



***Gardner Newman Middle School  
Student Handbook 2018-2019***

101 S. Shannon Drive. LaGrange, GA 30241 706-883-1535

**MOTTO**

“IT’S ABOUT LEARNING”

**CREED**

It’s About Learning.

We have a future for which we are accountable.

We make no excuses.

We have the responsibility to ourselves, to our families, to our community, and to our school.

We respect ourselves, and in doing so, we respect others.

We are dedicated, consistent, committed, and focused on learning.

We will graduate from high school.

It’s About Learning for me.

It’s About Learning for the staff.

It’s About Learning for Gardner Newman

It’s About Learning.

**MISSION STATEMENT**

*The mission of Gardner Newman Middle School is to meet students’ needs by providing quality educational and personal growth opportunities ensuring success in our ever-changing world.*

Mr. Derek Pitts – Principal

Dr. Kelley Adams – Assistant Principal/Registrar

Dr. Theodore Travis – Assistant Principal

Mrs. Rachel Yates – Assistant Principal

***This planner belongs to***

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

**1<sup>st</sup> Block Teacher:** \_\_\_\_\_

SCHOOL: \_\_\_\_\_

**Troup County School System  
Middle and High School  
Parent Acknowledgement Form  
2018-2019**

The Parent Acknowledgement/Consent Form verifies that you have received the 2018-2019 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 Compliant Procedures.**

\_\_\_\_\_  
Parent/Guardian Name (Please Print)      Parent/Guardian Signature

\_\_\_\_\_  
Student Name      Grade \_\_\_\_\_      Date \_\_\_\_\_

\*\*\*\*\*

SCHOOL: \_\_\_\_\_

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\_\_\_\_\_  
Parent/Guardian Name (Please Print)      Parent/Guardian Signature

\_\_\_\_\_  
Student Name      Grade \_\_\_\_\_      Date \_\_\_\_\_

## GNMS 2018-2019 CALENDAR

August 9, 2018	First Day of School
August 21, 2018	Open House
September 3, 2018	Labor Day
TBD (to be determined)	Fall Pictures
TBD (to be determined)	Picture Make Up Day
October 12, 2018	End of 1 <sup>st</sup> 9 weeks
October 15, 2018	Student/Staff Holiday
October 16, 2018	Professional Learning Day/Student Holiday
TBD (to be determined)	PSAT (various students)
TBD (to be determined)	Report cards go home
November 5-9, 2018	Georgia Studies Tour
November 12-16, 2018	Book Fair
November 15, 2018	Band Concert
November 19-23, 2018	Thanksgiving Holidays
TBD (to be determined)	Chorus Christmas Production
December 21, 2018	End of 2nd 9 weeks
December 24-Jan 2, 2019	Christmas Holidays
January 3-4, 2019	Professional Learning Days/Student Holidays
January 7, 2019	Classes resume
TBD (to be determined)	Report cards go home
January 21, 2019	Martin Luther King Holiday
TBD (to be determined)	LHS 8 <sup>th</sup> Grade Orientation
TBD (to be determined)	Jr. Beta Club Induction
TBD (to be determined)	Girls' Oratorical Contest
TBD (to be determined)	Boys Oratorical Contest
February 18, 2019	Presidents Day
March 14, 2019	End of 3rd 9 weeks
March 15, 2019	Prof. Learning Day/Student Holiday/Inclement Weather
	Make Up day, if needed
March 28, 2019	Band Concert
TBD (to be determined)	Spring Pictures
TBD (to be determined)	Report cards go home
March 25-29, 2019	Book Fair
April 1-5, 2019	Spring Break
TBD (to be determined)	Georgia Milestones (all students 6-8)
May 3, 2019	8th Grade Dance
May 8, 2019	6th grade field day
May 9, 2019	7th grade field day
May 10, 2019	8th grade field day
TBD (to be determined)	Chorus Spring Production
May 17, 2019	Honors Day (6 <sup>th</sup> -8 <sup>th</sup> grade)
May 20-21, 2019	Finals/Early Release Days
May 21, 2019	Last day of school

### SCHOOL FACTS & POLICIES TO REMEMBER

**Student Hours** 7:55 a.m. – 3:30 p.m

- Car riders and bus riders enter the building through the gym.  
Tardy Bell: 8:15 a.m.

• **All students must enter the building through the gym prior to 8:30 AM. Students should not be dropped off prior to 7:30 AM, as there is no supervision until that time.**

**MEALS:** (Students) Breakfast - \$1.25 Lunch - \$2.75  
(Adults) Breakfast - \$1.75 Lunch - \$4.00

- Students may prepay for lunches.
- A \$20.00 fee is charged for returned checks.

- The food services department of **TCSS has no credit system**
- We welcome parents to eat with their children in our cafeteria; however, in our continuous effort to maintain a safe environment for your child, **all visitors will eat at the designated area in the lunch room. Additionally, we will not be able to accommodate seating for parents in the cafeteria on Field Days or Honors Day.**

#### **TELEPHONE AND CELL PHONE USE**

- Cell phone usage time – morning in holding rooms, morning from 7:55-8:15, break, and lunch. Students should not be walking and on their cell phones. Should not be charging cell phones in the classroom unless they are using it for instructional purposes. No pictures, videos, snapchat except field day, PBIS celebrations or special events. Listening to music during individual assignments is going to be at the teacher's discretion. This should not be happening every day, all day. All cellphones or head phones should be put up except during those specific times. On some occasions, a parent or guardian will be required to come to the school to pick up the cell phone.

\*If a student refuses to give the teacher the cell phone, the teacher will write a referral for refusal to cooperate/defiance which may result in a consequence of ISS or OSS.

#### **PERSONAL ELECTRONIC DEVICES**

- The school **is not** responsible for the theft or loss of cell phones or personal electronic devices. We encourage students to keep these expensive devices on their person.

#### **DELIVERIES TO STUDENTS**

- Gifts and balloons will not be delivered to students during the instructional day. All other items, including messages, may be permitted with administrative approval.

#### **CHECK-IN/CHECK-OUT**

- For the safety and security of all students, students will only be released to the person(s) listed on their sign-out card. ***A photo ID will be required from anyone before a student will be released into his/her custody. Students may not be checked out after 3:00pm. Parents arriving after 3:00 should go through car rider line.***
- Checking into school after 11:45 AM or checking out of school before 11:45 PM is considered an absence from school.

#### **TRANSPORTATION CHANGES**

- No calls or messages for students to change transportation will be accepted after 3:00 p.m.

#### **ILLNESS AT SCHOOL**

- The school nurse or health aide will call the parent or guardian to report illness of a student.
- The parent/guardian must pick up the student and sign the student out through the front office.

#### **SCHOOL NURSE**

- A registered nurse and/or health aide is on site at all times.

#### **MEDICATION AT SCHOOL**

- The parent/guardian must check in all medicine brought to school (prescribed and over-the-counter drugs) for administration at school.
- The prescription medication must be clearly labeled with the student's name, doctor's name, dosage information, and dates of issue.
- Non-prescription drugs given to school by the parent for a student must be in the original container with the name of the student on the container.
- For each medication, parents must fill out a medical form provided by the school before a school official can administer drugs of any kind at school.
- Under no circumstance should a student be in possession of any medication outside of the nurse's office.

#### **VISITORS AT SCHOOL**

We believe parental involvement is essential to promoting student learning and engagement beyond the classroom. These are the procedures in place that provide for parent access without disruption to the educational process:

- All visits must be scheduled at least 24 hours in advance with the Principal or his designee.
- Each visit will be limited to one hour, which will allow parents to sit for the duration of any class he or she decides to visit.
- The frequency of visits will be limited to once every two (2) weeks.
- Classroom visits will be accompanied by an administrator as assigned by the Principal.
- Visitors will sit in the rear of the classroom to observe. Any interaction with teachers or students is prohibited.
- Visitors should not be on the hallways while visiting students on Field Day or Honors Day.

### **DAMAGED/LOST BOOKS**

- The student is responsible for paying for damaged books or lost books. Students must pay for their lost or damaged textbook prior to being issued another textbook.
- Students will sign for each textbook received.

### **DRESS CODE**

- Any attire that disrupts the learning environment, as deemed disruptive by the school administration, is not allowed.
- Fingertip Rule: Dresses, skirts, shorts and holes-in-clothes must be below the fingertips when arms and hands are extended Down. Leggings and jeggings may be worn if underneath dress or skirts that are fingertip length.
- Pants must be worn at the waist. "Busting slack" is not allowed. This rule applies even if other garments are worn underneath the visible holes. No holes in pants (above the fingertips).
- Blouses/tops on students should fall below the waist. TEST - When both arms are fully raised above the head, no skin at the waist shows. No strap tops, midriffs, or low-neck tops are allowed.
- No clothing promoting tobacco, alcohol, violence, drugs, promiscuity, or gangs is allowed. Obscene words or pictures, violence, or obscene language may not be worn on any clothing.
- No sunglasses unless prescribed for wearing inside are allowed.
- No hats, do-rags, headbands, sweat bands, combs, curlers, or wave caps can be worn in school.
- Undergarments should never be visible.
- No bandanas will be permitted.
- Personal grooming (brushing/combing hair, applying makeup, etc...) should only take place in the restroom.
- No dog collar type accessories allowed.
- No chains (except necklaces).

### **ATTENDANCE**

#### Unexcused Absences and Tardiness

- A student shall not be unlawfully absent from school, cut or skip any class, be tardy or leave the premises during the school day.

#### Daily Attendance

- Attendance is taken daily in each block

#### School Tardiness

- Students who enter school after class begins at 8:15 a.m. are marked tardy.
- Tardy students check in with the attendance clerk at the attendance office in the front hall between 8:15-8:35 AM. Students arriving after 8:35 AM should check in at the front office.
- Tardiness due to late school buses is not counted against student's attendance.

#### Class Tardiness/Absenteeism

- Missing more than thirty (30) minutes of class as documented by the sign in/sign out sheet in the front office is counted as a class absence.

#### School Sponsored Field Trips

- A school-sponsored field trip is not considered an absence. Written parental permission is required for all school field trips.
- No refunds will be given for pre-paid field trips.

#### Excused Absences

- Illness, death in the immediate family, court appointments, required church observance, quarantine and/or exclusion due to exposure to a contagious disease, school sponsored/approved educational trips, service as a Page in GA General Assembly.

#### Unexcused Absences

- After three (3) absences, appropriate documentation is required in order for an absence to be considered excused and all absences except those listed above in "Excused Absences" will be considered unexcused.

### **MAKE UP WORK DUE TO ABSENCES**

#### Request/Pick-up

- If a student has a projected extended absence of three or more days, make-up work may be requested by calling the grade level counselor to arrange for student's work to be picked up at the school within 48 hours.
- If a student is absent fewer than three days, he/she must ask for make-up work upon returning to school.

### **HOMEBOUND SERVICES**

● Homebound services are available to students who expect to be absent from school for ten (10) or more school days due to surgery or illness. A doctor's statement is required. Referral forms to receive homebound services are available through the counselor's office.

### **ISS (In School Suspension)**

Students assigned to In-School Suspension (ISS) will report immediately to the ISS room upon arrival. **While in ISS, students must complete all work assigned by teachers.** Assignments will be returned to teachers for evaluation. Students will receive a copy of the "Expectations of ISS" every morning and will be reminded of procedures. Parents may request a copy of the expectations by contacting the school. A student who misbehaves in ISS may end up completing the rest of his/her assignments as OSS (out of school suspension). Parents will be notified by telephone and/or writing when a student has been assigned ISS or OSS. **A student who is assigned to ISS or OSS shall not participate in nor attend any extra-curricular school activity during this period of time.**

### **SCHOOL COUNSELING PROGRAM**

#### **Guidance, Counseling, Consultation**

- Students are assigned a counselor by grade level. The counselors will be on the grade level halls in the following room numbers: Hope Dykes (6<sup>th</sup> grade, room 612), Laquinta Whisby (7<sup>th</sup> grade, room 720), and Mandi Pike (8<sup>th</sup> grade, room 808).
- Counselors consult with students regarding academic, social, personal and truancy issues.
- **Counselors do NOT make schedule changes, however, questions regarding student schedules should first be directed to the grade level counselors.**
- Counselors may see students on a one-to-one, small group, or classroom basis.
- **Parental involvement is an important part of all aspects of the counseling program.**

### **PARENT CONFERENCES**

- To avoid scheduling conflicts, parent conferences should be scheduled in advance with the grade level counselors by calling the school at 706-883-1535.
- Please keep in mind that between 7:30 AM-8:20 AM and 3:15 PM-3:45 PM, teachers are supervising students and are unable to have parent/teacher conferences at that time.

### **MEDIA CENTER**

Hours: 8:00 a.m. – 3:30 p.m.

- Students may use the media center with permission from their teacher.

#### Check-out/Renewal

- Books are checked out for (2) weeks and may be renewed for an additional week.

#### Fines

- A fine of \$.10 per day will be charged for overdue books.
- No other book can be checked out until the fine is paid.
- Fees are charged for lost or damaged books.

#### Periodicals

- Magazines are available for leisure reading/research but cannot be taken from the media center.

#### Computers

- Card catalog is accessed by computer in the media center.
- All other computers in the media center can be used for schoolwork purposes with the permission of the teacher for which the work is assigned.

### **COURSEWORK AND CURRICULUM**

#### Classes

- Each student takes language arts reading, mathematics, social studies, science and a variety of exploratory classes throughout the school year. Each year, students will be enrolled in a year of mathematics and language arts. 6<sup>th</sup> & 7<sup>th</sup> grade will take a semester of science and social studies. 8<sup>th</sup> grade students will take a semester and a half of Georgia Studies and a semester of Physical Science.

#### Exploratory Classes

- Upcoming 7<sup>th</sup> and 8<sup>th</sup> grade students will be allowed to request exploratory classes at the end of the previous school year. Upcoming 6<sup>th</sup> graders will be enrolled in 6<sup>th</sup> grade specific exploratory classes (Exploring Engineering, Keyboarding, Art, Music, Physical Education, Health and Careers). Exploratory classes will only be changed in the event of an error or the need to balance class sizes. Band and Chorus are year-long courses which are assigned by request. Students who are enrolled in Band/Chorus may not be removed in the middle of a grading period.

#### Teachers

- All teachers at GNMS are Highly Qualified as defined by the federal government law No Child Left Behind.

#### Homework

- Assignments for homework or projects vary from class to class. Most students should expect and allow time for approximately one (1) to two (2) hours of homework most school nights. Weekend homework varies from class to class.

#### Scaffolding

- Students who score marginally in math or reading on the Georgia Milestones may be placed in Read 180 and/or Math Lab course(s).

## **GRADING SYSTEM**

### Letter-grade and numerical equivalents

A = 100--90      B = 89-80      C = 79-70  
F = 69-Below

### Conduct

S = Satisfactory    N = Needs Improvement  
U = Unsatisfactory

Progress Reports Issued each 4 ½ weeks (see calendar for progress report dates)

Report Cards Issued at the end of each nine weeks.

### Honor Roll

Principal's List – All A's in all classes  
Honor Roll – At least one A and all B's in all classes

## **PROMOTION AND RETENTION**

### Criteria for Placement

• Decisions shall be made on an individual basis using multiple criteria. Criteria to be considered in this decision process shall include, but is not limited to academic progress, (including daily performance, grades, and standardized test scores, if applicable), maturity level of the child, previous years retained and age

### Student Progress

• Throughout the year, each student's progress will be reviewed and documented by the classroom teacher. Communication of this progress to parent/guardian will be ongoing by means of midterm reports, telephone conferences, conferences at school, home visits, and/or report cards.

### Criteria for Retention

- A Student must pass 3 out of 4 core content classes.
- An evaluation of readiness and/or appropriateness for the next grade level is made by a team of the student's teachers, counselor and administrators.

## **EXTRA ACADEMIC ASSISTANCE FOR STUDENTS**

### Response to Intervention (RTI)

- A process outlined by the Ga. Dept. of Education to provide assistance, through interventions, for students struggling academically.

### Individualized Education Plans

- The IEP committee shall establish promotion standards for students with disabilities as referenced in the student's individual educational plan (IEP).

### GNMS Gifted Classes

- Students who have qualified for the gifted program will be served in at least one Advanced Content, Clustered or Collaborative class.
- Students who earn a "C" on their report card in any class will be placed on probation for one semester. If the student receives another "C" on their report card while on probation, will be removed from the gifted program.
- Students are also required to demonstrate active classroom participation, complete all tasks on time (including homework), work independently when independent work is assigned, interact appropriately in a group situation, behave appropriately and maintain regular attendance.

### Transfer of Eligibility:

- Any student who has met the state eligibility criteria for gifted education services in another Georgia public school system shall be considered eligible to receive gifted education services by the Troup County School System. A student transferring from a Georgia public school system to Troup County Schools shall meet the criteria for continuation of gifted services established by the Troup County Board of Education.
- Gifted eligibility established in another state shall not be recognized by Troup County Schools.

### Parental Consent:

Written consent for testing shall be obtained from parents or guardians of students being considered for gifted education services. Parents or guardians also must provide written consent before students determined to be eligible for gifted education services can receive these service

## **DISCIPLINARY OFFENSES AND CONSEQUENCES**

All disciplinary offenses that are to be resolved beyond the classroom level will be annotated on a disciplinary referral and sent to the grade level administrator.

## **OTHER TROUP COUNTY BOARD OF EDUCATION POLICIES OF INTEREST TO PARENTS**

### **Americans with Disabilities Act**

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

### **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.

### **Assessment Security**

Testing procedures for the 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.

### **Carl D. Perkins Vocational and Applied Technology Act**

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

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

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

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



Dr. Penny Johnson  
Secondary Education Director  
100 North Davis Road, Building C  
LaGrange, GA 30241

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

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

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

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

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

The Georgia Board of Education has two options for eligibility:

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

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

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

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.

### **Exemption Policy (Descriptor Code: IHAA)**

The intent of this policy is to maximize student exposure to, to prepare students for post-secondary experiences, and to provide incentives to seniors by rewarding good attendance and proper behavior.

Students in grades 6-11 will take a final exam designed to measure content mastery. Semester (final) exams are to be cumulative in nature and able to be completed for students in less than 1 and ½ hours. Students who have an IEP or 504 plan shall have flexible scheduling not to exceed three (3) days based on the IEP/504 team's recommendations.

#### **Senior Exemptions**

Senior students who have paid all fines, have not had a discipline referral resulting in ISS/OSS, or have not been suspended from riding the bus are eligible to exempt their final exams from the class(es) where they meet the following criteria:

They have no more than five (5) absences in the first and second semesters provided that the student has an A average, or: they have no more than four (4) absences in the semesters provided the student have a B average.

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

### **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**.

### **Internet Acceptable Use (Descriptor Code: IFBG-R)**

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

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

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

#### **Computer Fraud and Abuse**

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

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

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

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

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

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

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

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

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

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

#### **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.

#### **Mentoring and Tutoring**

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

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

#### **Promotion and Retention (Descriptor Code: IHE)**

The Troup County Board of Education adopts this policy in accordance with O.C.G.A. Sections 20-2-282 through 20-2-285 (Georgia Academic Placement and Promotion Policy) that bases the placement of a student into a grade, class or program on an assessment of

the academic achievement of the student and a determination of the educational setting in which the student is most likely to receive instruction and other services needed in order to succeed and progress to the next higher level of academic achievement.

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

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

## 1. DEFINITIONS

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

## 2. LOCAL PROMOTION STANDARDS FOR GRADES K-8

### Kindergarten:

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

### Grades One and Two

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

### Grades Three, Four, and Five

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

### Grades Six, Seven, and Eight:

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

### Grades Nine, Ten, Eleven, and Twelve:

Students may earn seven credits per year. Students having more than seven excused, unexcused or approved absences during a course or semester may have his/her attendance reviewed by the placement team and may receive no credit unless a

waiver is granted. Waivers may be requested by the student or parent. Upon review of information, the Director of Secondary Education may approve waivers. No credit is received unless a waiver is granted.

Classifications: Below is the listed number of credits required for classifications at each grade level.

Sophomore: 5 - 10.5 credits

Junior: 11 - 15.5 credits

Senior: 16+ credits

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

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

Semester Exams: All other courses in which a state required assessment is not given will have semester exams. Semester exams and state required assessments will count 20% of the student's final numeric grade in the course.

Students with Disabilities: Students with disabilities will follow local board of education policy when determining promotion, placement, and retention.

Eligibility: No student shall be retained in any grade for the purpose of extending that student's athletic eligibility.

## APPEALS

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

### **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 the possible termination of employment or suspension or expulsion of the student.

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

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

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

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

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.

**Student Discipline: Code of Conduct, Offenses by Classifications**  
**(Descriptor Code: JCDA)**

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

**B. EFFECTIVE TIME AND LOCATION** - These rules are effective during the following times and in the following places:

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

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

**C. STUDENT BEHAVIOR CODE**

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

**OFFENSES INVOLVING THE PERSON**

1.01 Simple Assault - A student commits the offense of simple assault when he/she either: (1) Attempts to commit a violent injury to the person of another; or (2) Commits an act which places another in reasonable apprehension of immediately receiving a violent injury.

1.02 Aggravated Assault (Mandatory Hearing Offense) - A student commits the offense of aggravated assault when he/she assaults: (1) with intent to rob; or (2) with a deadly weapon or with any object, device, or instrument which, when used offensively against a person, is likely to or actually does result in serious bodily injury.

1.03 Simple Battery - A student commits the offense of simple battery when he/she either: (1) Intentionally makes physical contact of an inappropriate, insulting, or provoking nature with the person of another; or (2) Intentionally makes physical contact or causes physical harm to another unless such physical contact or harm was in defense of himself or herself.

1.04 Battery (Mandatory Hearing Offense) - A student commits the offense of battery when he/she intentionally causes substantial physical harm or visible bodily harm to another. The term "visible bodily harm" means bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or their facial or body parts, or substantial bruises to body parts.

1.05 Aggravated Battery (Mandatory Hearing Offense) - A student commits the offense of aggravated battery when he/she maliciously causes bodily harm to another by depriving him of a member of his body, by rendering a member of his body useless, or by seriously disfiguring his body or a member thereof.

1.06 Hazing (Mandatory Hearing Offense) - A student commits the offense of hazing when he/she subjects another student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity, in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.

1.07 Affray - A student who commits the offense of affray when he/she fights with one or more other persons in a public place to the disturbance of the school tranquility.

1.08 Bullying - A student commits the offense of bullying when the student commits an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is: (1) any willfully attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; (2) any intentionally display of force such as would give the victim reason to fear or expect immediate bodily harm; or (3) any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: (a) causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1; (b) has the effect of substantially interfering with a student's education; (c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (d) has the effect of substantially disrupting the orderly operation of the school.

1.09 Cyberbullying - Cyberbullying is defined as:

A. A student commits the offense of cyberbullying when the student uses any electronic communication, by individuals or groups to: (1) make a true threat against a student or school employee; (2) materially disrupt school operations; or (3) substantially impinge on the rights of another student such as, but not limited to: creating reasonable fear or harm to the student's person or property; creating a substantially detrimental effort on the student's physical or mental health; substantially interfering with a student's academic performance or interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school; or being so severe, persistent, or pervasive as to cause severe emotional distress.

B. Includes conduct that is based on, but not limited to, a student's actual or perceived race, color, national origin, gender, religion, disability, sexual orientation or gender identity, distinguishing physical or personal characteristic, socioeconomic status; or association with any person identified in Section I (2)(b)(i)-(ix).

C. As used herein, the term "electronic communications" means communications through any electronic device, including, but not limited to, computers, telephone, mobile phone, and pagers, and any type of communication, including, but not limited to, emails, instant messages, text messages, pictures messages, and websites.

D. Jurisdiction for Cyberbullying: (1) No student shall be subjected to cyberbullying by an electronic communication that bears the imprimatur of the school regardless of whether such electronic communication originated on or off the school's campus. (2) The school shall have jurisdiction to prohibit cyberbullying that originates on the school's campus if the electronic communication was made using the school's technological resources or the electronic communication was made on the school's campus using the student's own personal technological resources. (3) The school shall have jurisdiction to prohibit cyberbullying that originates off the school's campus if: (a) it was reasonably foreseeable that the electronic communication would reach the school's campus; or (b) there is a sufficient nexus between the electronic communication and the school which includes, but is not limited to, speech that is directed at a school-specific audience, or the speech was brought onto or accessed on the school campus, even if it was not the student in question who did so.

1.10 Verbal/Visual Assault - A student commits the offense of verbal/visual assault when he/she either: (1) Utters a racial slur or implied racial slur; (2) makes an insensitive or insulting comment related to socio-economic status; (3) displays or wears symbols or emblems which is commonly known to be offensive, cause a student to feel belittled, inferior or embarrassed (4) makes disparaging, belittling or disrespectful comments about another student or his/her family.

#### OFFENSES INVOLVING THEFT

2.01 Theft by Taking - A student commits the offense of theft by taking when he/she unlawfully takes or, being in lawful possession thereof, unlawfully appropriates any property of another with the intention of depriving him of the property, regardless of the manner in which the property is taken or appropriated.

2.02 Theft of Lost or Mislaid Property - A student commits the offense of theft of lost or mislaid property when he/she comes into control of property that he knows or learns to have been lost or mislaid and appropriates the property to his own use without first taking reasonable measures to restore the property to the owner.

2.03 Theft by Receiving Stolen Property - A student commits the offense of theft by receiving stolen property when he/she receives, disposes of, or retains stolen property which he knows or should know was stolen unless the property is received, disposed of, or retained with intent to restore it to the owner. "Receiving" means acquiring possession or control of the property.

2.04 Theft by Extortion (Mandatory Hearing Offense) A student commits the offense of theft by extortion when he/she unlawfully obtains property of or from another person by threatening to: (1) Inflict bodily injury on anyone or commit any other criminal offense; (2) Accuse anyone of a criminal offense; (3) Disseminate any information tending to subject any person to hatred, contempt, or ridicule; or (4) Testify or provide information or withhold testimony or information with respect to another's legal claim or defense.

#### OFFENSES INVOLVING ROBBERY

3.01 Robbery (Mandatory Hearing Offense) - A student commits the offense of robbery when, with intent to commit theft, he/she takes property of another from the person or the immediate presence of another: (1) By use of force; (2) By intimidation, by the use of threat or coercion, or by placing such person in fear of immediate serious bodily injury to himself or to another; or (3) By sudden snatching.

3.02 Armed Robbery (Mandatory Hearing Offense) - A student commits the offense of armed robbery when, with intent to commit theft, he/she takes property of another from the person or the immediate presence of another by use of an offensive weapon, or any replica, article, or device having the appearance of such weapon.

#### OFFENSES INVOLVING WEAPONS

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

4.02 Replica of Dangerous Instruments, or Explosive Compounds - No student shall possess, handle, carry or have under his/her control any replica of weapons or explosive compounds described in 4.01.

#### OFFENSES INVOLVING DRUGS, ALCOHOL AND TOBACCO

5.01 Possession of Drugs or Alcohol (Mandatory Hearing Offense) - A student shall not have, possess, handle, carry or exercise control over or transmit any controlled substance or dangerous drug prohibited by Georgia law to include but not limited to marijuana, cocaine, amphetamine, barbiturate or alcoholic beverages of any kind; nor shall a student have, possess, carry, handle or exercise control over or transmit marijuana, synthetic marijuana, or any substance represented or thought to be controlled substance, dangerous drug, or alcoholic beverage.

5.02 Sale of Drugs or Alcohol (Mandatory Hearing Offense) - A student shall not sell or attempt to sell or buy or attempt to buy any controlled substance or dangerous drug prohibited by Georgia law or substances represented or thought to be drugs or alcoholic beverages of any kind.

5.03 Use of Drugs or Alcohol (Mandatory Hearing Offense) - A student shall not use or be under the influence of any alcoholic beverage of any kind, controlled substance or dangerous drug prohibited by Georgia law or any drugs except by a prescription from a physician for a specific medical condition.

5.04 Possession or Use of Tobacco Products - No student shall have, handle, possess, carry or exercise control over or use tobacco products of any nature, including but not limited to cigars, cigarettes, snuff, chewing tobacco, pipe tobacco, or electronic cigarettes.

5.05 Drug Related Objects (Mandatory Hearing Offense) - A student shall not have, handle, possess, carry or exercise control over a drug related object. A drug related object means any machine, instrument, tool, equipment, contrivance, or device which an average person would reasonably conclude is intended to be used for one or more of the following purposes: (1) To introduce into the human body any dangerous drug or controlled substance under circumstances in violation of the laws of this state; (2) To enhance the effect on the human body of any dangerous drug or controlled substance under circumstances in violation of the laws of this state; (3) To conceal any quantity of any dangerous drug or controlled substance under circumstances in violation of the laws of this state; or (4) To test the strength, effectiveness, or purity of any dangerous drug or controlled substance under circumstances in violation of the laws of this state.

#### OFFENSES INVOLVING FALSE INFORMATION

6.01 False Statement - A student to whom a request has been made by a school official to provide information regarding any school related matter commits the offense of furnishing a false statement when he/she, knowingly and willfully, makes a false statement, whether orally or in writing.

6.02 Perjury - A student to whom a lawful oath or affirmation has been administered commits the offense of perjury when, in a student disciplinary proceeding, he/she knowingly and willfully makes a false statement material to the issue or point in question.



6.03 Forgery - A student commits the offense of forgery when he/she knowingly makes, alters, or possesses any school related writing, record, or document in a fictitious name or in such manner that the writing, record or document as made or altered purports to have been made by another person, or at another time with different provisions, or by authority of one who did not give such authority.

#### OFFENSES INVOLVING SCHOOL ORDER

7.01 Threats and Intimidation - A student commits the offense of threats and intimidation when he/she by words, verbal or written or by physical action (1) threatens to commit any act of violence against another; (2) causes another to fear for his or her safety; or (3) threatens to burn or damage a school building, school facility or bus or causes the evacuation thereof.

7.02 Riot (Mandatory Hearing Offense) - Any two or more students commit the offense of riot when they do an unlawful act of violence or any other act in a violent and tumultuous manner.

7.03 Inciting to Riot (Mandatory Hearing Offense) - A student commits the offense of inciting to riot when, with intent to riot, he/she does an act or engages in conduct which urges, counsels, or advises others to riot, at a time and place and under circumstances which produce a clear and present danger of a riot.

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

7.05 False Report of a Crime - A student shall not willfully or knowingly give or cause a false report of a crime to be given to any law enforcement officer or school official.

7.06 False Report of a Fire (Mandatory Hearing Offense) - A student shall not transmit in any manner to a fire department, a false report of a fire, knowing at the time that there is no reasonable ground for believing that such fire exists.

7.07 False Public Alarm (Mandatory Hearing Offense) - A student who transmits in any manner a false alarm to the effect that a bomb or other explosive of any nature is concealed in such place that its explosion would endanger human life, knowing at the time that there is no reasonable ground for believing that such a bomb or explosive is concealed in such place, commits the offense of transmitting a false public alarm.

7.08 Refusal to Obey a School Official - A student shall not refuse to obey the directions, requests or orders of a school official.

7.09 Influencing Witnesses (Mandatory Hearing Offense) - A student shall not with intent to deter a witness from testifying freely, fully, and truthfully to any matter pending in any disciplinary or in any administrative proceeding, communicate directly or indirectly, to such witness any threat of injury or damage to the person, property or employment of any relative of the witness or who offers or delivers any benefit, reward, or consideration to such witness or to a relative of the witness.

7.10 Participation in Gang Activity (Mandatory Hearing Offense) - No student shall actively participate in any street gang with knowledge that its members engage in or have engaged in a pattern of gang activity and who willfully promotes, furthers, or assists in any criminal conduct or violation of school rules, or represents himself or herself as being a gang member.

7.11 Threat of Physical Violence to School Personnel (Mandatory Hearing Offense) - No student shall offer to commit or threaten to commit any act of physical violence against any teacher, administrator, other school personnel employee or bus driver employed by the Troup County Board of Education.

#### OFFENSES INVOLVING DAMAGE TO PROPERTY

8.01 Damage to School Property - A student commits the offense of damage to school property when he/she destroys, damages, marks or defaces school property. School property shall include, but not be limited to text books, library books, reference materials, desks, lockers, athletic equipment, school buses and school facilities.

8.02 Damage to Private Property - A student shall not damage, destroy, mark or deface the personal property of other students, school personnel or any person legitimately on school grounds or attending a school function.

8.03 Unauthorized Entry - A student commits the offense of unauthorized entry when he/she knowingly and without authority enters the locker or desk of another person or into any part of any vehicle for an unlawful purpose.

#### OFFENSES INVOLVING ATTEMPT, SOLICITATION AND CONSPIRACY

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

9.02 Attempt - A student commits the offense of attempt when, with intent to commit a specific offense, he/she performs any act which constitutes a substantial step toward the commission of that offense.

9.03 Solicitation - A student commits the offense of solicitation when, he/she solicits, requests, commands, importunes, or otherwise attempts to cause the other person to engage in conduct which would constitute an offense under or which would be a violation of the Troup County School District Behavior Code.

9.04 Conspiracy - A student commits the offense of conspiracy when he/she together with one or more persons conspires to commit any offense and any one or more of such persons does any overt act to affect the object of the conspiracy.

#### OFFENSES INVOLVING ACADEMIC ACHIEVEMENT

10.01 Academic Achievement - A student shall make a reasonable effort toward academic achievement and progress. Refusal or failure to make a reasonable effort toward academic achievement and progress shall constitute an offense hereunder.

10.02 Completion of Assignments - A student shall complete all classes and homework assignments. Continued or repeated refusal or failure to complete such class or homework assignments shall constitute an offense hereunder.

10.03 Disruptive Conduct - No student shall conduct himself or behave in any manner which is disruptive to the orderly educational process in a classroom or other instructional setting.

10.04 Cheating - A student shall not cheat on tests, examinations, projects, homework or reports by giving or receiving unauthorized assistance.

10.05 Unexcused Absence and Tardiness - A student shall not be unlawfully absent from school, cut or skip any class, be tardy or leave the school during the school day without permission from a school official. Students must comply with compulsory attendance as required under O.C.G.A. Section 20-2-609.1 which requires that students between the age of six and sixteen must be enrolled and attend a public school, private school, or home student program.

#### OFFENSES INVOLVING COMMUNICATION WITH OTHERS

11.01 Rude or Disrespectful Behavior - A student shall at all times show respect for all school officials and shall not talk back to, argue with, or in any manner, whether by tone or voice, action or use of words, be disrespectful to a school official.

11.02 Use of Profane or Obscene Language - No student shall use profane, vulgar or obscene words, gestures or other actions to any other student or school personnel or any person legitimately on school grounds or attending a school function.

#### OFFENSES INVOLVING MISCELLANEOUS MATTERS

12.01 Inappropriate Display of Affection - A student shall not engage in any inappropriate display of affection with another student to include but not limited to holding hands, kissing or embracing.

12.02 Criminal Conduct - A student shall not violate any of the criminal laws of the State of Georgia, not otherwise defined in this Disciplinary Code.

12.03 Electronic Devices - No student shall use an electronic communication device, to include a cell phone during the regular school day except as may be provided for by the student handbook.

12.04 Gambling - No student shall gamble or solicit others to gamble. Gambling shall include but not be limited to betting on any event, shooting dice, matching, or playing poker or other games of chance. No student shall solicit, offer to buy, sell, trade or arrange for the purchase of lottery tickets sold by the State of Georgia.

12.05 Other Conduct - Any conduct not specifically provided for herein which operates to the prejudice of the good order and discipline of the schools of Troup County shall constitute an offense hereunder for which disciplinary action may be taken.

12.06 Other Policies - Violation of any other policies of the Troup County Board of Education shall constitute an offense hereunder for which disciplinary action may be taken.

12.07 Disruption of Educational Climate - A student who has been arrested, charged, or convicted of a felony, whether as a juvenile or an adult, or arrested, charged, or convicted of a violation of the Georgia Controlled Substances Act and whose continued presence at school is reasonably certain to endanger other students or school officials or to cause a substantial disruption to the educational climate may be disciplined hereunder.

12.08 Outside Conduct - A student who commits any act or exhibits conduct outside of school hours or away from school which may adversely affect the educational process or endanger the health, property, safety, morals, or well-being of other students, teachers, or employees within the school system may be disciplined hereunder.

12.09 Chronic Misbehavior - A student commits the offense of chronic misbehavior when he/she engages in repeated, continued or habitual acts of misconduct which acts, when considered together (a) are reflective of a defiance of school authority, (b) significantly interfere with the learning opportunities of fellow students, or (c) are indicative of an abandonment or disregard of educational

opportunities available to the student. Willful and persistent violations of the Troup County School District Student Behavior Code may be disciplined hereunder.

12.10 Reckless Conduct - A student commits the offense of reckless conduct when he/she causes bodily harm or endangers the physical safety or the health of another by disregarding a substantial or unjustifiable risk that the student's conduct will cause harm or endanger another. Such reckless conduct includes but is not limited to such conduct as throwing objects, propelling objects with a rubber band, spitting, transmitting bodily fluids or excessive horseplay.

12.11 Violation of Probation – A student who has been placed on probation by a disciplinary decision and violates the terms of such probation may be disciplined hereunder for such violation.

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

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

13.02 Physical Violence Causing Physical Harm to School Personnel (Mandatory Hearing Offense) - No student shall commit any act of physical violence against any teacher, administrator, other school personnel employee or bus driver employed by the Troup County Board of Education. Physical violence in this offense is defined as intentionally making physical contact which causes physical harm to another unless such physical contact or harm were in defense of himself or herself.

#### OFFENSES INVOLVING BUS CONDUCT

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

14.01 Electronic Devices - No student shall use an electronic device during the operation of the school bus including, but not limited to, cell phones, pagers, audible radios, tape or compact disk without headphones, or any other electronic device that does or could interfere with the school bus communications equipment or the operation of the school bus by the school bus driver.

14.02 Use of Reflective Devices - No student shall use a mirror, laser, flash camera or any other lights or reflective devices on a public school bus in a manner that does or could interfere with the operation of the school bus by the school bus driver.

#### OFFENSES INVOLVING SEXUAL MISCONDUCT

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

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

15.02 Sexual Battery (Mandatory Hearing Offense) - A student commits the offense of sexual battery when he/she intentionally or inappropriately makes physical contact with the intimate parts of the body of another person regardless of the consent of that person. The term "intimate parts" means the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.

15.03 Sexual Propositions - No student shall make written, verbal or physical propositions, suggestions or invitations to another student to engage in sexual acts of any nature.

15.04 Public Indecency (Mandatory Hearing Offense) - A student commits the offense of public indecency when he/she performs any of the following acts: (i) a lewd exposure of the sexual organs or genital area; a lewd appearance in a state of partial or complete nudity; or any act suggestive of sexual relations.

15.05 Sexually Explicit Material – A student shall not possess, handle, exercise control over, transmit, exhibit to other students, sell, attempt to sell, buy or attempt to buy (a) any sexually explicit photographs or other material which shows, depicts or represents any person, whether male or female, in a partial or total state of nudity; or (b) any photographs or other material which is lewd, obscene or sexually suggestive in nature.

15.06 Sexual Relations (Mandatory Hearing Offense) - A student shall not engage in any act of oral sex, sexual intercourse, sodomy or any other sexual act with another person regardless of the consent of that person; and no student shall engage in any act of masturbation, or commit any act of physical sexual assault to include rape or child molestation.

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

#### INDEX TO STUDENT BEHAVIOR CODES

##### OFFENSES INVOLVING THE PERSON

- 1.01 Simple Assault
- 1.02 Aggravated Assault (Mandatory Hearing Offense)
- 1.03 Simple Battery
- 1.04 Battery (Mandatory Hearing Offense)
- 1.05 Aggravated Battery (Mandatory Hearing Offense)
- 1.06 Hazing (Mandatory Hearing Offense)
- 1.07 Affray
- 1.08 Bullying
- 1.09 Cyberbullying
- 1.10 Verbal/Visual Assault

##### OFFENSES INVOLVING THEFT

- 2.01 Theft by Taking
- 2.02 Theft of Lost or Mislaid Property
- 2.03 Theft by Receiving Stolen Property
- 2.04 Theft by Extortion (Mandatory Hearing Offense)

##### OFFENSES INVOLVING ROBBERY

- 3.01 Robbery (Mandatory Hearing Offense)
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##### OFFENSES INVOLVING WEAPONS

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

- 5.01 Possession of Drugs or Alcohol (Mandatory Hearing Offense)
- 5.02 Sale of Drugs or Alcohol (Mandatory Hearing Offense)
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##### OFFENSES INVOLVING FALSE INFORMATION

- 6.01 False Statement
- 6.02 Perjury
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##### OFFENSES INVOLVING SCHOOL ORDER

- 7.01 Threats and Intimidation
- 7.02 Riot (Mandatory Hearing Offense)
- 7.03 Inciting to Riot (Mandatory Hearing Offense)
- 7.04 Preventing or Disrupting Gatherings
- 7.05 False Report of a Crime
- 7.06 False Report of a Fire (Mandatory Hearing Offense)
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##### OFFENSES INVOLVING DAMAGE TO PROPERTY

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- 10.01 Academic Achievement
- 10.02 Completion of Assignments
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- 10.05 Unexcused Absences and Tardiness

#### OFFENSES INVOLVING COMMUNICATION WITH OTHERS

- 11.01 Rude or Disrespectful Behavior
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#### OFFENSES INVOLVING MISCELLANEOUS MATTERS

- 12.01 Inappropriate Display of Affection
- 12.02 Criminal Conduct
- 12.03 Electronic Devices
- 12.04 Gambling
- 12.05 Other Conduct
- 12.06 Other Policies
- 12.07 Disruption of Educational Climate
- 12.08 Outside Conduct
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- 12.10 Reckless Conduct
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#### OFFENSES INVOLVING SCHOOL TEACHERS, ADMINISTRATORS, OTHER SCHOOL PERSONNEL AND BUS DRIVERS

- 13.01 Physical Violence of an Insulting or Provoking Nature to School Personnel (Mandatory Hearing Offense)
- 13.02 Physical Violence Causing Physical Harm to School Personnel (Mandatory Hearing Offense)

#### OFFENSES INVOLVING BUS CONDUCT

- 14.01 Electronic Devices
- 14.02 Use of Reflective Devices

#### OFFENSES INVOLVING SEXUAL MISCONDUCT

- 15.01 Sexual Harassment (Mandatory Hearing Offense)
- 15.02 Sexual Battery (Mandatory Hearing Offense)
- 15.03 Sexual Propositions
- 15.04 Public Indecency (Mandatory Hearing Offense)
- 15.05 Sexually Explicit Material
- 15.06 Sexual Relations (Mandatory Hearing Offense)

#### **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 the FERPA and the PPRA, either by letter or through a student handbook distributed to each student in the school.

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

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

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

to accrediting institutions to carry out their accrediting functions; to organizations conducting studies on behalf of the school system; or in connection with a health or safety emergency.

## B. DIRECTORY INFORMATION

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

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

Directory information is defined as follows:

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

## Excluded Student Information

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

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

## C. PROCEDURES OR OBTAINING ACCESS TO STUDENT RECORDS

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

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

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

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

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

Definition of Terms Used in PPRA:

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

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

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

Requirements:

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

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

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

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

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

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

#### **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.

#### **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 decided to implement Bring Your Own Device (BYOD) pilot at our school. To encourage this growth, students are encouraged to bring their own technology device to enhance their learning experiences. This document is a contract which we will adhere to as we establish this new program within our school. 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.

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

#### **Parental Rights**

In compliance with the requirements of the Elementary and Secondary Education Act, 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 child's teacher's qualifications, please contact the principal, Mr. Derek Pitts at 706-883-1535.

#### **20 Day Parent Notification Letter (If a teacher or long-term substitute who is not "highly qualified" 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 "highly qualified" is teaching their child a core academic content course. Parental notification is required if a teacher who is not "highly 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 Coordinator of Federal Programs.

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

All schools in the Troup County 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 Equity in Sports Act Gender Equity in Sports (IDFA)**

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A § 20-2-315). Students and staff are hereby notified that the Troup County Board of Education does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is Mr. John Radcliffe, Assistant Superintendent, Troup County School System, 101 North Davis Road, Bldg. C, LaGrange, Ga., 30241. Mr. Radcliffe may be reached by phone at (706)812-7900. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

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



provisions of state law. This notification shall be included in a student handbook containing the code of conduct and distributed to all students.

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

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

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

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

#### **Troup County BYOD (Bring Your Own Device) Guidelines**

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

Please read carefully and initial every statement:

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

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

### **Troup County School System Residency Policy**

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

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

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

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

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

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

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

### **TCSS Middle and High School Attendance Protocol** **Absences, Tardies, Early Dismissals**

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

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

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

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

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

1. At the beginning of the school year, the Responsible Persons, along with students who are 10 years or older will be asked to sign the Troup County Attendance Protocol and a copy of the signed Protocol will be kept on file at the school.
2. After three (3) unexcused absences, five (5) unexcused tardies, or five (5) unexcused dismissals, the school will notify the Responsible Person of such by phone, letter, or in person to discuss the student's status. Documentation of this contact will be kept on file at the school ("1st notification"). A conference will be requested with the Responsible Person and the Truancy Notice will be presented and signed and a plan will be developed to improve attendance.

3. After five (5) unexcused absences, seven (7) unexcused or more tardies, or seven (7) or more unexcused early dismissals, the school will notify the Responsible Person in writing (2nd notification) of such absences and shall require the Responsible Person to sign the Truancy Notice if the Responsible Person has not already signed it.
4. If two (2) reasonable attempts to notify the Responsible Person of absences, tardies or early dismissals produce no response, the school will send the Truancy Notice to the Responsible Person or guardian via certified mail, return receipt requested. If applicable, a list of these students' names will be forwarded to the appropriate School Counselor, Family Assistant, Administrator or Designee.
5. Except in extraordinary circumstances found in the discretion of the school, upon the occurrence of the first unexcused absence, unexcused tardy or unexcused early dismissal following the 2nd Notification, law enforcement intervention will be requested.
6. If the above attempts are met with continued non-compliance by the Responsible Person of a child between the ages of 6-16 as evidenced by continued absences, the school will contact law enforcement and a warrant will be issued. If at any time during the year, the student's academic progress is affected by continued unexcused absences, the school may proceed with Educational Deprivation charges through Juvenile Court.
7. After ten (10) or more unexcused absences, the school may elect, as an alternative to sending a warrant request or in addition thereto, to file a complaint for educational neglect or a Child in Need of Services complaint.
8. Attendance related information obtained by Law enforcement will be provided to the school and kept on file at that school.

**TROUP COUNTY교육청**  
**중학교 및 고등학교 출석 협약서**  
**결석, 지각, 조퇴**

조지아주 법에 따라 모든 연령의 학생들은 정상적으로 수업을 들어야 합니다. 수업에 빠진 학생은 교과지도를 제대로 받지 못하여 학업을 제때 마치지 못하고, 또한 성공적인 사회 생활에 어려움을 겪습니다. 조지아 주 법령 "Georgia Compulsory Attendance Statute, O.C.G.A. and 20-2-690"에 따르면, 자녀의 등교를 태만히 하는 부모님 / 법적 가디언 (이하 책임자로 명명)은 경범죄로 기소될 수 있습니다. "Compulsory Attendance Statute"를 위반하여 유죄로 인정될 경우, 관할 법원은 재량으로 책임자에게 1일 \$100.00내의 벌금 부과 및/또는 30일 이내 구속 할 수 있습니다. 매번 결석시 따로 벌칙이 부과 됩니다.

각 학교장은 교직원을 지정하여 이 협약서를 지킨다.

다음과 같은 사유가 있을 경우 학생은 결석할 수도 있다..

- ✓ 학생의 질병으로, 등교시 자신 혹은 타인의 건강에 해가 될 수 있음
- ✓ 학생의 직계가족 사망
- ✓ 학생의 종교와 관련된 휴일
- ✓ 학생의 건강 / 안전을 위협하거나 등교가 불가능한 조건(기상 악화등)
- ✓ 병원, 치과 약속 혹은 법원 출두로 그 해당하는 시간만큼
- ✓ 부모님 혹은 법적 가디언의 군대 일로 인해 결석이 불가피함
- ✓ 필요할 경우, 학생의 이름을 교육청 카운셀러, Family Assistant, 사회 복지사, 교부 관리자 또는 관계자에게 보낸다.

법령에 따라 부모님 또는 가디언은 자녀의 출석을 살펴야하며, 그러지 못할 경우 불이익을 당합니다.

아래와 같이 "Troup County 교육청 무단결석 협약서"를 시행한다:

1. 학년 초, 10세 이상 아동의 책임자는 "Troup County Truancy Protocol"에 서명하고, 서명한 서류는 학교 파일에 보관한다.
2. 무단 결석 3일, 사유 없는 지각 5번 또는 조퇴5번일 경우, 학교는 책임자에게 전화, 서면 또는 직접 만나 학생의 상태 알린다. 연락한 기록을 학교 파일에 보관한다 (첫번째 경고장). 책임자와 컨퍼런스를 갖고 "무단 결석 통지문-Truancy Notice"를 보여주고, 여기에 서명하며 개선 방안을 세운다.
3. 무단 결석 5일, 사유 없는 지각 7번 또는 조퇴7번 이상의 경우, 학교는 책임자에게 경고장(2번째)을 보내고, 무단 결석 통지문에 서명할 것을 요구한다. 책임자가 서명했는지 확인한다.

4. 이와같이 책임자에게 2번 경고했는데도 불구하고 아무런 대응이 없으면, 학교는 책임자/가디언에게 우편으로 “무단 결석 통지문”을 보내고 “배달 증명서”를 받는다. 경우에 따라 학생 이름을 학교 카운셀러, Family Assistant, 교육 행정관 또는 관계자에게 알린다.
5. 학교 재량에 따른 특별한 상황이 아니고서는 두번째 경고가 있는 후 다시 “무단 결석, 지각 또는 조퇴”가 발생하면 사법당국에 연락을 취한다.
6. 6~16세 아동의 책임자가 위를 무시하고 학생이 계속 결석하면, 학교는 사법당국에 연락하고 영장이 발부된다. 학기중 계속되는 무단결석으로 학업에 진척이 없으면, 학교는 소년 법원에 책임자를 교육 기회 박탈죄로 고소한다.
7. 무단 결석 이 7일이 넘으면 학교는 영장 발송 요구외에 교육 방치 또는 어린이 양육 태만으로 고발한다.
8. 출결과 관련된 사법 당국의 문서를 학교에서 받아 학교 파일에 보관한다.

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

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

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

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

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

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

1. Al comienzo del año escolar, se les pedirá a los padres o tutores, junto con los estudiantes que tienen 10 años o más que firmen el Protocolo de Absentismo Escolar del Condado de Troup y una copia del Protocolo firmado se mantendrá en archivo en la escuela.
2. Después de tres (3) ausencias injustificadas, cinco (5) tardanzas injustificadas y / o cinco (5) injustificadas salidas temprano, la escuela notificará al padre o tutor por teléfono, carta o en persona para discutir el estatus del estudiante. La documentación de contacto se mantendrá en archivo en la escuela. (1° notificación). Se solicitará una conferencia con la persona responsable y El Aviso de Ausentismo se presentará y se firmará y se desarrollará un plan para mejorar la asistencia.
3. Después de cinco (5) ausencias injustificadas, tardanzas siete (7) o más sin justificación, y / o siete (7) o más salidas temprano sin justificación, la escuela notificará a la Persona Responsable por escrito (2° notificación) de dicha ausencia y requerirá que la Persona Responsable firme el Aviso Absentismo Escolar si no lo ha echo.
4. Si dos (2) intentos razonables para notificar a los padres o tutor legal de ausencias, tardanzas y / o salidas tempranas no producen respuesta, la escuela enviará el Aviso Ausentismo de los padres o tutores por correo certificado, con acuse de recibo. En su caso, una lista de los nombres de estos estudiantes será remitida al correspondiente Consejero Escolar, Asistente Familiar, Administrador o Designado.
5. Salvo en circunstancias extraordinaria se encuentra en la discreción de la escuela sobre la ocurrencia de la primera falta injustificada, tardanzas injustificadas, o salidas temprano sin justificación, siguiendo la segunda notificación; la ley será notificada.
6. Si se cumplen los intentos anteriores con el continuo incumplimiento por parte de los padres o tutor legal de un niño entre las edades de 6-16 como se evidencia por las ausencias continuas, la escuela podrá

comunicarse con la policía. En cualquier momento durante el año el progreso académico de los estudiantes se ve afectado por continuas ausencias que la escuela puede proceder con un cargo de privación ocasional a la Corte Juvenil.

7. Después de siete (7) o más ausencias, puede elegir la escuela, como una alternativa a enviar una solicitud de orden, o además presentar una denuncia por negligencia educativa o Un Niño en Necesidad de Queja de Servicios.
8. Contacto del padre o tutor, o la información de cumplimiento de la ley será proporcionada a la escuela y se archivará en esa escuela.

#### **Visitors to School (Board Policy Descriptor Code: KM)**

All visitors must "sign in" and "sign out" on the computer or 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 the 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.

#### **Written Complaint Procedure**

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

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

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

Complaint forms are located on the website and available at all Troup County School System schools and offices.

## EXTRACURRICULAR ACTIVITIES/ORGANIZATIONS

**GNMS will follow the guidelines and procedures of the Georgia High School Athletic Association when determining student eligibility for athletes. Therefore, students must pass three out of four core classes from the previous semester in order to be eligible for sports.**

**Students must be present in school in order to attend after school sporting events and/or activities.**

**\*Not all extracurricular activities listed below are available every year. Extracurricular activities are dependent upon the availability of club sponsors.**

**ACADEMIC BOWL:** Students who qualify for the academic team compete in matches with other schools in the area. Students practice and attend meets after school. The Academic Teams promote academic excellence through competitive “brain muscle.” (Grades 6-8, after an audition)

**ART CLUB:** Teaching students the value of art and the arts through various club activities. The Art Club will meet during ELT and occasionally in the afternoons as needed. (Grades 6-8)

**BAND:** The GNMS band is open to any student who is interested in playing musical instruments. The band director will teach you to read music. A good attitude and a good work ethic are all that is required. Band is open to all 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders. Participants should be aware that there are required financial obligations.

**BASKETBALL – BOYS & GIRLS:** 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders; Basketball starts in November and lasts through the end of January.

**BOOK CLUB:** The GNMS Book club is an opportunity for students to meet and discuss books read collectively by the group. The club will meet twice a month before school in the media center.

**CHORUS:** The GNMS Chorus is open to all 6<sup>th</sup>-8<sup>th</sup> graders interested in choral singing and learning how to read music. The chorus performs in several concerts throughout the year, so students must be able to participate in evening concerts and some after school rehearsals. Students must exhibit a positive attitude, good work ethic and a desire to learn about music.

**COMPETITION CHEERLEADING:** Competition Cheerleaders participate in a try-out process, which takes place during the spring. Competition cheerleaders do perform at some of the games, but their main focus is on performing at competitions. Participants should be aware that there are required financial obligations.

**FELLOWSHIP OF CHRISTIAN ATHLETES (FCA):** To teach athletes Christian values and good sportsmanship

**FOOTBALL:** 7<sup>th</sup> and 8<sup>th</sup> graders; Football starts in August and ends at the end of October. Practice is every day from 4:00 - 6:30.

**GARDEN/GREENHOUSE CLUB:**

**JOURNALISM:** Students are given the opportunity to take leadership roles by assisting and organizing the yearbook under the supervision of the yearbook faculty staff. The Journalism Team meets during ELT. (Grades 6-8)

**JR. BETA CLUB:** Leadership-service club for grades 7 and 8 whose purpose is to encourage effort and reward merit, and to promote those qualities of character that make for good citizenship. Members will be invited after the first grading period based on merit. An induction ceremony will then follow.

**ROBOTICS:** The Robotics Team uses knowledge of simple machines and mechanisms to design, build and program robots that satisfy specific design challenges. As the great pre-engineering activity, robotics teaches students to look at real-world applications of science,

math and technology. They will have some after school activities but will also be taught during ELT.

**STEP TEAM (GNMS STORMING STEPPERS):** The GNMS step team is an opportunity for 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade girls to show their spirit at basketball games. Stepping is a traditional style of dancing that incorporates stomping and chanting. Girls will try out in the fall for a place on the team. It is in preparation for the high school step team. Practices are held after school.

**VOLLEYBALL - GIRLS:** Purpose: to teach the fundamentals of volleyball and promote a healthy sport. Volleyball takes place in February and March. Presently, volleyball is an intramural sport, but they are working on competing against other schools. (Grades 6-8)

**WRESTLING:** Wrestling at GNMS is great. Wrestling is a great sport that teaches discipline, self control, determination, hard work ethics, and success through the efforts you put in it. GNMS has had quality wrestlers here that have gone on to great things at LHS in wrestling. We are looking forward to an even better year next year. Wrestling starts in late October. (Grades 6-8)

#### **CLUBS / PARENT RIGHT TO DENY PARTICIPATION**

*No student shall be allowed to participate in any school sponsored extra-curricular activity, organization, or club if the student's parent or guardian has indicated in writing that the parent will not allow the student to participate and has provided a copy of such written notice to the school principal prior to the student joining the activity, organization, or club. An "opt out" form for the purpose of this documentation is also available upon request.*