

Long Cane



Middle



School

Home of the

Cougars

Student Handbook 2017-2018

326 Long Cane Road
LaGrange, Georgia 30240
Phone: 706-845-2085
Fax: 706-845-2086

This planner belongs to _____

Homeroom Teacher _____

Long Cane Middle School is accredited by the Georgia Accrediting Commission and the Southern Association of Colleges and Schools.



Principal's Welcome



Welcome back to school! I am so glad you are at Long Cane. We are going to have the best year yet. The schedule this year is going to be much better than the schedules in the past: You will get a ten minute break each day and have a weekly rotating schedule so you'll see different teachers at different times of the day each week!

Probably the most thrilling thing this year is the addition of numerous exciting new elective classes. Seventh and eighth graders will be able to select the electives that appeal to them. How awesome is that? We will also see the addition of competitive classes, such as Academic Bowl, Greenpower Car Tech and Drone Technology.

Eighth graders will take the Keystone class, which will prepare them to select a pathway at high school. It's never been more exciting to be a Long Cane student!

I expect all students to pay attention to details, be polite to everyone and help your brothers and sisters out when needed. You never know when you will need someone to help you out, so help those around you make good decisions. Disciplined students do better in high school and in life!

This is your planner. You and your planner will spend a lot of time together this year. It contains many important things to help you be successful. You are now reading the student handbook. You also have a calendar planner to write down important dates and homework. The pass page is necessary for when you leave class to go to other locations. **Do not lose this page.** Your planner will help you stay organized for the year. Please show it to your parents regularly.

If you lose your planner, you will be required to replace it at a cost of \$5.00. *Don't lose it!*

DISCIPLINE & BEHAVIOR

You have the right to expect a safe educational atmosphere that allows you to fully develop your academic and social knowledge and skills. Hence, the school expects ALL STUDENTS to participate daily in a positive, safe, and productive manner. Students who choose not to follow school rules and/or those who choose to disrupt the learning environment will be held responsible for their actions.

Cougar Strong!

Strength of Mind

Strength of Body

Strength of Spirit

BULLYING PROHIBITED

The Troup County Board of Education and its employees are committed to providing a safe, secure, and positive learning environment for all students. In an effort to achieve that, Long Cane Middle School has adopted a policy which prohibits bullying. Bullying is conduct which subjects a student to insults, taunts, or challenges, whether verbal or physical in nature, that are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. Any student who is found to have committed the offense of bullying for the third time in a school year may be subject to a tribunal hearing that could result in alternative school placement. Long Cane has a comprehensive program to track and monitor bullying incidents.

STUDENT PEER SEXUAL HARASSMENT

Sexual Harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Student report of sexual harassment will be taken seriously and dealt with in a firm and sensitive manner. Such incidents will not be tolerated since they lead to the existence of a hostile and uncomfortable school environment. Student reports of sexual harassment by peers should be referred to school administrators for disciplinary action. Based on the circumstances, administrators will determine the course of action and consequences, including the possibility of making reports to appropriate legal authorities. **Parents should inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult (SB 413).**

STUDENT CONDUCT AND DISCIPLINARY PROTOCOL

The Troup County Board of Education strongly believes that appropriate behavior and conduct of all students in the Troup County Schools are 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. These rules are effective during the following times and in the following places:

- On school grounds during and immediately before or immediately after school hours or off school grounds while en route to or from school
- On school grounds when the school is being used by a school group
- Off school grounds at a school activity, function, or event
- In route to and from school on a school bus or other school vehicle or while waiting off school grounds for a school bus to transport a student to or from school or a school activity.

Violations of the Code of Student Conduct, which has been adopted by the Troup County Board of Education for all middle school students, are grouped into three classes (Class I, Class II, and Class III). Before determining the classification of a violation, the principal or his/her designee will consult with the involved student(s) and school personnel. Once the classification of the violation is determined, the principal or his/her designee will use his/her discretion to implement the disciplinary procedure.

Each classroom teacher will deal with disruption by taking in-class disciplinary action which may include making contact by phone or letter to the parents or guardian and other school staff. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or his/her designee. Chronic lack of academic effort is cause for a disciplinary referral. Parents and guardians will be notified by the teacher of students who consistently exhibit poor work habits.

Class I Offenses: Class I offenses are those “smaller offenses” that result in consequences by the teacher through team time-out, isolated lunch, parent contact, detention hall, etc. Multiple Class I offenses can lead to parent conferences and referrals, if the behaviors do not improve. Students are given the opportunity to improve their behavior before being written up.

Class II Offenses: Class II offenses are more serious offenses that usually lead to In School Suspension (ISS) or Out of School Suspension (OSS). These offenses will be documented on a disciplinary referral. The student may be sent directly to the office or the referral may be turned in at the end of the day. A copy of the referral will be sent home by the student and another mailed home.

Class III Offenses: Class III offenses are serious offenses that usually lead to a disciplinary tribunal and/or juvenile court. These offenses will be documented on a disciplinary referral and parents contacted immediately. Students will typically be separated from the student population by ISS or OSS until the offense is resolved.

After School Detention

Detention is a progressive step in Team Disciplinary Action for minor actions of misconduct which interfere with orderly school/classroom procedures and /or students’ learning process. After-School Detention (ASD) will be held Monday through Thursday from 3:30 until 4:30. If a student fails to report to ASD, he/she will be referred to the AP Office. ASD will not be scheduled around athletics and/or other after-school activities. **Barring emergencies, students who are picked up more than 15 minutes late from detention will no longer have detention as a consequence for misbehavior, making ISS/OSS his/her only options for future behavior infractions.**

In-School Suspension

Students assigned to In-School Suspension (ISS) will report immediately to the gym upon arrival. **While in ISS, students must complete all work assigned by teachers.** Assignments will be returned to teachers for evaluation. Students will copy the “Expectations of ISS” every morning and be reminded of procedures. Parents may request a copy of the expectations by contacting the school. The student who misbehaves in ISS may complete the rest of his/her assignments as 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.** After two suspensions from ISS, students may no longer have ISS as a consequence for misbehavior, making OSS his/her only option for future behavior infractions.

Class Two Offenses and Consequences			
	<i>Behavior</i>	<i>Occurrence</i>	<i>Action</i>
Level 1	41 – Lack of effort 43 – Disruptive conduct 44 – Cheating	1	Administrative Counseling, Call to parents, Detention, Silent/Isolated lunch
	46 – Rude/disrespectful	2	ISS – 2 days
	47 – Profane/obscene language	3	ISS – 3 days
	51 – Electronic devices	4	ISS – 4 days
	59 – Slapping/hitting/pushing	5	ISS – 5 days
	75 – Dress code violation	6	OSS – 2 days
	75 – Leaving class without permission	7	OSS – 3 days
	50 – Other (i.e. Forgery Attempt, Solicitation, Conspiracy, Inappropriate display of affection, etc.)	8	OSS – 4 days
		9	Administrative Decision

Class Two Offenses and Consequences			
Level 2	Behavior	Occurrence	Action
	31 – Refusal to obey school official	1	ISS – 3 days
	34 – Unauthorized entry	2	ISS – 4 days
	39 – Sexual propositions	3	ISS – 5 days
	39 – Sexually explicit materials	4	OSS – 3 days
	43 – Disruptive conduct	5	OSS – 4 days
	46 – Rude/disrespectful	6	OSS – 5 days
	47 – Profane/obscene language	7	OSS – 8 days
	52 – Possession/use of tobacco	8	OSS – 10 days
	59 – Slapping/hitting/pushing	9	Administrative Decision
	75 – Skipping class		
	82 – Bus safety violation (minor) 50 – Other conduct		

Class Two Offenses and Consequences			
Level 3	Behavior	Occurrence	Action
	48 – Fighting, simple assault or battery	1	OSS – 5 days
	74 – Disruption of ed. Climate	2	OSS – 8 days
	81 – Bullying	3	OSS – 10 days, Tribunal Referral, Juvenile Court Referral
	82 – Bus safety violation (major)	4	Administrative Decision
	49 – Threats to others	N/A	Administrative Decision
	54 – Vandalism 57 – Chronic misbehavior 58 – Weapon/explosive replica		

Class Three Offenses and Consequences	
Behavior	Action
3, 48– Battery (1.04) 36, 50– Possession/use/sale of drugs, alcohol or related objects 37– Sexual battery 38– Sexual harassment 39– Public indecency 40– Theft 40– Robbery, armed robbery 48– Aggravated assault 48– Aggravated battery 49– Threatening school personnel 55, 56, 58– Weapons/explosives 50 – Other (i.e. Hazing, riot, inciting to riot, false report of a crime, false report of a fire alarm, influencing witnesses, participation in gang activity, damage to property, physical violence toward school personnel)	Tribunal Hearing or Administrative placement at HOPE Academy.

*****Please note: with the exception of Class Three Offenses, the administrator reserves the right to lessen or increase the severity of consequences dependent upon extenuating circumstances.**

**PROMOTION, RETENTION AND PLACEMENT REQUIREMENTS
(Ref. H.B. 1187)**

The local board of education is required to notify parents/guardians annually that the placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student on criterion referenced assessment (currently known as the CRCT) and criteria established by the local board of education. The implementation timeline for the promotion and placement requirements of H.B. 1187 is:

1. Third graders beginning with the 2003-04 school year,
2. Fifth graders beginning with the 2004-05 school year, and
3. Eighth graders beginning with the 2005-06 school year.

WHO'S WHO AT LONG CANE MIDDLE SCHOOL

Administration

Mr. Chip Giles Principal
Mrs. Whitney Glisson Asst. Principal
Mr. Keita Placide Asst. Principal
Mrs. Lesia Ansaldo Asst. Principal, Registrar

Counselors/Support Personnel

Mrs. Tiffany Clark 6th grade counselor
Mrs. Michelle Morris 7th grade counselor
Mrs. Margaret Bartley 8th grade counselor
Mr. J.J. Brown Graduation Coach
Mr. Torre Pike Target Counselor

Media Center

Ms. Beth Cater Media Specialist
Mrs. Judy Beach Media Assistant
TBA Media Assistant
TBA Media Assistant

Secretaries

Mrs. Tonya Field Administrative Assistant to Principal/Office Manager
Mrs. Toni Duffey Administrative Assistant to Registrar/Attendance Clerk
Mrs. Lorene Adams Administrative Assistant to Assistant Principal's
Mrs. Carol Thompson Counselor's Secretary
Mrs. Kristin Highland Receptionist

Athletics

Mr. Leslie Meadows Athletic Director

Football

Mr. Torre Pike Head Coach
Mr. Larry Murdock Assistant Coach
Mr. Tom Pike Assistant Coach
Mr. Jaymes Harlan Assistant Coach
TBA Assistant Coach

Cheer Teams

Ms. Frances Newman Blue Team Coach
Ms. Traviera Sewell Blue Team Coach
Mrs. Serenity Graham Gold Team Coach

Wrestling

Mr. Tom Pike Head Coach

Boys Basketball

Mr. Vacher Hammett Head Coach
Mr. James Brown Assistant Coach

Girls Basketball

Ms. Monica James Head Coach
Mrs. Rose Alford Assistant Coach
Ms. Hasina Muhammad Assistant Coach

Cross Country

Mr. Jud Newman Head Boys Coach
Ms. Hasina Muhammad Head Girls Coach

Volleyball

Miss Jeannie Huey Head Coach

Clubs and Organizations

Art Club Mrs. Elena Thomas
FCA Mrs. Tiffany Clark
Academic Team Mrs. Cindy Bowen
Yearbook Mr. Mike Wallace
Junior BETA Club Mrs. Cindy Bowen, Mr. Matthew Graham
Broadcast Team Mr. Colin Ross

Robotics Team Mr. Chris McCalla
4-H TBA
FFA Mrs. Stacie Hart
Drone Team Mr. Chris McCalla
GreenpowerUSA Mr. Matthew Graham

CALENDAR FOR THE 2017-2018 SCHOOL YEAR

August 10	First Day of School
September 4	Labor Day
October 6	First Quarter Ends
October 9	Student/Staff Holiday
October 10	Professional Learning Day/Student Holiday
November 20-24	Thanksgiving Holidays
December 20	Second Quarter Ends
December 21 – January 2	Christmas Holidays
January 3	Professional Learning Day/Student Holiday
January 4	Classes Resume
January 15	MLK Holiday
February 19	Presidents' Day Holiday
March 8	Third Quarter Ends
March 9	Professional Learning Day/Student Holiday
April 2-6	Spring Break
May 22	Last Day of School
May 23-25	Professional Learning/Post Planning

STUDENT GRADING

Progress reports will be sent home approximately four and one half weeks following the beginning of a quarter to inform parents of your academic progress and classroom conduct. The report should be signed by your parents/legal guardians and returned promptly to your homeroom teacher.

Report cards will be sent home at the end of each nine week grading period. Report cards are to be signed by your parents/legal guardians and returned promptly to your homeroom teacher. The grading scale as set forth by the Troup County School System is as follows:

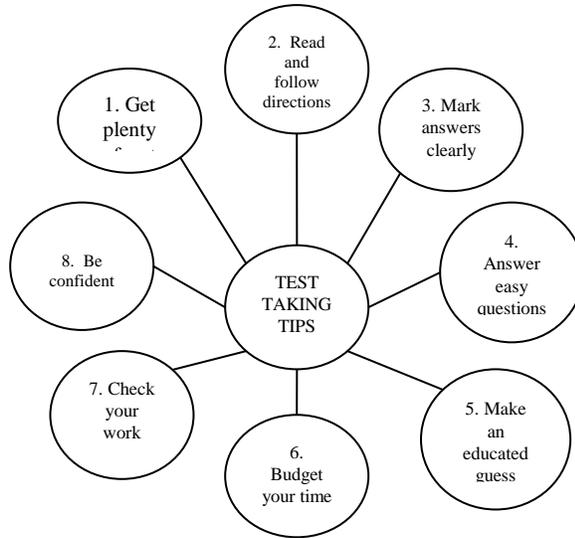
A	90-100	C	70-79
B	80-89	F	below 70

Standardized test results will be sent home once they are received by the school. Eighth graders who do not meet standard on the Spring GMAS administration will receive notice before school is out in order to attend remediation and retesting in June.

Benchmark Tests will be given periodically to monitor student achievement of Georgia Performance Standards and will be a part of each student's course average.

A syllabus is provided at the beginning of each nine weeks for each of your classes. The purpose of the syllabus is to explain topics for study, class expectations, and due dates for special projects.

Test Taking Tips



SCHOOL POLICIES AND PROCEDURES

GUM/CANDY

Students are not allowed to bring gum and candy during school hours due to health and safety issues, as well as issues involving the upkeep of the building. Teachers may opt to give candy to students as a reward or celebration of events. Any items given to students must be consumed during that class.

ATTENDANCE

Arrival Time

Students may arrive at school from 7:30 a.m. to 8:30 a.m. If you arrive at school between 7:30 a.m. and 7:55 a.m. and you are a car rider, you will report to the cafeteria. At 7:55 a.m., students will report to homeroom. The tardy bell to homeroom rings at 8:20 a.m. Homeroom ends at 8:25 a.m. *(These times are approximate and may be adjusted due to a change in the bus schedule.)*

Tardiness

Students who arrive at school after 8:20 a.m. need to report to the front office with a note from their parents/legal guardians. Students tardy to class must provide a note from the front office. Chronic tardiness to school will result in a referral to the designated school system attendance officer, and the student will lose the privilege of exempting his/her finals at the end of the semester.

Dismissal

Car riders are dismissed first (approximately 3:20 p.m.). All car riders should be picked up by 3:40 p.m. at the front entrance of the school. Specific car rider instructions will be sent home during registration. Bus riders are dismissed when all of the buses have arrived on campus. Students board the buses in front of the gym. Students on campus after 4:30 p.m. must be involved in an extracurricular activity.

Early Dismissal

If a student needs to leave before school is dismissed, written permission from a parent/guardian stating the time of departure and the reason for leaving must be given to the homeroom teacher during homeroom. The parents/guardians must come to the office to sign their student out. **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.** In an emergency, a parent may come directly to the front office and pick a child up early. ***Students may not be checked out after 3:00. Parents arriving after 3:00 should get in the car rider line.***

Afternoon Calls for Transportation Changes and Student Messages

To make transportation changes before 3:00 p.m. you may send an email to lcmstranschange@troup.org or fax changes to (706) 845-2086, please sign your faxed message.

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

Car Rider Procedures

The safety of our students and staff is our outmost priority. Please be sure to take all precautions when dropping off or picking up your child(ren) in the car rider line. *Procedures are as follows:*

- **Dismissal begins at 3:20 p.m. Students should be picked up no later than 3:45 p.m. as the school does not provide after school care or adult supervision after this time. Please be on time.**
- Parents must pick up students in the front of the school. Parents must not park in the bus area.
- **Vehicles are not to be left unattended in the car rider line – please remain in your vehicle.**
- Car rider vehicles are not to park in visitor parking to wait on students before 4:00 p.m.
- **Please follow the directions of the teachers on duty as they give traffic directions to ensure all vehicles are loaded expeditiously and safely. We prefer to load 6-7 vehicles at a time to speed up this process.**
- Please do not allow elementary children out of the car while waiting on dismissal: this is to ensure their safety and to prevent damage to trees and other vehicles.
- If you are holding up traffic because your child(ren) has/have not reported to the car rider lane, you will be directed to move your vehicle forward to the *Cougar Paw sign*.
- After the third late pick-up, your child(ren) may be required to utilize bus transportation (this decision is subject administration and SRO's determination of reasons for late pick-up).

Attendance Policy

Regular attendance is essential for your ability to learn and to perform to your best potential. In case of a necessary absence from school, you must bring a written excuse from a parent or guardian stating the reason for the absence. This excuse must be given to your homeroom teacher on the day you return to school. According to Troup County School Board Policy, an absence from school is either excused or unexcused. Excused absences are given if you:

- are personally ill and your attendance would endanger your health or the health of others,
- have a serious illness or death in your immediate family,
- are mandated by order of governmental agencies, including pre-induction physical examinations for service in the armed forces, or by a court order,
- are celebrating a religious holiday of the faith that you embrace,
- are experiencing conditions that would render school attendance impossible or hazardous to your health or safety, or
- registering to vote, or voting, for a period not to exceed one day.

If you have been absent, be sure to check with your teacher immediately upon your return so that you can get assignments that need to be made up. If you have been/will be absent for 3 or more days and need to pick up missed work (worksheets, books, etc.), your parent may call the front office and request to pick up your work the next day. **Teachers must have a day's notice to have time to get your work together.** Work should be picked up from the front office.

It is not only important that students attend school every day. It is also important that they remain at school for the entire school day in order to receive maximum educational benefits. In addition to absences, a record of tardies and early dismissals is also kept for each student.

As a parent/guardian, please understand that in the event of absences, the following protocol will be implemented:

- After three (3) absences, you will receive notification from the school.
- After five (5) absences, you will receive conference notification. After two reasonable attempts at notification have been made without response, written notification of possible consequences and penalties for failing to comply with the compulsory attendance law will be sent by certified mail. Continued failure to comply will result in a referral to the school social worker and ultimately to juvenile law officials.

Students aged 16 and older, who wish to drop out of school must have the written permission of their parent/guardian after attending a conference consisting of the student, the parent/guardian, and the school principal. (SB 413)

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.

STUDENT DRESS CODE

All students at Long Cane Middle School shall be required to maintain the level of personal hygiene necessary to ensure a healthy environment and to refrain from any **wearing any clothing or hair style and/or color which may disrupt the learning process.** Students who choose to dress inappropriately will be required to call their parents and have them bring appropriate clothing to school immediately. **Students will remain in ISS or Team Leader's cubicle while waiting for their parents to bring**

appropriate clothing to school. Clothing that is disruptive is NOT allowed at school or at school functions. Administrators may REFUSE ADMISSION to class or school to any student who is in violation of the dress code.

To create an appropriate setting for students, the following dress code has been developed by the Troup County Board of Education and Long Cane Middle School and will be in effect for the 2015-2016 school year. The dress code includes, but is not limited to:

1. Girls may not wear shirts with spaghetti straps. Rule of thumb is “dollar bill width” over the shoulder (Tank, midriff, halter, and tube tops are too revealing for the middle school environment.)
2. Shirts should come below the waist line and should cover the stomach area when arms are held straight out at shoulder height.
3. Clothing should appropriately cover the chest area (showing no cleavage) and should not be too tight or clingy.
4. Shorts, skirts, skorts, and dresses must be fingertip length when the student is standing or walking—Capri pants are an excellent alternative for girls due to our cool classrooms.
5. Jeans/pants/skirts/shorts must not have holes above the knee. “Leggins” or tights can not be substituted for patches. Holes that are patched with either iron-on or sew-on patches are encouraged. All holes above the knee must be patched. Pants must be worn at the waist with a belt. The student should not have to hold his/her pants up while walking. **All boys are required to wear belts.**
6. Biker shorts, any type of warm-up that is tight and clings to the body, and clothing designed as undergarments or night wear (pajamas, flannel pants, negligee, etc.) worn as outer garments are unacceptable. This includes yoga pants, “leggings” or tights. If leggings or tights are worn, the outer wear covering these garments must still come to the knee.
7. No head coverings (caps, hoods, hats, scarves, bands) nor sunglasses should be worn in the building.
8. Student undergarments should not be visible through their clothing or outside of their clothing while sitting or standing. This includes gym shorts worn under pants.
9. No clothing that displays racial or sexual connotations (words like “hottie,” booty,” etc.), drugs, alcohol, or tobacco may be worn. This includes commonly understood innuendo of any kind.
10. No clothing intended for night wear (pajamas, bedroom shoes, etc.) may be worn.
11. PE clothing may be worn only during physical education activities.
12. **No student male or female, may be in possession of bandannas, whether they are worn or concealed.**
13. **No clothing relating to gangs or gangster activity may be worn.**
14. Any other dress or behavior procedures deemed necessary by the administration/classroom teacher will be enforced, including mandatory shirt tuck-in for those who repeatedly “bust slack.”
15. No blankets and/or pillows should be brought to school.

Note:

The 8th grade formal dance is not an occasion that demands prom type apparel. Tuxedos and prom dresses are not required or recommended. Church attire is requested. No high school students allowed. Only Long Cane students or 8th grade students from Gardner Newman or Callaway Middle are allowed.

HALL RULES

- You must have your hall pass with you signed by your teacher or administrator if you are in the halls during class.
- You are asked to keep halls open to traffic by walking to the right and on the green line when in the hallway. Do not block traffic by standing in groups. Pass through halls quietly.
- Discard trash in the containers provided. Show pride by picking up paper to keep your school clean. **Do not put your feet or hands on the walls.**

BUS CONDUCT

Riding the school bus is a privilege, not a right, which may be revoked if rules are not observed. Expectations for student behavior while riding on the school bus, waiting for the bus at the bus stop, and riding to any school related activity are the same as while students are on school grounds. Students should not exhibit any behavior which will distract a bus driver's attention or disrupt or interfere with the safe operation of a school bus. Rules posted on buses should be followed at all times. Students will not be permitted to ride a bus other than their assigned bus or to get off their assigned bus at a location other than the designated stop without parental and school permission. Inappropriate behavior on the bus may result in removal from the bus. Parents will be responsible for student transportation to and from school if he/she is removed from a bus.

LUNCHROOM

Meals at Long Cane Middle School are based on a pre-pay system. You are asked to send a check or cash in with your student. He or she will have that much money put on his/her account.

- Breakfast and lunch will be served to students who choose to participate. **Students should go to breakfast before going to homeroom, labs, band, or, chorus rooms.**
- Every student may apply for free/reduced priced breakfast and lunch. Applications are available at registration.
- Meal prices: Breakfast-\$1.25, Lunch-\$2.70. Adults are \$1.75 and \$4.00, and Milk \$.75. (Subject to Change)
- Students may pre-pay from one week up to a full year. Plan to purchase only the number of meals you will eat. **NO REFUNDS WILL BE GIVEN!!!**

- If a student **does not have enough money** in his/her account to pay for breakfast and/or lunch, the following procedure will be observed:
 - **The student will be allowed to charge for that day and will be given a written reminder to the parent to send money the following day.**
 - **If the student has no money the following day, he/she will go to the office and the parent will be called. After contact has been made, the student may charge his/her lunch for that day only.**
 - **If the student has no money for the third consecutive day, he/she will not be allowed to charge.**
 - **When parents are writing a check or sending cash to pay for a lunchroom charge, send extra money to put on the student's account. If they owe \$10.00 and you send a check for \$10.00, they will go right back in the hole when they eat.**
 - **You can also pay through the PayPams.com website.**
- A \$20.00 fee will be charged for **each** returned check.

OUTSTANDING FINES, FEES AND REPLACEMENT COSTS

Students who have outstanding fines, fees, book replacement costs and other monetary obligations may not be allowed to attend certain events such as PBS Parties, PBS All-Stars, Valentine's Dance, Eighth Grade Dance and other events. Students will be notified of their fines and fees periodically in writing and asked to carry the information home to their parents.

PARENT VISITATION

Long Cane Middle School extends an invitation to parents to observe their children in an academic setting, with the exception of testing weeks. Parents are encouraged to visit the school during special activities that include school lunch, open house, band and choral concerts, academic bowls, athletic events, and Honors Day. Parents may also choose to participate in the instructional program through such activities as volunteer work, field trip chaperones, and serving on school committees. All visitors must sign-in at the front office upon arrival on campus, and read and sign the visitor procedure sheet.

Parent -Teacher conferences are a vital part of communication. Teachers may request a conference with parents and will contact them by phone, the Cougar planner, notes on progress reports, or on report cards. If parents would like to request a conference with their child's teachers or an administrator, they should **contact Carol Thompson** in the counselor's office to make arrangements.

Student progress may be monitored through his/her planner, progress reports, report cards, and Infinite Campus. We believe that parent activation codes will be available shortly after school begins. Parents are also encouraged to correspond with teachers via email.

Guidance Counselors are available to the students, parents, and teachers. Parents may request an appointment in the counseling office or may arrange for a conference by calling Mrs. Seagraves in the Counseling Office for an appointment. Counselors are available for conferences concerning issues at home or at school. They are also available to review test scores and student placement. Counseling is a voluntary and confidential service.

HOMEWORK

Homework is an important part of academic growth in middle school. Students will be given homework on a regular basis and are required to record their homework assignments in their planners. Timely, successful completion of this work is a part of each student's evaluation process. Parents should contact teachers if there are any questions regarding homework. Teams of teachers plan regularly to ensure that the amount of homework assigned is reasonable.

STUDENT HONORS

After each nine-week grading period, students who have maintained high grades are recognized. The selection criteria for these honor rolls are as follows:

Principal's List: Students who have earned all A's in every class for each nine weeks are named to the Principal's list. These students will be recognized in the LaGrange Daily News and Valley Times. Students who make all A's every nine weeks during the grade-level year will receive the Principal's List Award at the year-end Honor's Day program.

Honor Roll: Students earning all A's and B's in every class for each nine weeks are named to the Honor Roll. Students must have at least one A (all subjects to be considered). These students will be recognized in the LaGrange Daily News and Valley Times. Students who make all A's and B's every nine weeks during the grade-level year will received the A-B Honor Roll Award at the year-end Honor's Day program. Students must have at least one A and the rest B's to receive this award.

PBS Celebrations: Students who receive a citizenship star for three out of the four weeks in a PBS time period will receive a ticket to attend a PBS Celebration. Stars are awarded by the students' teachers and are based on behavior, attitude, school work, and attendance. Students who receive a star for each week of the year will receive a ticket to attend the **All-Star Celebration in May**.

Honor's Program: An end of the year honor's program is conducted for those students who have excelled for the 1st and 3rd nine weeks in specific academic and extracurricular areas. Parents are encouraged to attend.

ACADEMIC HONESTY

One of the most important aspects of a student's educational process is to learn honesty in all endeavors. This includes academic honesty. In order to become the best student you can be, you must do your own work. This means that you should not give information to or receive information from someone else. This includes homework. If you do, it is considered cheating, and you

may receive a zero for that assignment or test. You must also remember that you cannot copy another person's writings or ideas and use them as your own. This is called plagiarism, and it is another form of cheating. If cheating does occur, parents will be notified and appropriate disciplinary action may be taken.

Exploratory Classes

Every student is required to take Careers and Computer Literacy in each grade; this includes students who are in Band and Chorus. Students who have Band and Chorus will come out of Chorus term one and term two to take the required exploratory classes. Exploratory classes are not 'electives'; they are assigned classes.

Dressing Out for Physical Education

For proper personal hygiene, all students must provide a change of clothing for participation in Physical Education. Students also have the option of wearing a tee shirt and shorts, as long as both the shirt and shorts are loose fitting, comfortable and in compliance with LCMS dress code. Students not dressing out will be required to walk during the period. **Medical excuses from a doctor are mandatory for exemption.**

ELIGIBILITY FOR ATHLETICS

According to Georgia State Board of Education Policy, students in grades 6 through 12 must pass at least five subjects that carry credit toward grade promotion in the semester immediately preceding participation to be eligible to participate in extracurricular athletics. This means that if you have not passed at least 5 subjects at the end of each semester (shown on report cards as semester averages), then you will be declared ineligible to play sports. Ineligible students are prohibited from practicing, traveling, or trying out for a team. This ineligibility period remains in effect for one semester. Semester grades are given at the end of the second nine weeks and the fourth nine weeks.

STUDENT ACTIVITIES

All student activities sponsored by the school during the school day or during after school hours will be chaperoned by school personnel. Parents are encouraged to attend activities. There will be an admission charge to some events, and concessions will be available for purchase during many activities. All school regulations are applicable at all school-related functions.

- Dances are open only to students currently enrolled at LCMS (exception may be the 8th grade dance). The 8th grade dance is for middle school students only - no high school students allowed. Callaway Middle School and Gardner Newman Middle School 8th graders may be invited as a date.
- Students must remain inside the building until the activity is completed.
- Running, horseplaying, and roughhousing are prohibited.
- Students must be picked up immediately following an activity. Sponsors and chaperones of activities should not have to wait for parents to pick up their children. **Students who cause sponsors to wait more than 30 minutes after the conclusion of an activity will be restricted from the next two after-school events.**
- Students absent or suspended from school (ISS, OSS) will not be permitted to attend any school function.
- Discipline policies of the school/school system are in effect at all school functions.

CLUBS

LCMS offers three curricular clubs for students that meet after school. No new clubs will be added after the start of the school year. A list of clubs available, their purpose, sponsor, and activity guide are as follows:

- **Junior Beta Club, sponsored by Cindy Bowen and Matthew Graham**
 - Mission Statement: The purpose of the National Beta Club is to promote the ideals of character, service and leadership among elementary and secondary school students, to reward meritorious achievement and to encourage and assist students in continuing their education after high school
 - Activities: Members of the Junior Beta Club maintain a "Keep Troup Beautiful" program for the school campus and Long Cane Road; participate in the Great American Cleanup; participate in the March of Dimes Walk America; sponsor Teacher Appreciation Week activities; and provide morning tutoring to students in need.
- **Yearbook Staff, sponsored by Mike Wallace**
 - Mission Statement: The purpose of Yearbook Staff is to teach students to create, market, and sell a product through the utilization of individual talents and abilities while preserving the year's events as photographic memories.
 - Activities: The yearbook staff sells ads; takes and organizes pictures; designs layouts; writes copy; and sells and delivers yearbooks to the student body.
- **Robotics, sponsored by TBA**
 - Mission Statement: The purpose of the Technology Club is to allow interested students the opportunity to work with robotics, including programming, in order to foster analytical, critical, and strategic thinking.
 - Activities: The Technology Club will meet after school and will work extensively with Lego Robotics with the goal of entering the state robotics competition.
- **Art Club, sponsored by Elena Thomas**
 - Mission Statement: The purpose of the Art Club is to foster a love of the arts through creating art in different mediums.
 - Activities: The Art Club will meet after school and complete art projects. Projects may include school beautification and art for competitions.

- **Step Team, sponsored by Mrs. Destinie Thomas**

- Mission Statement: The purpose of the Step Team is to promote team building, competition and school spirit through a step program.
- Activities: In addition to daily practices, the Step Team will perform at all basketball games, scheduled competitions and other events.

Parents may decline permission for their students to participate in a club by indicating their wishes on the “Opt Out” permission form provided with the LCMS Code of Conduct available to all parents at registration. (SB 413)

FIELD TRIPS

Students going on a field trip must return signed official permission slips at least one day prior to the day of the trip. Parents are encouraged to volunteer as chaperones. Young children may not accompany parents on a field trip. Only children enrolled at Long Cane Middle School may ride buses provided by the Troup County School System.

STUDENT DELIVERIES

Deliveries, such as flowers or balloons for students, are not accepted by the delivery agent. Please do not send flowers, balloons or other delivery items to your student at LCMS.

STUDENT ILLNESS/TELEPHONE USE

Students who become ill at school shall notify their teacher, secure a Nurse’s note, and report to their grade-level counselor or nurse if she is in the building. The nurse or the grade level counselor will contact the student’s parent, legal guardian, or emergency contact person. The student will be required to follow the sign-out procedure. **Students are not permitted to use the phone during the school day** unless there is an emergency and they must receive permission from sixth grade secretary-Angie Murphy; seventh grade secretary-Susan Seagraves, or eighth grade secretary- Emily Huber.

MEDICATION

The following procedures will be followed in the administration of medication during the school day:

- Parents/guardians must complete and sign the student medication record that authorizes the school staff to administer medications to their child.
- **School personnel may not provide medication of any kind**, including over-the-counter drugs, even with parent permission.
- Prescription medication must be brought to the counselors’ office immediately upon the student’s arrival on campus. It must be in its prescription bottle with the directions for administration printed on the bottle.
- Nonprescription or over-the-counter medication must be sent in its original container. A note from parents/guardians explaining the directions for administration must accompany the medication.
- Students will report to the med room in the counselors’ office for their medication.
- The school provides first aid ointment for students. Aspirin or Tylenol is not provided by the school. Students who require Tylenol or aspirin on a regular basis will be referred to the school nurse.
- Health and immunization records must be up-to-date for all students. All students entering the 6th grade are required to have the chickenpox vaccination or proof of immunity. Documentation can be obtained on Form 3189. Parents are asked to provide this documentation at registration. Records must be kept on file in the Counselor’s office.
- **State Law requires the withdrawal from school of students who are not immunized.**
- Feminine hygiene products are available in the Counselor’s office for \$.50

ACCIDENTS

Any student who is injured on the school grounds or in the school building at any time should report the injury to a faculty member. Parents will be notified if the injury is considered to be anything other than minor. If warranted, 911 services will be utilized. A written report will be completed and signed by the supervising faculty member and an administrator.

INSURANCE

School day accident insurance is available for purchase by parents. All students participating in school athletics must carry school athletic insurance. The Troup County School System does not assume any liability not covered by insurance.

PERMANENT MARKERS

Students are not allowed to have permanent markers, such as sharpies, in their possession at school. This policy is to help decrease the amount of graffiti in the school.

CELL PHONES

Students may bring cell phones to school, but they must secure them at all times. The security of cell phones is strictly the responsibility of the student. A student may use a cell phone during his/her break, but only if sitting on the floor. Any student who has his/her cell phone out while standing is subject to having the phone confiscated. If a student has a phone taken up and placed in the school vault, a parent or legal guardian may pick up the phone by signing a receipt in the front office. **Please allow 24 hours for processing time.**

FIRE/TORNADO/OTHER EMERGENCY DRILLS

LCMS will hold various drills during the course of the year in order to prepare students as to what to do in case of an emergency situation in the building. In case of a fire or bomb threat emergency, the signal to evacuate the building will be a continuous sounding of the emergency alarm. Each teacher will instruct students regarding specific procedures for leaving the building. Tornado drills are conducted in alliance with the county and state and teach students what to do in the case of a severe weather emergency. "Condition Lockdown" drills will be activated via the intercom and are used to protect students and staff in the event of an intruder alert or in the event that a missing student needs to be located. A Code Valentine drill primarily involves staff members and addresses procedures for a cardiac emergency in the building.

TEXTBOOKS

Textbooks may be issued at the beginning of the year in some classes. Each textbook has been numbered. **The student's name and the condition of the book will be written in ink by the teacher.** If a textbook is lost, the book should be paid for immediately. Another copy will then be issued. If the lost book is found, a refund will be given. Textbooks are expected to be kept clean and handled carefully. Students are encouraged to cover all textbooks issued to them.

PERSONAL PROPERTY/LOST AND FOUND/VALUABLES/TOYS

The school makes every effort to help students safeguard their valuables. However, the ultimate responsibility for this lies with the student. The school will not assume responsibility for the safekeeping of student belongings. In the event a student is missing a personal item, the student should report this to a teacher or an administrator. **Students should never bring large amounts of money or electronic devices to school.**

MEDIA CENTER

A student may come with a class under the supervision of the teacher or may come on an individual pass. Books from the general collection are checked out for a two-week period and if not overdue, may be renewed for two weeks. Encyclopedias may be checked out overnight only and a \$.25 fine per day is charged if a reference book is not returned by the end of homeroom. For general collection books, an overdue fine of ten cents per day per book is charged, and a student who has an overdue book or owes a fine may not check out anything until his/her record is cleared. A student who damages a book is expected to pay for the book.

Americans with Disabilities Act

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

Section 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.

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.

Title IX Equity in Sports Act

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: John Radcliffe, Assistant Superintendent, Troup County School System, 100 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.

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 your child's teacher's qualifications, please contact Chip Giles, Principal at (706) 845-2045.

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

Title II, Part A, Information

(Guarantee that no student has an ineffective/inexperienced teacher two years in a row)

At the school level, principals evaluate the effectiveness of teachers on a regular basis, placing those in need on a required professional development plan. This evaluation occurs through the use of observation and both formative and summative achievement data results. The Data Support Specialist/Program Specialist for Teacher Effectiveness will aid principals in the acquisition and disaggregation of this data. Principals will use the data to determine teacher effectiveness. Steps will be taken to provide Professional Learning for identified teachers to address deficit areas. Principals will also monitor the experience level of their teachers and equitably place those with less experience. They will work with the registrars/counselors to monitor student placement to guarantee that a student is not placed with an inexperienced or ineffective teacher two years in a row.

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 to for the common good. An AUP defines the intended uses of the network including the acceptable uses and the consequences for not following the agreement.

Teachers' Role

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

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

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

Troup County BYOD Guidelines

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

Please read carefully and initial every statement:

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

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.

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.

Agriculture Mechanics Systems	Early Childhood Care and Education
Forestry/Natural Resources Management	Teaching as a Profession
Forestry/Wildlife Systems	Business Accounting
Horticulture Mechanical Systems	Financial Services (Financial Management: Services)
Plant and Floral Design Systems	Therapeutic Services/Patient Care (Therapeutic Services / Nursing)
Plant and Floriculture Systems	Sports and Entertainment Marketing
Architectural Drawing & Design	Food and Nutrition
Graphic Communications	Web and Digital Design (Interactive Media)
Graphic Design	Fashion, Merchandising and Retail Management (Fashion Marketing)
Business and Technology (Administrative/Information Support)	Engineering and Technology (Engineering)
Entrepreneurship (Small Business Development)	Engineering Drafting and Design (Engineering Graphics and Design)
Automobile Maintenance and Light Repair (Transportation Logistical Operations or Support)	
Electronics	Energy Systems
Health Information Technology	Mechatronics
Therapeutic Services/Emergency Medical Responder (Therapeutic Services/Emergency Services)	Gaming

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
706-812-7900
johnsonpj@troup.org

Inquiries regarding nondiscrimination policies should be directed to:
Mr. John Radcliffe
Assistant Superintendent, Maintenance and Operations
100 North Davis Road, Building C
LaGrange, GA 30241
706-812-7900
radcliffej@troup.org

Teenage and Adult Driver Responsibility Act (TAADRA)

School systems are required to certify student attendance and discipline records prior to the student applying for a learner's permit or driver's license. The following conditions apply:

- Is enrolled in and not under expulsion from a public or private school and has not had ten or more school days unexcused absences in the current academic year or ten or more school days of unexcused absences in the previous academic year;
 - Is enrolled in a home education program that satisfies the reporting requirements of all state laws governing such program;
 - Has received a high school diploma, a general educational development (GED) diploma, a special diploma, or a certificate of high school completion;
 - Has terminated his or her secondary education and is enrolled in a post-secondary school or is pursuing a general educational development (GED) diploma.
- *It is the responsibility of the parent to monitor student attendance.***

Assessment Security

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

Written Complaint Procedures

Any individual, organization or agency ("complainant") may file a complaint with the Troup County School System Board of Education if that individual, organization or agency believes and alleges that a violation of a Federal statute or regulation that applies to a program under the No Child Left Behind Act 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 A, Subpart 1: Safe and Drug Free Schools and Communities
 8. Title VI, Part B, Subpart 2: Rural and Low-Income Schools
 9. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children
 10. Title X, Part C-McKinney-Vento Education for Homeless Children and Youth
- Complaint forms are located on the website and available at all Troup County School System schools and offices.

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 questions.

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

From: Dr. Cole Pugh, Superintendent

Re: Student/Parent and Staff Handbook Information

Date: April 27, 2016

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

- Director of Exceptional Education/Crawford: Americans with Disabilities Act (student/parent/staff)
- Director of Exceptional Education/Crawford: Individuals with Disabilities Education Act, TCBOE Descriptor Code: IDDF (student/parent)
- Director of Exceptional Education/Crawford: Section 504 (student/parent)
- Chief Human Resource Officer/Freeman: Sexual Harassment, TCBOE Descriptor Code: JCAC (student/parent/staff)
- Chief Human Resource Officer/Freeman: Sexual Harassment, TCBOE Descriptor Code: GAEB (staff)
- Chief Human Resource Officer/Freeman: The Code of Ethics for Educators (staff)
- Director of Exceptional Education/Crawford: Educational Programs for the Gifted (student/parent)
- Assistant Superintendent for Curriculum and Instruction/Cagle: Promotion and Placement Requirements of H.B. 1187, TCBOE Descriptor Code: IHE (student/parent/staff) ****The Promotion and Retention Policy is currently under review. Information will be provided at a later date.**
- Assistant Superintendent for Operations/Radcliffe: Title IX – Equity in Sports Act, TCBOE Descriptor Code: IDFA (student/parent/staff)
- Chief Human Resource Officer/Freeman: Equal Opportunity Employer, TCBOE Descriptor Code: GAAA (staff)
- Coordinator of Federal Programs/Thraikill: Parents Rights to Review Teacher Qualifications/Receipt of Handbook/Title II Information (student/parent/staff)
- Director of Technology/Moneypenny: Computer Network and Acceptable Use (Admin. Reg): TCBOE Descriptor Code: IFBG-R and BYOD Agreement/Guidelines (student/parent)
- Chief Human Resource Officer/Freeman: Drug Free Workplace, TCBOE Descriptor Code: GAMA (staff)
- Director of Student Services/J. Jones: Student Discipline: Code of Conduct, Offenses by Classification (TCBOE Protocol) (student/parent)
- Director of Secondary Curriculum/Johnson: Carl D. Perkins Vocational and Applied Technology Act (student/parent, middle and high schools)
- Assistant Superintendent of Curriculum and Instruction/Cagle: TCSS Residency Policy (student/parent)
- Chief Financial Officer/B. Jones: TAADRA – Teenage and Adult Driver Responsibility (student/parent)
- Director of Student Services/J. Jones: Truancy Protocol (student/parent)
- Director of Secondary Curriculum/Johnson: Exemption Policy, TCBOE Descriptor Code: IHAA (student/parent) ****The Exemption Policy is currently under review. Information will be provided at a later date.**
- Assistant Superintendent of Curriculum and Instruction/Cagle: Visitors to School, TCBOE Descriptor Code: KM (student/parent)
- Director of School Improvement and Assessment/Traylor: Assessment Security (student/parent/staff)
- Coordinator of Federal Programs/Thraikill: Complaint Procedures (student/parent/staff)
- Assistant Superintendent of Curriculum and Instruction/Cagle: Student Records, TCBOE Descriptor Code: JR (student/parent)

SCHOOL: Long Cane Middle School

**Troup County School System
Middle and High School
Parent Acknowledgement Form
2017-2018**

The Parent Acknowledgement/Consent Form verifies that you have received the 2017-2018 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: Long Cane Middle School

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