willful/malicious destruction, damage or defacement of school property or private property without permission; Level 3 may be used for students that violate the school policy on vandalism three or more times during the same school year although a single incident may rise to a level 3 offense.
	Examples			See above	See above
(22) Weapons-Knife *Due to serious nature of this incident type, administrators may use discretion when assigning consequences regardless of the level.	Definition	The possession, use, or intention to use any type of knife	Unintentional possession of a knife or knife-like item without intent to harm or intimidate Unintentional possession of a knife or knife-like item on school property without the intent to harm or intimidate	Intentional possession of a knife or knife-like item without intent to harm or intimidate	Intentional possession, use or intention to use a knife or knife-like item with the intent to harm or intimidate
	Examples			Intentional possession of a knife or knife-like item on school property without the intent to harm or intimidate	Intentional possession, use or intention to use a knife or knife-like item on school property with the intent to harm or intimidate
(23) Weapons-Other *Due to serious nature of this incident type, administrators may use discretion when assigning consequences regardless of the level.	Definition	The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms)	N/A	Unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm	Intentional possession and/or use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm
	Examples		N/A	Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks,	Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.

				throwing stars, stun guns, tasers, etc.	
(24) Other Incident for a State-Reported Discipline Action	Definition	Any other discipline incident for which a student is administered corporal punishment, detention, in-school or out-of-school suspension, expelled, suspended for riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request (pursuant to O.C.G.A. 20-2-738)	Any other discipline incident for which a student is administered corporal punishment, detention, in-school or out-of-school suspension, expelled, suspended for riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request (pursuant to O.C.G.A. 20-2-	Level 2 should be used for students who display a pattern of violating local school policies not listed among the state incident types.	N/A
	Examples			Includes but is not limited to parking violations, etc.	N/A

SR Incident Type		General NCES / Federal Definition	Level 1	Level 2	Level 3
			738)		
(25) Weapons - Handgun	Definition	Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. NOTE: This definition does not apply to items such as toy guns, cap guns, bb guns and pellet gun [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]	N/A	N/A	Intentional or unintentional possession or use of a handgun in a manner that could produce bodily harm or fear of harm
	Examples				pistols or revolvers
(26) Weapons Rifle/Shotgun	Definition	The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term	N/A	N/A	Intentional or unintentional possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear of harm

	<i>Examples</i>	<i>"shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger. [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]</i>	N/A	N/A	rifles, shotguns
(27) Serious Bodily Injury	<i>Definition</i>	<i>The term "serious bodily injury" means bodily injury that involves a substantial risk of death, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.</i>	N/A		Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death
	<i>Example</i>				Any behavior that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death
(28) Other Firearms	<i>Definition</i>	<i>Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon</i>	N/A	N/A	Intentional or unintentional possession or use of any firearms other than rifle, shotgun, or handguns (including starter pistols) and any other destructive device which includes explosives
	<i>Examples</i>		N/A	N/A	Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm

<u>SR Incident Type</u>		<u>General NCES / Federal Definition</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
		<i>described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any</i>			muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in

		weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act - Public Law 101-110, Section 4141]			diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act - Public Law 101-110, Section 4141]
(29) Bullying	Definition	Behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is so severe, persistent, or pervasive so as to have the effect of	First Offense of bullying as defined in Georgia Code Section 20-2-51.4	Second incident of bullying as defined in Georgia Code Section 20-2-51.4	Repeated acts, as defined in Georgia Code Section 20-2-51.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidates or threatens educational environment.
	Examples	substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm. See ICSS Policy JCDA6 for additional information.	Includes but is not limited to unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate	Includes but is not limited to unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or the use of electronic equipment on school property or using school equipment to harass or intimidate	Includes but is not limited to unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or the use of electronic equipment on school property or using school equipment to harass or intimidate
(30) Other - Attendance Related	Definition	Repeated or excessive unexcused absences or tardiness; including failure to	Repeated or excessive unexcused absences or tardiness; including	N/A	N/A

SR Incident Type		General NCES / Federal Definition	Level 1	Level 2	Level 3
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		report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions	failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions		
	Examples		Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions	N/A	N/A
(31) Other - Dress Code Violation	Definition	Violation of school dress code that includes standards for appropriate school attire	Non-invasive and non-suggestive clothing, jewelry, book bags or other articles of personal appearance.	Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance.	Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance. Level 3 may be used for students that violate the school dress code policy three or more times during the same school year although a single incident may rise to a level 3 offense.
	Examples		Pursuant to local dress codes, dress code violations for Level 1 may include but are not limited to: bare feet; trousers, slacks, shorts worn below waist level; no belt; clothing that is excessively baggy or tight; skirts or shorts that are shorter than mid-thigh; sunglasses worn inside the building; hats, caps, hoods, sweatbands and bandanas or other head wear worn inside school building	Pursuant to local dress codes, dress code violations for Level 2 may include but are not limited to: depiction of profanity, vulgarity, obscenity or violence; promote the use or abuse of tobacco, alcohol or drugs; creates a threat to the health and safety of other students; creates a significant risk of disruption to the school environment; clothing worn in such a manner so as to reveal underwear, cleavage or bare skin; spaghetti straps, strapless tops, halter tops, see-through or mesh garments or other clothing that is physically revealing, provocative or contains sexually suggestive comments	Level 3 may be used for students that violate the school dress code policy three or more times during the same school year.
(32) Academic Dishonesty	Definition	Receiving or providing unauthorized assistance	Intentional receiving or	Intentional plagiarism or cheating on a	Intentional plagiarism or cheating on a major exam, statewide assessment or

		on classroom projects, assignments or exams	providing of unauthorized assistance on classroom projects, assessments and assignments	minor classroom assignment or project	project or the falsification of school records (including forgery)
	<i>Examples</i>		May include but is not limited to failure to cite	Includes but is not limited to intentional	Includes but is not limited to cheating on major exams, statewide assessments or other state mandated

<u>SR Incident Type</u>		<u>General NCES / Federal Definition</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
			sources	dishonesty on minor classroom projects, assignments, homework, etc.	academic work; Includes the falsification of school records; forgery; Level3 may be used for students that violate the school policy on academic dishonesty three or more times during the same school year although a single incident may rise to a level 3 offense.
(31) Other - Dress Code Violation	<i>Definition</i>	<i>Violation of school dress code that includes standards for appropriate school attire</i>	Non-invasive and non-suggestive clothing, jewelry, book bags or other articles of personal appearance.	Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance.	Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance. Level 3 may be used for students that violate the school dress code policy three or more times during the same school year although a single incident may rise to a level 3 offense.
	<i>Examples</i>		Pursuant to local dress codes, dress code violations for Level 1 may Include but are not limited to bare feet; trousers, slacks, shorts worn below waist level; no belt; clothing that is excessively baggy or tight; skirts or shorts that are shorter than mid-thigh; sunglasses worn inside the building; hats, caps, hoods, sweatbands and bandanas or other head wear worn inside school building	Pursuant to local dress codes, dress code violations for Level 2 may include but are not limited to depiction of profanity, vulgarity, obscenity or violence; promote the use or abuse of tobacco, alcohol or drugs; creates a threat to the health and safety of other students; creates a significant risk of disruption to the school environment; clothing worn in such a manner so as to reveal underwear, cleavage or bare skin; spaghetti straps, strapless tops, halter tops, see-through or mesh garments or other clothing that is physically revealing, provocative or	Level 3 may be used for students that violate the school dress code policy three or more times during the same school year.

				contains sexually suggestive comments	
(32) Academic Dishonesty	<i>Definition</i>	Receiving or providing unauthorized assistance on classroom projects, assignments or exams	Intentional receiving or providing of unauthorized assistance on classroom projects, assessments and assignments	Intentional plagiarism or cheating on a minor classroom assignment or project	Intentional plagiarism or cheating on a major exam, statewide assessment or project or the falsification of school records (including forgery)
	<i>Examples</i>		May include but is not limited to failure to cite sources	Includes but is not limited to Intentional dishonesty on minor classroom projects, assignments, homework, etc.	Includes but is not limited to cheating on major exams, statewide assessments or other state mandated academic work; Includes the falsification of school records; forgery; Level 3 may be used for students that violate the school policy on academic dishonesty three or more times during the same school year although a single incident may rise to a level 3 offense.
(33) Other - Student Incivility	<i>Definition</i>	Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of	Failure to comply with instructions or the inadvertent use of inappropriate language.	Blatant insubordination or the use of inappropriate language directed towards school staff or peers; intentional	Blatant and repeated insubordination or intentional misrepresentation of the truth; Level 3 should be used for students who display a pattern of violating the school policy related to student incivility.

<u>SR Incident Type</u>		<u>General NCES / Federal Definition</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
	<i>Examples</i>	vulgar or inappropriate language, and misrepresentation of the truth	May include but is not limited to general disrespect for school staff or students; profanity; failure to follow instructions	misrepresentation of the truth Profanity or obscene language directed towards school staff; issuing false reports on other students; insubordination	Issuing false reports on school staff; Level 3 may be used for students that violate the school policy on student incivility three or more times during the same school year although a single incident may rise to a level 3 offense.
(34) Other - Possession of Unapproved Items	<i>Definition</i>	The use or possession of any unauthorized item disruptive to the school environment. (Note: The use of fireworks or incendiary devices must be coded as Arson.)	The possession of any unauthorized item. Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous	The use of the any unauthorized item (i.e. toys, mobile devices, or gadgets). Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous	The use or possession of unauthorized items including but not limited to toy guns or other items that can be construed as dangerous or harmful to the learning environment; Includes the possession of matches, lighters, incendiary devices or fireworks. The use of matches, lighters, incendiary devices or fireworks should be coded as Arson; Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items.
	<i>Examples</i>		Includes but is not limited to possession of toys, mobile devices, gadgets, personal items, gum, candy, etc; includes possession of pepper spray	Includes but is not limited to use of toys, mobile devices, gadgets, personal items, , etc; includes the use of pepper spray without injury	Includes but are not limited to matches, lighters, or the possession of fireworks, bullets, stink bombs, CO2 cartridges; includes the use of pepper spray with injury
(35) Gang-Related	<i>Definition</i>	1."Criminal gang activity" means the commission, attempted commission, conspiracy to commit, or the solicitation, coercion, or intimidation of another person to commit any of the offenses defined in O.C.G.A. § 16-15-3(1)-(2) or the Troup County Student Code of Conduct. 2."Criminal street gang" means any organization, association, or group of three or more persons associated in fact, whether formal or informal, which engages in criminal gang activity as defined in this Section. The existence of such organization, association, or group of individuals associated in fact may be established by evidence of a common name or common identifying signs,	N/A	Wearing or possessing gang-related apparel; communicating either verbally or non- verbally to convey membership or affiliation with a gang	The solicitation of others for gang-membership, the defacing of school or personal property with gang-related symbols or slogans, threatening or intimidating on behalf of a gang, the requirement or payment for protection or insurance through a gang. Level 3 should be used for students who display a pattern of violating the school policy related to gang activity.

Revised 10.1	Examples	symbols, tattoos, graffiti, or attire or other distinguishing characteristics, including, but not limited to, common activities, customs, or behaviors. Such term shall not include three or more persons, associated in fact, whether formal or informal, who are not engaged in criminal gang activity.	N/A	Possession or wearing of gang-related clothing, jewelry, emblems, badges, symbols, signs, or using colors to convey gang membership or affiliation; gestures, handshakes, slogans, drawings, etc. to convey gang membership or affiliation; committing any other illegal act or other violation of school policies in connection with gang-related activity	Soliciting students for gang membership; tagging or defacing school or personal property with symbols or slogans intended to convey or promote membership or affiliation in any gang; requiring payment for protection, insurance, otherwise intimidating or threatening any person related to gang activity; inciting other students to intimidate or to act with physical violence upon any other person related to gang activity
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<u>SR Incident Type</u>		<u>General NCES / Federal Definition</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
		Offenses 1. No student shall engage in criminal gang activity as defined above at school, nor outside of school hours or away from school if such conduct poses a reasonable danger, threat, or adverse effect to the educational process, the health, property, safety, morals, or well-being of other students, teachers, administrators, or employees with the Troup County School System. 2. No student shall knowingly represent or identify himself or herself as being a member of a criminal street gang at school. The displaying of any signs, signals, insignia or other symbols that members of a gang use for identification, whether displayed by means of clothing, by physical gestures (for example hand gestures) or by other means, shall be prohibited on the premises of any school system facility or at any school system function, provided that the totality of the circumstances surrounding the student's conduct would cause a reasonable observer to associate the student with a criminal street gang. It shall not be a defense that such student is not in fact a member of a criminal street gang. 3. Intentionally threatening, intimidating or harassing another Troup County School System student or employee, whether on- campus or off campus, by representing oneself			

		to be a gang member is prohibited.			
(36) Repeated Offenses	<i>Definition</i>	<i>Collection of offenses not previously assigned a state reportable action that occurs on a single or across multiple school days that leads to a state reportable disciplinary action.</i>	Collection of minor incidents	Collection of moderate incidents	Collection of severe incidents
	<i>Examples</i>		See above	See above	See above
(40) Other Non-Disciplinary Incident	<i>Definition</i>	<i>This code is used exclusively for the reporting Physical Restraint. When the</i>	Can only be used to report Physical Restraint" with	Can only be used to report "Physical Restraint" with Action "95" (no	Can only be used to report "Physical Restraint" with Action "95" (no teacher name)

<u>SR Incident Type</u>		<u>General NCES / Federal Definition</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
		<i>INCIDENT TYPE= '40', then the ACTION CODE must = '95' for Physical Restraint. Do not report a Teacher ID when Incident Code is "Other Non- Disciplinary Incident."</i>	Action "95" (no teacher name)	teacher name)	
	<i>Examples</i>		See above	See above	See above
(42) Electronic Smoking Device	<i>Definition</i>	Any device used to deliver nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the device.	Unintentional possession of an electronic smoking device	Use or knowledgeable possession of an electronic smoking device	Distribution and/or selling of electronic smoking devices: Level 3 may be used for students that violate school policy on electronic smoking devices three or more times during the same school year although a single incident may rise to a level 3 offense.
	<i>Examples</i>	Such devices include those manufactured, distributed, marketed or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, electronic nicotine delivery system or any cartridge or other component of the device or related product.			

(44) Violence Against a Teacher	<i>Definition</i>	<i>Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher.</i> Violence against other school personnel should be reported as Battery (03) - Level 3.	N/A	N/A	Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher. Violence against other school personnel should be reported as Battery (03) - Level 3.
(45) Cyberbullying <i>For state reporting purposes this offense will be listed in the student information system as state code 29.</i>	<i>Definition</i>	<i>a. A student commits the offense of cyberbullying when the student uses any electronic communication, by individuals or groups to: (1) make a true threat against a student or school employee; (2) materially disrupt school operations; or (3) substantially impinge on the rights of another student such as, but not limited to: creating reasonable fear or harm to the student's person or property; creating a substantially detrimental effort on the student's physical or mental health; substantially interfering with</i>	First Offense of bullying as defined in Georgia Code Section 20-2-751.4	Second incident of bullying as defined in Georgia Code Section 20-2-751.4	Repeated acts, as defined in Georgia Code Section 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidated or threatens educational environment.

<u>SR Incident Type</u>		<u>General NCES / Federal Definition</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
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		a student's academic performance or interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school; or being so severe, persistent, or pervasive as to cause severe emotional distress. b. Includes conduct that is based on, but not limited to, a student's actual or perceived race, color, national origin, gender, religion, disability, sexual orientation or gender identity, distinguishing physical or personal characteristic, socioeconomic status; or association with any person identified in Section I (2)(b)(i)- (ix). c. As used herein, the term "electronic communications" means communications through any electronic device, including, but not limited to, computers, telephone, mobile phone, and pagers, and any type of communication, including, but not limited to, emails, instant messages, text messages, pictures messages, and websites. d. Jurisdiction for Cyberbullying: (1) No student shall be subjected to cyberbullying by an electronic communication that bears the imprimatur of the school regardless of whether such electronic communication originated on or off the school's campus. (2) The school shall have jurisdiction to prohibit cyberbullying that originates on the school's campus if the electronic communication was made using the school's technological resources or the electronic communication was made on the school's campus using the student's own personal technological resources. (3) The school			
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		shall have jurisdiction to prohibit cyberbullying that originates off the school's campus if: (a) it was reasonably foreseeable that the electronic communication would reach the school's campus; or (b) there is a sufficient nexus between the electronic communication and the school which includes, but is not limited to, speech that is directed at a school-specific audience, or the speech was brought onto or accessed on the school campus, even if it was not the student in question who did so. •See TCSS Policy JCDAG for additional information.			
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<u>SR Incident Type</u>		<u>General NCES / Federal Definition</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
(46) Hazing State reporting code will be based on the nature of the hazing.	<i>Definition</i>	A student commits the offense of hazing when he/she subjects another student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity, in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.	N/A	N/A	Subjects another student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity, in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.
(47) Threat of Physical Violence to School Personnel For state reporting purposes this offense will be listed in the student information system as state code 17- Level 3.	<i>Definition</i>	No student shall offer to commit or threaten to commit any act of physical violence against any teacher, administrator, other school personnel employee or bus driver employed by the Troup County Board of Education.	N/A	N/A	Any threat of physical violence against any teacher, administrator, bus driver or other TCSS employees.

(48) False Statements <i>If the student receives disciplinary consequences, for state reporting purposes use code 24 - Other Incident for a State-Reported Discipline Action</i>	Definition	A student to whom a request has been made by a school official to provide information regarding any school related matter commits the offense of furnishing a false statement when he/she, knowingly and willfully, makes a false statement, whether orally or in writing; falsifying, misrepresenting, omitting, or erroneously reporting information about allegations of inappropriate behavior of a school employee toward a student.	Furnishing a false statement when he/she, knowingly and willfully, makes a false statement, whether orally or in writing.	Furnishing a false statement when he/she, knowingly and willfully, makes a false statement, whether orally or in writing; falsifying, misrepresenting, omitting, or erroneously reporting information.	Furnishing a false statement when he/she, knowingly and willfully, makes a false statement, whether orally or in writing; falsifying, misrepresenting, omitting, or erroneously reporting information about allegations of inappropriate behavior of a school employee toward a student.
(48) False Statements <i>If the student receives disciplinary consequences, for state reporting purposes use code 24 - Other Incident for a State-Reported Discipline Action</i>	Examples	A student to whom a request has been made by a school official to provide information regarding any school related matter commits the offense of furnishing a false statement when he/she, knowingly and willfully, makes a false statement, whether orally or in writing; falsifying, misrepresenting, omitting, or erroneously reporting information about allegations of inappropriate behavior of a school employee toward a student.	Could include but is not limited to providing a false statement about their location when out of the classroom or providing other false information which does not substantially cause harm or disruption to the school environment.	Could include but is not limited to providing false information during an official administrative investigation.	Could include but is not limited to providing misinformation during an official administrative investigation about the actions of others to include school employees.

<u>SR Incident Type</u>		<u>General NCES / Federal Definition</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
(49) Outside conduct <i>State reporting code will be based on the nature of the outside conduct.</i>	Definition	Any student who commits an act outside of school hours or away from school which would constitute a felony if the student were an adult or which could result in the student being criminally charged with a felony shall be punished hereunder, provided that the student's conduct outside of school hours or away from school is such that the student's continued presence at school poses a reasonable danger, threat, or adverse effect to the educational process, the health,	NA	NA	Conduct away from school which would constitute a felony if the student were an adult or which could result in the student being criminally charged with a felony shall be punished hereunder, provided that the student's conduct outside of school hours or away from school is such that the student's continued presence at school poses a reasonable danger, threat, or adverse effect to the educational process, the health, property, safety, morals, or well-being of other students, teachers, administrators, or employees within the Troup County School System.

	<i>Examples</i>	property, safety, morals, or well-being of other students, teachers, administrators, or employees within the Troup County School System. Nothing in this Section shall limit in any way the scope of application of other policies contained in this Code of Conduct intended to protect students from bullying or cyberbullying.			
(50) Theft - <i>If the student receives disciplinary consequences, for state reporting purposes use code 24 - Other Incident for a State-Reported Discipline Action</i>	<i>Definition</i>	The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm.	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value less than \$25.	The second incident of unlawful taking of property belonging to another person or entity that does not belong to the student with a value less than \$25.	The third and subsequent incidents of unlawful taking of property belonging to another person or entity that does not belong to the student with a value less than \$25.
	<i>Examples</i>		Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception	Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception	Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.
(51) Misuse of electronics and technology For state reporting purposes use code 24 - Other Incident for a State-Reported Discipline Action	<i>Definition</i>	Misuse of electronic or technological resources or devices.	Misuse of electronic or technological resources or devices including but not limited to filming and/or posting images without the permission of the individuals being depicted, creating or using the email or messaging account of another without permission to send communications.	Misuse of electronic or technological resources or devices including but not limited to filming and/or posting images without the permission of the individuals being depicted which causes a disruption to the educational environment and/or videoing or photographing during an ongoing school disruption. Use Level 2 for repeated offenses.	NA
	<i>Examples</i>		Could include but is not limited to taking photos or videos of individuals engaged in an affray or other misconduct.	Could include but is not limited to taking photos or videos of individuals engaged in an affray or other misconduct.	NA

DISCIPLINARY PROTOCOL AND PROCEDURE

A. TYPES OF CONSEQUENCES OR CORRECTIVE ACTION

In-School Suspension, Short-Term Suspension, Long-Term Suspension, or Expulsion may be imposed on a student for any violation of the Student Behavior Code.

1. **In-School Suspension:** In-school suspension is the isolation of a student during the school day from the regular classrooms and activities of the school with a continuation of the student's progress with classroom assignments and additional support as deemed appropriate by the ISS instructor unless otherwise identified and is not limited to academics, behavioral and/or social skills development.
2. **Short-Term Suspension:** Short-term, out-of-school suspension as defined in O.C.G.A. §20-2-751(3) means the denial to a student of the right to attend school and take part in any school-related functions for a period not to exceed ten (10) consecutive school days. The principal and assistant principal of any school shall have the discretionary power to impose a short-term suspension.
3. **Long-Term Suspension:** Long-term as defined by O.C.G.A. §20-2-751(2) means the denial and suspension of a student of the right to attend school and take part in any school-related functions for more than ten (10) consecutive school days but not beyond the current academic term. A student may receive long-term suspension only as a result of a student disciplinary hearing before a Disciplinary Hearing Tribunal. A student shall be subject to long-term suspension or expulsion for violation of the rules for student behavior, conduct and discipline as set forth in these policies but only after a hearing or opportunity for a hearing in accordance with the rules and procedures hereafter set forth.
4. **Expulsion:** Expulsion as defined by O.C.G.A. §20-2-751(1) means the denial to a student of the right to attend school and take part in any school-related functions beyond the current academic term, and any greater duration deemed appropriate by the Disciplinary Hearing Officer including but not limited to the remainder of the current semester, school year, an entire school year or years, or permanently. Expulsion may only be imposed by action of the Disciplinary Hearing Tribunal after the student has been afforded notice, opportunity for hearing, and other procedural rights prior to such expulsion becoming effective.

B. GENERAL DISCIPLINE PROCEDURES

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

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

All third offenses for (03) Battery, (08) Fighting, and (17) Threats and Intimidation shall be referred for a disciplinary hearing as is required for mandatory hearing offenses.

When a violation of the Student Behavior Code is a non-mandatory offense, the same procedure shall be followed as in investigations of any alleged mandatory hearing offense provided hereafter.

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

C. DISCIPLINE OF STUDENTS IN GRADES K-5 AND STUDENTS WITH DISABILITIES

Students in grades K-5 are subject to and shall abide by the Student Disciplinary Code. However, the disciplinary hearing process including the mandatory hearing offenses shall not apply to students in grades K-3. The Superintendent shall determine the disciplinary actions or proceedings for students in grades K-3. Students in grades 4 and 5 who commit a mandatory hearing offense will not normally be brought before a tribunal. However, the principal of each elementary school in consultation with the Superintendent may treat an offense committed by a student in grades 4 and 5 as a mandatory hearing offense based upon the nature and circumstance as well as the student involved and refer the student to a disciplinary hearing.

Alternative School placement will not be made for students in grades K-5 as the provisions of the alternative school grant does not permit the assignment of students below grades 6-12 to the Alternative School.

Students with disabilities will be disciplined in compliance with applicable federal and state laws and regulations. The procedures set forth in this regulation may or may not apply to a student with disabilities depending on the circumstances and as determined by the appropriate team of teachers and administrators. If you have questions about the disciplinary process as it relates to a student with a disability and those questions cannot be answered at the school level, please contact the Director of Exceptional Education. For greater detail see the General Student Discipline section F of this document.

D. MANDATORY HEARING OFFENSES

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

Mandatory Hearing Offenses: The following are mandatory hearing offenses for all middle and high schools:

1. Middle and High Schools (Grades 6-12): (01) Alcohol - Level 3, (02) Arson - Level 3, (07) Drugs, Except Alcohol and Tobacco,
(09) Homicide, (10) Kidnapping, (11) Larceny - Level 3, (12) Motor Vehicle Theft, (13) Robbery, (4) Sex Offenses - Level 3, (22) Weapons - Knife - Level 3, (23) Weapons - Others - Level 3, (25) Weapons - Handgun, (26) Weapons - Rifle/Shotgun, (27) Serious Bodily, (28) Other Firearms, (44) Violence Against a Teacher, (46) Hazing.
2. Elementary Schools: There shall be no Mandatory Hearing Offenses for Grades K-5. However, the principal of each elementary school in consultation with the Superintendent may treat an offense as a Mandatory Hearing Offense based upon the nature and circumstance of the offense and the student involved. Unless specifically stated in the policy, discipline for students in grades K-5 will be at the discretion of the principal; however, discipline determinations by tribunal also apply to students in K-5 if the principal deems it to be necessary. In grades K-5, students' unstructured time may be withheld for violation of general school discipline or for specific violation of any school rule.

E. DISCIPLINE PROCEDURES

1. Upon reasonable suspicion that a student has committed an offense warranting a Disciplinary Hearing Tribunal, the principal or administrator in charge of discipline at each school shall immediately separate the student from the rest of the student body while the investigation of the conduct is being conducted. The principal or administration in charge of discipline shall advise the student that evidence exists that the student may have committed an offense warranting a Disciplinary Hearing Tribunal. See policy JCEB: Student Hearing Procedure for further clarification of the Hearing Process.
2. The school administrator shall advise the student that (1) the offense which the student is alleged to have committed carries the consequences of a mandatory referral to a Disciplinary Hearing of the Troup County Board of Education with short term suspension pending the hearing of the charges by the Disciplinary Hearing Officer; and (2) if the circumstances warrant it, that the alleged violation of the Student Behavior Code is being reported to the appropriate law enforcement agency in which the school is located and to the Juvenile Court of Troup County.
3. Upon completion of the investigation of a Mandatory Hearing Offense and a determination that grounds exist for charging a student with an offense, the principal shall first, make a reasonable attempt to notify the student's parents, and then if appropriate, the Juvenile Court of Troup County and the appropriate law enforcement agency.
4. **Imposition of Pre-Hearing Placement.** For Mandatory Hearing Offenses, the principal or school administrator may impose short term suspension upon the student by removing the student from the general school population for not more than ten school days pending hearing before a Disciplinary Hearing Officer or Tribunal. Short term suspension may include placement of the student in an In-School Suspension program in addition to Out of School Suspension. Out of School Suspension should be considered and used only in situations which would place other students at risk of injury or would result in the disruption of the educational mission of the class or school in which the student is enrolled or placed pending the Disciplinary Hearing. In the event that Out of School Suspension is

imposed pending the Disciplinary Hearing Tribunal, the Juvenile Court shall be notified of the Out of School Suspension.

5. Referral to a Disciplinary Hearing. Following the commission of a Mandatory Hearing Offense, the student shall be referred to a Disciplinary Hearing Officer or Tribunal of the Troup County Board of Education. The hearing of the disciplinary charges before a Hearing Officer or Tribunal shall be within ten (10) school days of the day on which short term suspension is imposed and removed from the general student population. Where extenuating circumstances exist, the hearing by the Disciplinary Tribunal may be held more than ten school days following notification of charges; provided however, that the student must be returned to the general school population at the end of the short term suspension.

6. Juvenile Court. If warranted by the circumstances, the principal of the school in which the student is enrolled shall consult with and, to the extent and in the manner allowed by law, provide to the education protocol officer of the Troup County Juvenile Court such educational records on the student to include attendance, grades, standardized test scores, and disciplinary record as may be needed for an evaluation of the student by the Juvenile Court.

7. Cooperation with Law Enforcement. It shall be the further policy by the Troup County School System that all school administrators and personnel shall work together with law enforcement officials and Juvenile Court officials to provide counseling, joint supervision, school based community service, educational assistance, and anything necessary to prevent violence and provide for conflict resolutions and other interventions designed to address particular needs to a student who violates a provision of the Student Behavior Code where such offense also carries potential criminal consequences.

F. PROTOCOL AND MANDATORY PUNISHMENTS FOR OFFENSES AGAINST SCHOOL PERSONNEL

1. Procedure - Any student who is alleged to have committed any act of physical violence as defined in Section 44 - Violence Against a Teacher or Section (3) - Level 3 violence against other school official or employee, or school bus driver shall be referred to a disciplinary hearing tribunal of the Troup County Board of Education. The student alleged to have committed such act of physical violence shall be suspended out of school pending a hearing by the tribunal. The tribunal will be composed of three teachers or certified education personnel appointed according to Board policy. The tribunal shall determine all issues of fact and intent and shall submit its findings and recommendations to the Troup County Board of Education for imposition of punishment if the student is found guilty of the charges. The tribunal's recommendations shall include a recommendation as to whether the student may return to the public school and if return is recommended, the recommended time for the student's return to Troup County Schools. The Troup County Board of Education may follow the recommendation of the tribunal or it may impose penalties not recommended by the tribunal regardless of whether such penalties may be harsher and not recommended.

2. Punishment for Violation of (44) and (3) - Level 3 Battery of other school official or employee - Any student found by a tribunal to have committed an act of physical violence by intentionally making physical contact of an insulting or provoking nature against a teacher, administrator, school personnel or employee, or bus driver may be disciplined by expulsion, long term

suspension or short term suspension as those terms are defined in the Official Code of Georgia and Troup County Board of Education Policies.

3. Punishment for Violation of (44) and (3) - Level 3 Battery of other school official or employee - resulting in physical harm - A student found by a tribunal to have committed an act of physical violence by making physical contact, which causes physical harm as defined in Section (44) and (3) against a teacher, administrator, school personnel or employee, or a bus driver shall be expelled from the Troup County Schools. The expulsion shall be for the remainder of the student's eligibility to attend public schools pursuant to O.C.G.A. 20-2-150. The Troup County Board of Education, at its discretion, may permit the student to attend an alternative school program for the period of the student's expulsion. If the student who commits an act of violence by making physical contact which causes physical harm is in Kindergarten through Grade 8, then the Troup County Board of Education, at its discretion, and on the recommendation of the tribunal may permit such student to re-enroll in the regular public school program for Grades 9 through 12. If Troup County Board of Education does not operate an alternative education program for students in Kindergarten through Grade 6, the Troup County Board of Education, at its discretion, may permit a student in Kindergarten through Grade 6 who has committed an act of physical violence against a teacher, administrator, school personnel or employee, or bus driver to re-enroll in the public school system.

4. Juvenile Court Referral - Any student found by a tribunal to have committed an act of physical violence as defined in Section (44) or (3) against a teacher, administrator, school personnel or employee, or bus driver shall be referred to Juvenile Court.

6. MANDATORY CONSEQUENCES - The following punishments shall also be mandatory as required by federal or state law or policy:

1. Firearms - A student found to have violated Section (22), (23), (25), (26), or (28) Level 3 shall be expelled from the Troup County schools for a period of not less than one (1) calendar year. On a case by case basis, a Disciplinary Hearing Tribunal or the Superintendent are authorized to place a student determined to have brought a firearm to school in the Troup County alternative school program if extenuating circumstances are found to exist.

2. Bullying and Cyberbullying - Any student in grades 6-12 who has committed and been punished twice for the offense of bullying and cyberbullying as defined in Section (29) Bullying and Section (45) Cyberbullying who is alleged to have committed a third act of bullying or cyberbullying within a school year shall be referred to a hearing before a Disciplinary Hearing Tribunal. If the student is found guilty of a third offense by the tribunal of the offense of bullying or cyberbullying, the student shall be assigned to the Troup County alternative school program for such time as the tribunal deems appropriate; provided however, this shall not prohibit the expulsion or long term suspension of the student for the third offense. At the discretion of the school administration, a student may also be referred to a disciplinary hearing tribunal for a first or second offense of bullying or cyberbullying.

3. Bus Conduct - If a student is found to have committed (3) Battery; (8) Fighting; (29) Bullying on a public school bus, in addition to any punishment imposed, a meeting between the parent or guardian of the student and appropriate officials from the Troup County School District shall be held to form a school bus behavior contract for the student. Such contract shall provide for progressive age, appropriate discipline, penalties and restrictions for student misconduct on the bus. Contract

provisions may include, but shall not be limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus. Nothing contained in this section shall be construed so as to limit the incidences wherein a student bus behavior contract may be required.

H. ALTERNATIVE DISCIPLINE RESOLUTION

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

The Troup County Board of Education institutes and authorizes the following alternative discipline resolution (ADR) process:

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

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

3. Process. Upon completion of an investigation conducted in accordance with the Disciplinary Protocol set forth above of a probable Student Behavior Code violation, the school administrator shall then notify the parent and student of the ADR process and the availability of the ADR process in lieu of a disciplinary hearing before a tribunal or hearing officer. If the parent and the student avail themselves of the ADR process, the student and parent and the school administrator shall meet to discuss the violations of the Student Disciplinary Code, to receive admissions of guilt and to discuss and impose punishment for the offenses committed.

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

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

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

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

7. Time of ADR. ADR shall be completed within ten (10) school days of the date on which short-term suspension is imposed and the student is removed from the general school population. Where extenuating circumstances exist, ADR may be held more than ten (10) days thereafter, provided however, that the student must be returned to the general school population at the end of the short-term suspension.

8. Reporting Requirements. Notwithstanding the use of ADR, the school administrator shall report all mandatory hearing offenses required by the Student Behavior Code to the appropriate law enforcement agency in which the school is located, to the Juvenile Court of Troup County and the Troup County District Attorney.

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

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

Bus Conduct

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

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

While riding a school bus;

- Students shall not engage in acts of physical violence, bullying, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;

- Students shall not use any electronic devices during the operation of a school bus, including but not limited to cell phones without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; and
- Students shall not use mirrors, lasers, flash 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. If a student is found to have engaged in physical acts of violence, the student shall be subject to the severe penalties.

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

- A student is found to have engaged in bullying; or
- A student is found to have engaged in physical assault or battery of another person on the school bus.

The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

Student Dress Code

A. Beliefs

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

B. Guidelines

Students should adhere to the following guidelines:

1. Pants must be worn at the waist, with or without a belt. "Busting slack" is not allowed. Students should not have to hold pants up while walking.
2. Shorts, skirts, and dresses are permitted but must be of appropriate length and style. The general rule is shorts and skirts should be no shorter than the tip of the middle finger when arms are extended by the side.
3. Clothing with pictures, writing, and/or symbols promoting gangs, alcohol, sex, tobacco, profanity or suggestive/crude messages is prohibited.
4. Hats/caps, "hoodies," sweatbands, stocking caps, curlers, ear warmers or sunglasses are not to be worn inside the school building. Bandanas are not permitted at any time.

5. Biker shorts, any type of warm-up that is tight and clings to the body, and clothing designed as undergarments or night wear (pajamas, flannel pants, negligee, etc.) worn as outer garments are unacceptable. This includes "leggings" or tights. If leggings or tights are worn, the outer wear covering these garments must meet the minimum requirements set forth in this dress code (i.e. Shorts, skirts, or dresses worn over leggings/tights must meet minimum length requirement stated in number 2 - they should be no shorter than the tip of the middle finger when arms are extended by the side).
6. Students should not wear clothing of abbreviated style and/or revealing nature (no exposed cleavage), including but not limited to bare midriff tops, tank tops, halter tops, tube tops, see-through clothing, blouses, pants, cutout garments, shirts or blouses with large armholes, and blouses with revealing necklines. (If the student's midriff or waist area shows when the arms are extended parallel to the floor, it is considered a midriff top). Shoulder straps on blouses, shirts, and dresses must be a minimum width of 2 inches. Shirts and dresses must have both shoulder straps.
7. All pants, shorts, and other clothing with holes at or above the knee are unacceptable.
8. Other unacceptable dress: dog chains, wallet chains, "spiked chokers", and hanging shoulder straps, or any apparel that may be used to harm or impair another.
9. All students must wear shoes at all times for health and safety reasons. It is also recommended that shoes with a smooth sole such as thongs or flip flops not be worn. Bedroom slippers are prohibited.
10. With approval of the principal, activity sponsors may establish different rules for dress and grooming for participation in special activities.
11. Other attire deemed unsafe, inappropriate, or disruptive to the learning environment by the building principal may be subject to disciplinary action.

Interviews and Searches of Students

A. Search and Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

B. Personal Searches

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat down search of a student's person is conducted it will be conducted in private by a school official of the same sex and with an adult witness present.

If the school official has reasonable suspicion to believe that the student has on his/her person an item imminently dangerous to the student or others, a more intrusive search of the student's person may be conducted. Such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the Director of Student Services or one of his/her superiors, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

C. Locker Searches

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

D. Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

E. Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

General Student Discipline Guidelines

A. Perspective

The professional staff of the school is expected to ensure student conduct conducive to an orderly educational program, to maintain an effective learning atmosphere both in and outside the classroom, and to help students achieve the self-discipline necessary for responsible use of freedom.

In maintaining proper discipline, all persons connected with the school have a double obligation to promote the legitimate objectives of the school in ways appropriate to the individual's respective role and to recognize and defend the rights of others.

While the methodology of discipline varies, each school will develop and maintain administrative procedures which:

1. Consistently enforce the discipline policies stated in the "Guidelines for Student Behavior."
2. Require and support sound principles of classroom management and ensure the proper authority of each of its teachers.
3. Clearly define the student's rights, as well as the student's obligations and responsibilities in the area of student discipline in the local school setting.

It is expected that each school's administrative procedures will result in students, teachers, administrators and parents sharing responsibility for the learning environment in an atmosphere of mutual support and success.

B. Teacher's Rights and Responsibilities

The teacher has a right to appropriate behavior by all students, and failing to get it, the teacher has the responsibility to take corrective measures including, but not limited to: enlisting parental assistance, imposing detention, revoking privileges, referring students and providing input in any referral case. The teacher has a right to receive a report of any action taken. The teacher's responsibilities include: conducting a well-planned and effective program, establishing and enforcing regulations within the school's educational environment that will facilitate learning, and maintaining written records of the conduct of students who may later be referred to others for help and/or disciplinary action.

A teacher shall have the authority, consistent with board policy, to manage his or her classroom, discipline students, and refer a student to the principal or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of such student's classmates to learn shall file a report of such behavior with the principal or his designee. The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. 20-2-737-738.

C. Administration's Responsibilities

The administration has an obligation to impose necessary disciplinary measures including, but not limited to: enlisting parental support, imposing detention, revoking privileges, removing a student from class, in school suspension, suspending a student up to ten days, and recommending expulsion. The administration is responsible for supporting teachers and insisting that they meet their obligation to maintain discipline, being alert to and correcting situations likely to promote poor citizenship, notifying parents of serious student offenses, creating an atmosphere conducive to student self-direction and self-regulation, and defending every individual within the school against arbitrary and unfair treatment.

The school superintendent shall fully support the authority of principals and teachers to remove a student from the classroom pursuant to O.C.G.A. Section 20-2-738.

D. Parental Responsibilities

The parent is expected to cooperate with the school, support its corrective measures, and to notify the school of any unusual behavior pattern on the part of the child that might lead to serious

difficulties. Board Policy Manual Troup County Schools.

E. Options in Disciplinary Actions

Both the teacher and principal have various options in imposing disciplinary measures for student misconduct and infraction of school rules. The teacher or principal may and should consult with parents on disciplinary measures that might prove most effective in particular instances.

The principal is the designated leader of the school and, in consortium with the staff, is responsible for the orderly operation of the school. In cases of discipline violations not covered by prescribed disposition, the principal may enact corrective measures which he/she feels is in the best interest of the school and the student(s) involved.

F. Discipline of Students with Disabilities

Students who have been identified as disabled and are receiving special education under the provisions of the Individuals with Disabilities Education Act (IDEA) must be viewed differently in determining what discipline is appropriate.

Before long-term suspension or expulsion may occur, it must first be determined whether the misconduct of the students in issue is a manifestation of the disabling conditions of the students. The decision of whether the misbehavior of disabled students is a manifestation of their disabling conditions must be determined by a school committee (IEP) comprised of professionals in the school system. The committee shall determine whether a causal relationship exists between the disability or disabling condition of the students involved and their particular misconduct. If the disciplinary committee finds that the misbehavior is not a manifestation of the students' disability (ies), then these students may be expelled or suspended for longer than ten days. However, complete cessation of special education services mandated by federal law during the time the students are suspended or expelled from school is not permitted.

Long-term suspension or expulsion of disabled students is limited by court rulings that require continuation of some educational services during the expulsion/ suspension period. Short-term suspension or temporary suspensions not in excess of ten days are permitted and do not require the same protection for students as mandated by *SI v. Turlington*.

The use of short-term suspensions may be an appropriate disciplinary technique and will not constitute a change in placement unless the cumulative of short-term suspensions constitute in reality a long-term suspension or expulsion.

In cases involving disabled students who are discipline problems, particularly those students who have behavior disorders or are severely and emotionally disturbed, and the usual procedure is for a placement committee to review the appropriateness of the student's current placement and determine whether a more restrictive placement is advisable. The placement committee has the responsibility for deciding what appropriate discipline for disability related behavior is. But when a student's behavior poses a threat to the safety of other students, such as the sale of illegal drugs to students on campus, it may be appropriate to consider those students for long-term suspension and expulsion, and follow the procedures required by the courts. A disabled student can be temporarily removed from the classroom prior to a hearing where such action is deemed necessary to protect the student, other students or the teacher, but the hearing should be held as soon as possible thereafter.

Student Records

Board Policy

Descriptor Code: JR

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

A. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

B. DIRECTORY INFORMATION

The Board of Education designates the following information as "directory information." Unless a parent or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated directory information on the

individual student, such information will not be considered confidential and may be disclosed upon request.

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

Directory information is defined as follows:

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

Excluded Student Information

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

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

C. Procedures for Obtaining Access to Student Records

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

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

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

A parent or eligible student who believes the student's record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be in error to the principal or designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be thus resolved, a parent or eligible student may request a hearing pursuant to federal regulations at 34 C.F.R. 99.21-99.22, as well as applicable

state regulations. If the hearing results in a determination that the record contained erroneous information, it shall be corrected and the parent or eligible student shall be informed in writing of the correction; if the information contained in the record is determined not to be erroneous, the parent may place a statement in the record commenting on the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

D. PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Definition of Terms Used in PPRA:

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

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

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

Requirements:

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

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

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

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

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

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

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

Date Adopted: 7/1/2001

Last Revised: 12/15/2022

Teenage and Adult Driver Responsibility Act (TAADRA)

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

Visitors to School

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

Student Auditing Classes

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

Classroom Observations

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

TCSS Handbook Last revised: 10/13/2022

PARENT/GUARDIAN OPT-OUT FOR COMPUTER USE ITEMS

Student Legal Name (please print):_____

School:_____

_____ I **do not** give permission for my child to have Internet access.

Parent or Legal Guardian SignatureDate

.....

_____ I **do not** give my child permission to participate in BYOD.

Parent or Legal Guardian SignatureDate

.....

Middle and High School only:
There are many times that students need to be able to email their teachers for more information about assignments, etc., and we have a product that will allow filtered mail. It will be set so students will be able to communicate back and forth with staff but not with other students **or anyone outside of the school system.**
_____ I **do not** give permission for my child to have an email address from the system to communicate with the teachers.

Parent or Legal Guardian SignatureDate

**Troup County School System
Middle and High School
Parent Acknowledgement Form
2024-2025**

The Parent Acknowledgement/Consent Form verifies that you have received the 2024-2025 Student Handbook with the required documents, notices, administrative regulations and protocols. **Your signature below indicates that you agree to the specified regulations and protocols including all Title II components and Complaint Procedures.**

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Student Name

Grade_____

Date_____

This handbook can be accessed at the following link: