

Callaway High School



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Hogansville, Georgia 30230

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Web Site: <http://www.troup.k12.ga.us/1/Home>

Facebook: <https://www.facebook.com/becallaway/>

Video Webpage:

<http://www.esenetworks.com/profile.aspx?id=116438>

Each student is required to have a planner; replacement cost is \$5.00

This agenda belongs to:

NAME _____

ADDRESS _____

CITY _____ STATE ____ ZIP CODE _____

PHONE _____

STUDENT ID _____

CALLAWAY HIGH SCHOOL STUDENT HANDBOOK
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SECTION I: Callaway High Information and Policies



Troup County School System

100 North Davis Road, Building C

LaGrange, Georgia 30241

706-812-7900

Fax 706-812-7904

www.troup.org

Superintendent, Dr. Cole Pugh

August 9.....First Day of School (PreK-12: ALL STUDENTS)
September 3Labor Day Holiday
October 12First Quarter Ends
October 15Student/Staff Holiday
October 16Learning Day/Student Holiday
November 19 – 23Thanksgiving Holidays
December 21Second Quarter Ends
December 24 – January 2Christmas Holidays
January 3-4Professional Learning Days/Student Holidays
January 7Classes Resume
January 21MLK Holiday
February 18Presidents’ Day Holiday
March 14Third Quarter Ends
March 15Professional Learning Day/Student Holiday
April 1 – April 5Spring Break
May 20-21Middle and High School Early Release Days
May 21Last Day of School (Pre K-12: ALL STUDENTS)
May 22 – 24Professional Learning Day/Post Planning
May 23Callaway High School Graduation
May 24Troup High School Graduation
May 25LaGrange High School Graduation

2018-2019 DAILY BELL SCHEDULE

Bell Schedule (Monday, Tuesday, Thursday, Friday)

7:57	Students released from Cafeteria
8:00	Warning Bell
8:05-8:56	Period 1
9:01-10:00	Period 2
10:05-10:56	Period 3
11:01-12:26	Period 4
11:01-11:26	1 st Lunch
11:30-11:55	2 nd Lunch
11:59-12:24	3 rd Lunch
12:29-1:20	Period 5
1:25-2:16	Period 6
2:21 -3:17	Period 7

Morning Cavalier Connections Schedule (Every other Wednesday)

7:57	Students released from Cafeteria
8:00	Warning Bell
8:05-8:54	Period 1
8:59-9:48	Period 2
9:53-10:11	Cavalier Connections
10:16-11:05	Period 3
11:10-12:26	Period 4
11:10-11:34	1 st Lunch
11:38-12:02	2 nd Lunch
12:06-12:30	3 rd Lunch
12:35-1:24	Period 5
1:29-2:18	Period 6
2:23 -3:17	Period 7

Afternoon Cavalier Connections Schedule (Every other Wednesday)

7:57	Students released from Cafeteria
8:00	Warning Bell
8:05-8:54	Period 1
8:59-9:53	Period 2
9:58-10:47	Period 3
10:52--12:12	Period 4
10:52 -11:16	1 st Lunch
11:20-11:44	2 nd Lunch
11:48-12:12	3 rd Lunch
12:17-1:06	Period 5
1:11-1:29	Cavalier Connections
1:34-2:23	Period 6
2:28-3:17	Period 7

Callaway High School Attendance Procedures

An absence is defined as non-attendance (except for in-school activities excused by school personnel) in a regularly scheduled class or activity, regardless of the reason for such non-attendance. Parents or guardians shall send a note of explanation to the school the day the student returns to school and the notes must be turned into Student Services. The attendance of all students shall be checked daily. Students may be counted in attendance only if they are actually present for 50% of the school day or if they are away from school on field trips or other activities sponsored by the school and are under the actual supervision of school authorities. The principal is responsible for checking the attendance of students and for encouraging regularity and promptness. The system social worker and appropriate staff shall assist the principal in enforcing the compulsory attendance law, in encouraging regular attendance of all students, and in alleviating hardship conditions which contribute toward absenteeism within the resources available to him.

SCHOOL ARRIVAL

The school building opens each day at 7:30 a.m. When a student arrives on campus he/she is expected to enter the school building promptly. There is to be no loitering or standing in the parking areas. Students are to enter the building through the front of the school or through designated areas. Prior to 8:00 am, students are to report directly to the cafeteria. Once a student arrives on campus he/she may not leave the campus for any reason (walking or driving) without checking out through the Attendance Secretary in Student Services.

ABSENT FOR PART OF A DAY

A. Arriving at school after school day begins:

- 1) Sign in at the Tardy Machine if you arrive after 8:05 a.m.
- 2) Receive a pass to attend class.
- 3) Go to class period that is in session.
- 4) Present tardy admittance slip to your teacher.

B. Leaving school before day ends:

- 1) Students who wish to check out during the school day must present a written, signed request which includes parent contact information to Student Services. Confirmation of the request will be verified. **For security reasons phone checkouts will not be allowed.**
- 2) Sign out with Student Services office at the designated time.
- 3) Only adults listed on a student's registration form may check out student. A photo ID is required.

- 4) Medical appointments, illness, death of family member, and court summons are the only excused absences for part of the day. You must bring the summons, appointment cards, or written verification to Student Services.
- 5) Students may not check out for lunch.
- 6) Parents or guardians picking up students must come in to sign out students.
- 7) Students will not be called for check-out after 3:00.

ATTENDANCE FOR COURSE CREDIT

Students will not receive course credit if they have more than seven unexcused absences for a class period during the entire school year. Students with serious medical illnesses/conditions may be eligible for home bound services. Students who will lose course credit due to absences may participate in the school's Attendance Recovery Program.

TARDIES

Punctuality to school and to class is important for effective individual learning and an orderly learning environment for all students. Students are expected to arrive at school on time and to be in class on time. Students have sufficient time to reach each of their classes and **MUST** have a pass in order to join a class after the tardy bell. The following plan shall guide the staff's response to students' tardiness to school/class. Student drivers should be aware that habitual tardiness to school can result in suspension/loss of parking privileges. Tardies are cumulative and will start over at the beginning of second semester.

- 8 – After School Detention
- 12 – Friday School
- 15 and every 5th offense – Office Referral and 1 Day ISS

DISMISSAL

Students should exit the building when the dismissal bell rings at 3:17. There should be no loitering in the hallways after dismissal. Any student not participating in a school sponsored activity should leave the building promptly. Car riders who are waiting on their ride should wait in the front lobby and should be picked up no later than 3:45. Drivers should exit the building through the 100 or 500 hallways. Students who are participating in an after school sponsored activity should be under adult supervision at all times. Car riders/drivers are not permitted on the bus landing in the afternoons. The building will be secured and locked each day at 4:00 p.m.

Guidance

The counselors at Callaway High School are available to help students with their educational programs, with career plans, and with their personal and social development. The counselors are also available to work with parents and faculty to help provide the best possible education for each student. Students who want to meet with their counselor should make an appointment through the Guidance Office secretary. Counselors may also be contacted via email.

<u>Counselor</u>	<u>Initial of Students' Last Names</u>
Debra Jackson.....	A-H
Dr. Douglas McCoy.....	I-Z

DUAL ENROLLMENT

Students and/or parents should consult with their counselor regarding eligibility for the Dual Enrolment program which allows students to pursue postsecondary studies while receiving dual high school and college credit for courses successfully completed.

GEORGIA SCHOLAR PROGRAM AND GOVERNOR'S HONORS

The Georgia Scholar Program provides recognition for exceptional achievement and special leadership. The Governor's Honors Program is a four-week summer school program at no cost to the student selected. A selected student must be entering his/her junior or senior year. Contact your counselor details.

COLLEGE AND CAREER INFORMATION

College and career information is available through Georgia Futures. Students can set up an account at GAFutures.org. Representatives from various colleges, universities, branches of the armed services, technical colleges, and other post-secondary schools visit Callaway High School during the school year. Students can speak with representatives during their lunch period. Students may not miss class to visit with a college representative.

COLLEGE AND CAREER ACADEMY

THINC College & Career Academy shapes students to be “work savvy” when entering the workforce or college. These students are highly desirable to businesses and colleges not only because they’re equipped with technical and career-specific skills, but because they understand the

soft skills of business – a firm handshake, a strong work ethic, and critical thinking skills. The concept for a Troup County career academy was born out of the Workforce Development Committee of the Troup County Center for Strategic Planning. With substantial input from the business community, the committee identified a host of strategies to improve recruiting, hiring and retention of highly qualified employees, with a college and career academy top of the list.

SCHOLARSHIPS

Scholarship opportunities will be announced once they are received by the office of Student Services. Students will be notified of scholarship opportunities via email, announcements, postings, and the school website. Applications that are not available on-line will be available in Student Services.

ACTIVITY ABSENCES FOR COLLEGE VISITS

College-Day activity absences are limited to juniors and seniors and are arranged through the students' counselor. Students are allowed a cumulative total of six (6) college visits during their junior and senior years. No more than four (4) college visits can be used in a year. All requests for college visits need to be made at least a week in advance. If a student is not on track for graduation, is not passing a course(s), or has disciplinary referrals, then college visit absences may not be granted. Official documentation of college visits must be returned to the Attendance Secretary the following day after the absence, and documentation is required in order for absences to be counted as exempt for attendance and final exemption purposes. In addition, it is the student's responsibility to make up any work missed.

REMEDICATION OPPORTUNITIES

There are three different remediation opportunities; Intercession, Credit Repair, and Credit Recovery. Specific criteria must be met for each program. Please speak with a guidance counselor or graduation coach for the criteria, details and registration procedures. Student applications will be prioritized and assignments made accordingly.

TRANSCRIPTS

Requests for transcripts can be secured from Student Services. There is a \$4.00 charge for paper transcripts sent to post-secondary schools and/or prospective employers. Transcripts can also be requested through GA Futures, at no cost for most Georgia colleges.

STUDENT AWARDS AND HONORS

Each year Callaway High School honors students who have achieved academic excellence. CHS recognizes special awards/achievements at an awards ceremony in the spring. In addition to special recognitions, students with all A's and students with all A's and B's will be honored. For semester classes, final grades will be utilized, and for year long courses, the in progress grade for the first 3 quarters will be used.

Testing

SAT

The Scholastic Aptitude Test (SAT) of the College Board is given seven times during the school year. Most four-year colleges and universities require either the SAT or ACT scores for admission. Registration deadlines and test dates are available at www.sat.collegeboard.org. Information is also available in Student Services and on the school web page. Free test preparation is available at www.gacollege411.org and at www.kahnacademy.org.

ACT

The American College Testing (ACT) is given six times during the school year. Most four-year colleges and universities require either SAT or ACT scores for admission. Registration deadlines and test dates are available at www.actstudent.org. Information is also available in Student Services and on the school web page. Free test preparation is available at www.gacollege411.org.

ACCUPLACER

The Accuplacer test is a placement test used by technical colleges for admission purposes and by other colleges for placement. Students should contact individual colleges for testing information. Study guides and tutorials are available by emailing WGTCsuccess@westgatech.edu to request a user and password, then by logging into <https://platoweb.com/Account/SignIn>.

PSAT

The Preliminary Scholastic Aptitude Test (PSAT) will be administered to all 10th grade students. 9th and 11th grade students who wish to take the test for a \$14 fee must see their counselor prior to September 30. The PSAT measures reasoning abilities important to academic performance in college. Scores from the 11th grade students' exams are used for the National Merit Scholarship Qualifying Program which enables students to compete for scholarships.

GEORGIA MILESTONE ASSESSMENTS

Georgia Milestones measures how well students have learned the knowledge and skills outlined in the state-adopted content standards in language arts, mathematics, science, and social studies. High school students will take an end-of-course assessment for each of the eight courses designated by the State Board of Education. Features the Georgia Milestone Assessment System include: open-ended (constructed-response) items in language arts and mathematics; a writing component (in response to passages read by students) within the language arts assessment; norm-referenced items in all content areas and courses, to complement the criterion-referenced information and to provide a national comparison; and transition to online administration over time, with online administration considered the primary mode of administration and paper-pencil as back-up until the transition is complete. Students enrolled in Algebra I, Geometry, U.S. History, Economics, 9th Grade Literature, American Literature, Biology, and Physical Science must take an end-of-course assessment (EOC). These tests are comprehensive standardized tests developed by the Georgia Department of Education and the results of each test count 20% of the related course grade for all students. EOCs may not be exempted, and credit will not be issued for a course in which a student has not completed a required EOC.

ASVAB

All 10th, 11th, and 12th grade students may take the Armed Services Vocational Aptitude Battery (ASVAB) in October. The test is given by a test administrator from the Federal Government, with the assistance of representatives from the various branches of the Armed Services.

END OF PATHWAY ASSESSMENT

End of Pathway Assessment (EOPA) is an evaluation tool used to ascertain the level of technical skills attained by career pathway completers. This will assist Georgia students in their quest to leave high school with valuable credentials needed to enter the workforce or to pursue other postsecondary options.

EXTRA-CURRICULAR ACTIVITIES

Every student is encouraged to participate in extra-curricular activities sponsored by the school. Our activities program is designed to offer opportunities for exploring, developing, and widening the student's range of interests and to help the student develop character and leadership. Participation enables students to learn how to better plan and work with others. All clubs must have a teacher as sponsor as well as a constitution,

a list of officers, a working budget, and a membership roster. A comprehensive list of the clubs and extra-curricular activities is listed below. For additional information, please see our website. Participation in extra-curricular activities is controlled by whether the activity is competitive or non-competitive. A competitive activity occurs when one or more students from one school compete against one or more students from another school. For a student to be involved in a GHSA sanctioned activity, the student must:

- 1) Pass at least 5 of 7 classes the semester preceding participation. Summer Credit Recovery is an extension of spring semester.
- 2) Earn the required number of units to be on track for timely graduation per the GHSA.

ATHLETICS

- 1) Students participating in athletics must have a current medical examination on file certifying the student is physically fit for participation.
- 2) Athletes are required to purchase athletic school insurance as a condition of their practice and participation in interscholastic competitive athletics.
- 3) Students who are not eligible to participate may not practice or travel with a team or activity.
- 4) Band students are required to purchase athletic school insurance. Band camp participation and fees may be applicable for participation in marching band.
- 5) GHSA Teams include: Baseball, Basketball, Cheerleading, Competition Cheerleading, Cross Country, Football, Golf, Literary Team, One Act Play, Soccer, Softball, Swimming, Tennis, Track, Volleyball, and Wrestling.

Please contact Student Services for further information regarding the purpose, activities, national affiliation, names of the sponsor/s, or any financial requirements for a student to join any club or student organization. This information will be provided and a Parental Opt Out form may requested if you wish your student not to participate in any organization.

CLUBS AND STUDENT ORGANIZATIONS

Club/Organization Name
Academic Bowl Team
Air Force JROTC
Art Club
Band
Bass Club
Chorus
Class Officers
Diamond Dolls
Environmental Club
Family Career and Community Leaders of America (FCCLA)
Fellowship of Christian Athletes (FCA)
Future Business Leaders of America (FBLA)
Future Farmers of America (FFA)
History Club
Key Club
Literary Team
National Honor Society
Secretary of State Student Ambassador Program
Skills USA
Step Team
Student Council
Travel Crew
Yearbook

HOMEcomings COURT REQUIREMENTS/INFORMATION

Homecoming Representatives should represent Callaway High School in a positive manner. Each representative must have at least a 2.5 G.P.A. and no ISS or OSS for the current or previous school year.

Underclassmen: Junior, sophomore, and freshmen classes will have two female representatives each. Underclassmen representatives should ask a male from her same grade level to be her escort.

Seniors: The Senior class will have six females and six male representatives. Seniors will either be assigned or choose a member of the opposite sex to be his/her escort.

The administration has the right to remove anyone from the Homecoming Court for any discipline issues. The Student Council Advisor reserves the right to make changes as necessary.

HOMECOMING COURT DRESS CODE

- 1) For the parade: pants or a long dress or skirt are recommended.
- 2) Assembly: Ladies should be able to sit comfortably in front of an audience and remain modest.
- 3) Ceremony (on the field): All dresses need to be one piece with no cut-outs or mesh. No two piece ensembles are acceptable.

SENIOR SUPERLATIVES

Faculty members will vote on the top 6-8 girls and 6-8 boys; these students should embody the “Callaway” ideal. The principal and yearbook advisor will decide the number selected prior to the faculty voting. There are no specific requirements for selection: however, it is implied that the students selected will have a solid GPA with no discipline issues.

MR. AND MISS CHS

Juniors and seniors who would like to participate in Mr. and Miss CHS need to have at minimum 3.0 GPA with no discipline that resulted in ISS or OSS in the current or previous school year. Students will participate in an interview on the day of the ceremony. The dress code is business. In the evening students will be asked to answer a prepared question and one random question chosen from an acceptable list supplied by the principal or student council advisor. The dress is normally formal; however, no 2 piece dresses or dresses with cut-outs or mesh are acceptable.

STUDENT COUNCIL OFFICERS

Students interested in student council or class officer should have a minimum 3.0 GPA with no discipline referrals resulting in ISS or OSS for the PREVIOUS and current school year. Each class may have a class representative; these students must have a minimum of a 2.5 GPA with no discipline referrals resulting in ISS or OSS for the PREVIOUS or current school year. Ninth (9th) grade candidates will have their discipline checked from his/her previous school.

NATIONAL HONOR SOCIETY

To be considered for NHS, a student must have a 3.75 simple GPA, be enrolled in accelerated or AP course of study, in the top 20% of class, and in good discipline standing. The selection process occurs when the NHS Advisor meets with the counselor and/or registrar to review sophomore & junior transcripts at the end of the 3rd marking period.

CHS POLICIES

NOTEBOOK POLICY

All students will be required to keep a notebook for each class. Class work and notes will be kept in an organized fashion. There will be a notebook check at least once per unit with an assigned grade.

ACADEMIC HONESTY

Students must demonstrate honesty and ethical choices when fulfilling academic obligations. Cheating and plagiarism will not be tolerated.

- Cheating is defined as using dishonest methods to gain an advantage. A student shall not cheat on tests, examinations, projects, homework, or reports by giving or receiving unauthorized assistance. This includes utilizing any kind of secretive means of gaining information for use of quizzes, tests, or homework.
- Plagiarism is the intentional or unintentional use of another person's ideas, opinions, or theories in one's own work without clearly and accurately acknowledging the source of the information. Plagiarism occurs when one submits work that has been written by someone else, purchased or retrieved from electronic sources, or summarized or paraphrased from other print or non-print sources. When a student knowingly submits someone's work as his own, he is guilty of intentional plagiarism. When a student fails to acknowledge the source of information due to oversight or fails to provide accurate reference data for the source of information, he is guilty of unintentional plagiarism. Regardless of intent, plagiarism is dishonest and unethical.

Any student who is guilty of any of the above will receive a zero on the suspect assignment and a disciplinary consequence will result. Students may be allowed to make-up or complete an alternative assignment with a parent conference and at the discretion of the teacher.

CAFETERIA

Callaway High School is committed to preparing nutritious meals for students. Cashiers do not make change; any balance will be credited to a student's account for future purchases. Charging lunches is not permitted. If a student does not have money on their account, a courtesy lunch will be provided. The contents of the courtesy lunch are set by the cafeteria staff and student choice is not allowed. Families who may be eligible for free or reduced-price meals are encouraged to complete an annual application.

LUNCH RULES

- 1) No student is permitted to leave school during lunch. (Unless a parent/guardian checks out their student in person.)
- 2) All students are required to eat in the cafeteria whether they bring their lunch or purchase a lunch.
- 3) No food or drink is to be taken out of the cafeteria.
- 4) Students must stay in the cafeteria during their lunch period. Students must have a pass signed by a teacher or administrator in order to leave the cafeteria during lunch. Leaving the cafeteria without permission will be considered skipping class for disciplinary purposes.

Breakfast

Full Price 1.25
Adults 1.75

Lunch

Full Price 2.60
Adults 3.75

Extra milk and juice will be .55 each. Please check our website for monthly menus.

FOOD & DRINK

All food from breakfast and lunch should be consumed in the cafeteria. Food should not be taken out of the cafeteria. Please be certain all trash and food related items are discarded appropriately. Food and drink within the classroom setting is at the teacher's discretion. If food or drink become a distraction to the learning environment, teachers may confiscate and discard items. Students will need to always represent Callaway and 'be courteous' by ensuring the school environment is neat and clean. While drink beverages are allowed in classrooms, it is prohibited in the media center and computer labs. In addition, no beverages in glass bottles or without a proper lid will be allowed.

CLASS CHANGE

During class change, students should move quickly to their next classes. Students need to keep travel lanes clear at all times. Please use time wisely; i.e. restroom, lockers, water, etc.

STUDENT HANDBOOK/HALL PASS

Students who need to leave the classroom for any reason must have a valid pass, signed by their teacher. A hall pass page is found in this handbook. Every student in a group must have a pass. Students caught forging passes in any way are subject to punishment for forgery under school policy. Passage shall be by the shortest and quickest practical route without stopovers at the phone, vending/coke machines, or other classrooms. **A "no handbook-no pass" policy will be enforced.** Every student must use his/her own handbook. Students found in the hall without a pass will be subject to disciplinary action. Students who lose

their handbooks MUST purchase another at a cost of \$5.00. See the secretary in Student Services in order to purchase a new handbook.

IDENTIFICATION BADGE POLICY

Student Identification Cards and lanyards will be provided to every student and EVERY student must wear their ID cards at all times while on school grounds. The purpose of this policy is to ensure safety and security on the Callaway High campus. ID cards will be utilized for students to gain access to the building through security doors. Students must wear the ID card on a breakaway lanyard hanging from their neck. If a student is wearing a jacket, the lanyard must be on the outside of the jacket and visible. The ID card must be presented to any school staff member or person of authority when seeking student identification. The front and back of the ID card must remain plain and free of stickers, markings, other photos, etc. Lost, stolen, altered, damaged, and defaced ID Cards must be replaced IMMEDIATELY through the CHS Media Center either before school, after school or during the student's designated lunch period. Cost for replacement is \$5.00 for a new ID Card. A fine will be assessed if the student cannot pay that day. Students are excused from wearing IDs during classes where they present a hazard to student safety (ex: PE, ROTC, CTAE production labs, etc.). ID's should be properly secured during these times. Student who does not have his/her ID card for the day (ex: left at home, not because it has been lost or stolen) will be issued a one-day temporary ID from the Front Office that must be worn during the school day. Students who utilize temporary ID's will receive consequences as assigned for Dress Code violations.

LOCKERS

Each student may request a locker. Students should know their locker and use their assigned lockers. Students should not "jam" locks or share lockers. Lockers should be kept clean and locked at all times as the school is not responsible for any valuables stolen from lockers. Locker inspection will be held periodically, and the school reserves the right to inspect lockers at any time. A student will be responsible for restitution for any damage to a locker.

MEDIA CENTER

The media center is open to all students during regular school hours, Monday through Friday, 7:45 a.m. to 3:45 p.m. Students do need a pass before school, but not for after school. During school hours a student must have a planner hall pass from a teacher to visit the media center. Students should sign in and out at the circulation desk.

- Absolutely no book bags are allowed in the media center during school hours.

- Students who wish to come to the media center during their lunch time for reading, studying, etc. must have a media center issued pass.
- Students can secure lunch passes in the media center before school each day.
- Books may be borrowed for two weeks and renewed once unless reserved by another student.
- Magazines (except latest issues), pamphlet file materials, checkout encyclopedias, and literary criticism books are limited to overnight check-out. A fine of ten cents a day for each overdue book is charged on two-week loans. There is a grace period of two days; therefore, the minimum fine on a regular overdue book is \$0.30. Overnight materials are charged \$0.25 per day when overdue. The grace period does not apply to overnight materials.
- Students with a Media Center fine may not check out books until the fine is paid.
- Exam exemption is denied to students who have outstanding overdue books or fines owed to the media center. A student must also clear all fines before graduation.
- There is access to the Internet in the media center. **Please remember INTERNET ACCESS IS A PRIVILEGE--NOT A RIGHT.** Misuse of the privilege will result in cancellation of the student's Internet privileges. See TCBOE Policy IFBG/IFBG-R on pages 39 and 63 of this planner.

MEDICATIONS AND ILLNESS AT SCHOOL

Students who become ill at school shall report to the school nurse or to the discipline office. Students should have their pass page in their handbooks signed by their teacher stating the need to call or go home due to illness. It is the student's responsibility to notify the teacher of an illness. A parent/guardian will be contacted before a student will be given permission to leave school. Students who require medication at school should complete a form from the front office to be signed by the parent. The medication form should be returned to the main office. Students may not possess prescription or over-the-counter medications at school.

PARKING REGULATIONS

Driving and parking on campus is a privilege, not a right. Each vehicle must be registered at a cost of \$25.00 with a parking permit placed on the rearview mirror. The following rules apply, and the owner of a vehicle is responsible for all regulations being followed by any occupant of his/her vehicle. Vehicles not complying with parking regulations will be subject to being towed at the owner's expense.

- 1) Students must have cleared all fines, dues, lost books, etc. in order to purchase a parking permit.
- 2) Parking is limited to designated student parking areas. Students may not park in lots reserved for teachers.
- 3) Cars must be operated in accordance with state and local laws, common rules of courtesy, and consideration of others. All students must be licensed and covered by insurance.
- 4) Vehicles must be parked immediately upon entering the campus and all occupants need to vacate the vehicle promptly. All students must leave the parking areas immediately and enter the building. There is to be no loitering or visiting in the parking areas.
- 5) At the time a vehicle enters the parking area; all occupants of the vehicle are considered present at school. In order to leave the campus (walking or driving) for any reason students must check out through the attendance secretary in Student Services.
- 6) Being tardy to school six (6) times will result in loss of parking privileges for a minimum of 3 days. Habitual tardiness to school may result in additional days of parking suspension.
- 7) Students who use their car to leave school without permission and/or transport others without permission will forfeit parking privileges for a minimum of 5 days.
- 8) Students are not to return to any vehicle during the day without the permission of an administrator.
- 9) Students' vehicles may be subject to search by school administration if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present in the vehicle.
- 10) Students must wear a seat belt. Failure to wear a seat belt on campus will result in the suspension of the parking permit.
- 11) Students will not ride in the back of pick-up trucks on campus.
- 12) The school is NOT responsible for the vehicle or its contents.
- 13) Refrain from excessive noise (loud music, honking horns, etc.) in the parking areas.

SEARCHES/METAL DETECTORS

As a part of an overall plan to protect the health, welfare, and safety of students, faculty, staff, and visitors to our school, and to reinforce provisions of the code of student conduct, metal detectors may be used to screen for firearms and other weapons in order to locate and deter their use. Police canine units may be used to screen for illegal drugs in order to locate and deter their use. Random searches may be conducted with minimal disruption to the educational program.

TEXTBOOKS

Textbooks are issued at the beginning of each semester by the teacher. Each book is numbered by the teacher and distributed to individual

students. Students are responsible for each book. The cost of lost or damaged textbooks will be determined by the Central Office Administration. The minimum amount charged will be \$5.00.

VISITORS

All visitors must sign in with the Front Office and obtain a visitor sticker before visiting the school. Students will not be allowed to bring visitors to school or visit other Troup County Schools without proper permission.

WORK PERMIT

Work Permits may be secured in Student Services. Workers less than 16 years old are required to have a permit prior to employment.

WORK-BASED LEARNING

Work-based Learning is available for 11th and 12th grade students who qualify. A student who drives to school must leave immediately when released to work. Students must sign out in Student Services. Students waiting on a ride must be picked up in front of school. See your guidance counselor for details and registration.

CALLAWAY HIGH DISCIPLINE POLICIES

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT (PBIS)

The goal of the Positive Behavior Interventions and Supports (PBIS) system is to prevent or decrease problem behaviors and maximize success for all students through use of positive incentives and tiered interventions.

DISRUPTIVE BEHAVIOR

Maintaining a safe and orderly environment that is conducive to learning is the number one priority of the Callaway High School faculty and staff. Any behavior that is disruptive to the learning environment will not be tolerated. When participating in classroom activities remember to be courteous, capable and cooperative. While in the hallways please remember that learning is taking place in classrooms. Move quickly and quietly to your destination.

DEFIANT BEHAVIOR

Courtesy and cooperation are a vital part of Callaway High School's motto and philosophy. Staff members will at all times work with students in a respectful manner when redirecting disciplinary concerns. It is essential to the good order of the school climate that students at all times

comply with staff member requests. Therefore, defiant behavior is unacceptable. Students who refuse to follow the directions of staff will be suspended from school. Students are reminded at all times to be Courteous, Capable, and Cooperative. Be Callaway.

PROFANITY

Callaway High School is committed to creating a wholesome and professional atmosphere for students and staff. The use of profanity is unacceptable in a professional setting. Students utilizing profanity will be assigned after school detention. Extreme profanity or profanity directed at staff members may result in more severe consequences.

FIGHTING

Maintaining a safe and orderly environment that is conducive to learning is the number one priority of the Callaway High School faculty and staff. Fighting and all forms of physical violence are unacceptable behaviors. Students who fight will be removed from Callaway High School for remainder of the academic semester or longer.

ELECTRONIC DEVICE POLICY

Electronic devices and ear buds may be used in all areas of the building during non-instructional time. After the tardy bell rings and instructional time begins, devices should be out of sight and turned off. If a device is used during an unauthorized time teacher will confiscate the device.

1st offense – returned at the end of the day. 2nd offense – returned at the end of the second day or pick up by a parent. 3rd offense – parent/guardian must retrieve. If a student refused to give a device to a teacher, a referral will be generated. The referral will result in ISS. **No music should be heard from electronic devices at any time.**

DRESS CODE

The policy of Callaway High School is that good grooming and personal appearance are essential elements in the teaching and learning processes. Furthermore, dress and personal appearance will not be disruptive or interfere with the legitimate interest and welfare of the students. Callaway High School will enforce the dress code adopted by the Troup County Board of Education as found on page 32-33 of this handbook. Hats are not permitted in the building and all pants must be worn at the waist, secured with a belt if necessary.

- 5 – After school Detention
- 10 – Friday School
- 15 – Office Referral

****Students will be held in ISS until parent/guardian arrives with a change of clothes.**

DETENTION

Administrators and teachers have the authority to keep students after school hours to serve disciplinary detention. In the case of students whose immediate detention would pose transportation problems, a 24-hour notice will be given before detention takes place. Administrative Detention will be held on Tuesdays and Thursdays from 3:30 – 4:00 in the cafeteria.

- 1) Any student who is tardy for detention will receive another day of detention. Students must bring school assignments and/or study materials to detention. Any student who is off task during detention will receive another day of detention.
- 2) Disruptive behavior during detention will result in OSS or ISS.
- 3) Students' assigned detention may not leave detention except in the case of an emergency.
- 4) Any student who skips, misses, or does not serve an assigned detention shall be assigned ISS.
- 5) The student and their parent are responsible for transportation home.

IN-SCHOOL SUSPENSION

Students are assigned ISS by the school administrator. The school administrator will inform the student of the starting date in ISS. Students and parents will be notified and/or provided with a copy of the discipline referral forms. A student assigned to ISS must follow the following procedures:

- 1) If you have been assigned to ISS it is your responsibility to have all books and materials when you enter the ISS classroom.
- 2) Students assigned to ISS are to report directly to ISS upon arrival at school. Students are not to be in other parts of the building.
- 3) There will be no sleeping, leaning against the sides of the carrel, or putting your head down in ISS.
- 4) There is no talking in ISS. If you have a question, raise your hand and wait for a response from the teacher. Do not speak out and do not turn around.
- 5) No cell phones will be allowed.
- 6) Do not write or carve on the desk, chairs, or walls of the carrel.
- 7) Do not bring food, drink, or candy into the ISS room.
- 8) There will be 2 restroom breaks per day. Lunch will be at 10:45. While in the lunchroom, students will be assigned seats and will sit quietly while eating. All students should be facing the serving lines.
- 9) In order to exit ISS, all assignments must be complete. Days absent, time from early check-outs and late check-ins must be made up prior to being released from ISS.
- 10) If a student assigned to ISS is disrespectful, disruptive, or refuses to cooperate with the above stated rules, they will be subject to further disciplinary actions.

SENIOR DISCIPLINE

Disciplinary actions may impact a senior's ability to graduate with his/her class. During the last months and weeks of the school year, seniors who are referred to the office may lose the privilege of marching with his/her class and/or may be required to complete community service prior to receiving his/her diploma. Seniors are required to participate in graduation rehearsal as a condition of participating in the graduation ceremony. All fines must be cleared prior to graduation. If fines are not cleared students may lose the privilege of participating in the graduation ceremony.

SECTION II: Troup County Board Policies

GRADING AND GRADUATION REQUIREMENTS

Troup County grades student progress on a semester basis. Credit is awarded at the end of each semester if a student successfully completes requirements of the class. Required classes that have a failing grade must be repeated. Grades for each grading period are determined by the grades received in several categories: tests, homework, daily class work, projects, term papers, etc. A course syllabus will be supplied to each student which will explain how grades are determined for each class.

MINIMUM GRADES

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

MAKE-UP WORK

Students are encouraged and allowed to make up all missing work due to absence. Students who are absent, regardless of the reason, may schedule to make up work missed with 5 days of their return to school. This includes absences due to ISS and OSS (Out of school suspension). (Refer to Board policy IHA). If a student is present and fails to turn in work, the student may submit the work based on the teacher's discretion and classroom policy.

GRADE CALCULATION

Final grades are calculated as the sum of 80% of the average of the two semesters and 20% of the grade earned on the final exam. The daily grading system consists of three types of learning tasks and will be determined as follows:

- 1) Major Assessments - 40% (may include: unit tests, mid unit tests, benchmarks, major projects, essays, performance tasks, SLO Post-tests, etc.)
- 2) Minor Assessments - 40% (may include: homework, quizzes, minor projects, minor writing assignments, vocabulary quizzes, etc.)
- 3) Feedback - 0% (may include: homework, classwork, participation, etc.) Feedback is formative assessment and includes commentary designed to improve student performance.
- 4) Final Exam / State required examination - 20%

In order to move students toward mastery, the ratio of Feedback opportunities to Minor Assessments, and of Minor to Major Assessments, must be a minimum of 3:1.

Unless exempt, students are required to take a final exam at the end of the course. The final exam score will be used to replace one Major Assessment grade in the second semester of high school, and one Major Assessment grade in each semester for middle school. This replacement score will replace the grade where it will have the most positive impact. If the grade fails to positively impact the student's average, then the replacement grade will not be used. Teachers must immediately remediate students following an unsuccessful Major or Minor Assessment (differentiated instruction). State required assessments (unless directed by the State) may not be retaken or replaced in any way. High School Advanced Placement classes will have neither minimum grades nor replacement grades. All work will be scored as per the teacher's syllabus submitted to College Board. Teachers should give serious consideration to any final grade ending in a 9. At high school: a grade of 69, 79, or 89 may not be given without consulting the principal.

The grading scale is as follows:

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

GRADE POINT AVERAGE/RANK IN CLASS

- Every graduate's final transcript will reflect their Grade Point Average/Rank in Class computations:
- The Simple Grade Point Average (SGPA) is determined by converting all grades earned to honor points and dividing them by the total number of classes attempted. The 4-point scale (A=4, B=3, C=2, F=0) is used and this number is recorded on the permanent record.
- Numerical Simple Grade Point Average (NSGPA) is determined by averaging the number grades earned in all courses taken.
- The Academic Rank in Class is determined by converting grades earned in English, Foreign Language, Mathematics, Science, Social Studies, Advanced Fine Arts and all Advanced Placement classes to honor points. Grades used to determine the Academic Rank in Class will be those from the ninth grade through the midterm of the spring semester of the senior year. Grades earned during the spring semester of the senior year will count as semester grades. The sum of the honor points of all seniors will be ranked in descending order and will determine the Academic Rank in Class. This rank is recorded on the permanent record as upper 5%, upper 10%, upper 15%, upper 20%, upper 25%, upper 50% or lower 50%. Each student's grades are computed at the completion of the 11th grade and again at the end of the midterm of the spring semester of the senior year to determine his/her academic rank. The top 15% of each senior class will be honored at graduation as honor graduates.
- Students participating in Post-Secondary Option (PSO) must have a minimum of four (4) semesters of full-time school attendance in the designated high school from which they will graduate in order to be eligible for consideration as the Valedictorian.
- The following index of honor points is utilized to determine the Academic Rank in Class.

<u>Classes</u>	<u>A</u>	<u>B</u>	<u>C</u>
Advanced Placement	6	5	4
Regular Courses	4	3	2

- Students enrolled in Post-Secondary Options classes from the academic area will earn honor points in the same weight as Advanced Placement classes.

GRADUATION

Seniors who are candidates for graduation must satisfy all Troup County BOE requirements to participate in the graduation ceremony. Students and parents will be required to sign a behavioral contract prior to the event. Failure to abide by the terms of this agreement will result in disciplinary action. Only official regalia is permitted, and students must

dress appropriately for the occasion. Noisemakers, balloons, and other distracting items are prohibited at the ceremony. Thank you for making graduation a special time in the lives of our students and their families.

GRADUATION REQUIREMENTS

It is recommended that each student declare a pathway. All students must meet all stated requirements before earning a diploma in Troup County. All requirements for graduation will be explained to students and parents at their first academic advisement session. Graduation requirements are located in Policy IHF and may be retrieved from the school system's website or obtained from a counselor.

All Troup County Board of Education requirements, including all required courses, state assessments and credits must be satisfied prior to participating in graduation ceremonies.

STAR STUDENT

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

VALEDICTORIAN, SALUTATORIAN, DISTINGUISHED HONOR GRADUATES, AND HONOR GRADUATES

RESIDENCY REQUIREMENTS

For the graduating class of 2015 and beyond, the Valedictorian and Salutatorian graduates are the honor graduates of the senior class and represent the best performance in the local high schools; therefore, attendance in classes at the local high school for a minimum of four (4) semesters is a requirement. No more than two (2) semesters of full-time Post-Secondary Option (PSO) enrollment is allowed during the combined junior and senior high school years. Selection of Valedictorian, Salutatorian and honor graduates will be based on the criteria described below.

CRITERIA FOR SELECTION OF HONOR GRADUATES OF EACH HIGH SCHOOL

Honor Graduates and Distinguished Honor Graduates will be determined at the conclusion of the third nine weeks of the senior year. The grade that is received in the registrar's office on this date is the grade that will

be used in determination of honor recipients. Class rank of students will be established using a four-point scale where four (4) points are given for an A, three (3) points for a B, and two (2) points for a C for all classes, each receiving equal weighting with the exception of Advanced Placement and/or PSO courses (leading to an academic program or degree) which will carry honor weights of six (6) points for an A, five (5) points for a B, and four (4) points for a C. The sum of the honor points of all seniors will be ranked in descending order. Honor graduates will be the top 15% of students using the weighted class rank previously described. Only students having attained the status of Honor Graduate will be considered for Distinguished Honor status. In order to attain the title of Distinguished Honor Graduate, the student must first receive an A in the following categories (using any combination of half or whole credits):

- Four (4) units of mathematics
- Four (4) units of English
- Four (4) units of science
- Three and one half (3 ½) units of social studies
- Two (2) units of foreign language
- Three (3) units of fine arts; health and/or physical education; career, technical, agricultural education; or an additional foreign language unit(s).

Additionally, Distinguished Honor Graduates must take a minimum of four (4) Advanced Placement and/or PSO courses while enrolled in high school. For any student who is graduating with less than eight semesters of coursework, a proportional ratio will be applied to the student's points based on the number of semesters the student has been in high school. The result of this calculation will be used to determine the student's honor status. For example, a student who has been in attendance for six (6) semesters out of eight (8), his/her honor points would be multiplied by 8/6.

CRITERIA FOR SELECTION OF THE VALEDICTORIAN

- The Valedictorian must be a Distinguished Honor Graduate.
- In the event where a school has no Distinguished Honor Graduate(s), the Valedictorian will be the student with the highest class rank, and by default will be a Distinguished Honor Graduate.
- Should there be more than one Distinguished Honor Graduate; the student with the highest class rank of all Distinguished Honor Graduates will be the Valedictorian.
- In the event of a tie for Valedictorian, the student with the highest combined SAT using all three sections in one sitting will be the honoree.
- In the event there is still a tie: the student with the highest Georgia High School Writing Test score will be Valedictorian.

CRITERIA FOR SELECTION OF THE SALUTATORIAN

- The Salutatorian must be a Distinguished Honor Graduate.
- In the event where a school has no Distinguished Honor Graduate(s), the Salutatorian will be the student with the second highest class rank, and by default will be a Distinguished Honor Graduate.
- In the event of a tie for Salutatorian, the student with the highest combined SAT using all three sections in one sitting will be the honoree.
- In the event there is still a tie: the student with the highest Georgia High School Writing Test score will be the Salutatorian.

PROCEDURES FOR THE ANNOUNCEMENT OF VALEDICTORIAN, SALUTATORIAN, AND DISTINGUISHED HONOR GRADUATES

- Written explanation of selection process will be provided to all high school students in the student handbook each fall.
- Each high school principal will provide the Secondary Curriculum Director information and documentation regarding the candidates for Valedictorian, Salutatorian, and Distinguished Honor Graduates for review prior to the April Board of Education meeting. Valedictorian, Salutatorian, and Distinguished Honor Graduates will be announced at the April Board of Education meeting.

Attendance policy

ATTENDANCE, 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 religious holiday of the faith embraced by the student.

- ✓ Conditions 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 reasonably 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.

FINAL EXAM EXEMPTION POLICY

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 the student has an A average, or; they have no more than four (4) absences in the semesters provided the students has 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 of their semester (final) exam, but choose to take the semester (final) exam, shall have the score considered only if it improves their grade.

MAKE-UP WORK

Students are encouraged and allowed to make up all missing work due to absence. Students who are absent, regardless of the reason, may schedule to make up work missed with 5 days of their return to school. This includes absences due to ISS and OSS (Out of school suspension). (Refer to Board policy IHA). If a student is present and fails to turn in work, the student may submit the work based on the teacher's discretion and classroom policy.

PRE-ARRANGED ABSENCES

Pre-arranged absences are unexcused unless the criteria of excused absences are met. The absences will reflect in a student's grade unless there are extenuating circumstances. Such circumstances must receive prior written approval by the principal (form available in Student Services). The prearranged request should be submitted a minimum of five (5) school days before the absence is to occur. Pre-arranged absences count within the 7- day loss of credit.

WITHDRAWAL FROM SCHOOL

Any student wishing to withdraw from school will be permitted to do so with written documentation from a parent outlining the reasons for withdrawal. A conference involving the student, principal and/or graduation coach, and a parent is required if the student is withdrawing to seek a GED. Withdrawal papers can be obtained in the Office of Student Services.

LEARNERS' PERMITS AND DRIVERS' LICENSES

A certificate of enrollment is required for learners' permits and drivers' licenses. There is a sign-up sheet in Student Services. Students applying for drivers' licenses will also need an ADAP (Alcohol and Drug Awareness Program) form. Replacement copies of ADAP certification may be provided for a \$2.00 processing fee. Certificates of enrollment and ADAP forms are available for student pick up on Thursday afternoons.

Disciplinary Actions and Procedures

The policy of the Troup County Board of Education is to adhere to due process when carrying out the procedures contained within the Code of Student Conduct handbook. Furthermore, the Board of Education will comply with the essential elements of due process procedures and provide each staff member with a copy of this handbook. This handbook has been published with the following concepts in mind:

1. All rules must be clearly stated and related to the educational purposes of the school.
2. School rules must be fair and specific enough for students to know what they may or may not do.
3. Students, parents and guardians must be informed of the rules affecting behavior and discipline.
4. When serious disciplinary action is involved, school personnel and students must comply with required procedures.

Troup County School students are subject to the rules and regulations of the Troup County Board of Education during the school day while in attendance at school-related activities, and while being transported to and from school or school-related activities in school vehicles. In addition, students may be disciplined in those instances where conduct at other times and places is deemed to have a direct and immediate impact or effect on the health, safety, discipline, or general welfare of the school community.

DRESS CODE

The policy of the Troup County Board of Education is that good grooming and personal appearance are essential elements in the teaching and learning processes. Therefore, it is expected that students dress in such a manner that will ensure the health and safety of the school. Furthermore, the dress and personal appearance will not be disruptive or interfere with the legitimate interest and welfare of the students. Students should adhere to the following guidelines as described in board policy JCDB-R:

Students should adhere to the following guidelines:

1. Athletic shorts will not be permitted.
2. Pants must be worn at the waist, with or without a belt. "Busting slack" is not allowed. Students should not have to hold pants up while walking. (Wearing shorts under or long shirts over loose fitting pants does not exempt a student from this rule.)
3. Skirts and dresses are permitted but must be of appropriate length and style. The general rule is shorts and skirts should be no shorter than the tip of the middle finger when arms are extended by the side. Clothing with pictures, writing, and/or symbols promoting gangs, alcohol, sex, tobacco, profanity or suggestive/crude messages is prohibited.
4. Hats/caps, "hoodies", sweatbands, stocking caps, curlers, ear warmers or sunglasses are not to be worn inside the school building. Bandanas are not permitted at any time.
5. Biker shorts, any type of warm up that is tight and clings to the body, and clothing designed as undergarments or night wear (pajamas, flannel pants, negligee, etc.) worn as outer garments are unacceptable. This includes "leggings" or tights. If leggings or tights are worn, the outer wear covering these garments must meet the minimum requirements set forth in this dress code (i.e. Shorts, skirts, tops, or dresses worn over leggings/tights must meet minimum length requirements stated in #3 above.).
6. Students should not wear clothing of abbreviated style and/or revealing nature (no exposed cleavage), including but not limited to bare midriff tops, tank tops, halter tops, tube tops, see-through clothing, blouses, pants, cutout garments, shirts or blouses with large armholes, and blouses with revealing necklines. (If the student's midriff or waist area shows when the arms are extended parallel to the floor, it is considered a midriff top). Shoulder straps on blouses, shirts, and dresses must be a minimum width of 2 inches. Shirts and dresses must have both shoulder straps.
7. All pants, shorts, and other clothing with holes at or above the knee are unacceptable.
8. Other unacceptable dress: dog chains, wallet chains, "spiked chokers", and hanging shoulder straps, or any apparel that may be used to harm or impair another.
9. All students must wear shoes at all times for health and safety reasons. It is also recommended that shoes with a smooth sole such as thongs or flip flops not be worn. Bedroom slippers are prohibited.
10. With approval of the principal, activity sponsors may establish different rules for dress and grooming for participation in special activities.

11. Other attire deemed unsafe, inappropriate, or disruptive to the learning environment by the building principal may be subject to disciplinary action.

BUS REGULATIONS

The Troup County Board of Education is vitally concerned about the safety and welfare of the students riding buses. In an effort to inform students and parents or guardians of acts that can threaten that safety and welfare, bus rules and regulations have been adopted. The driver, together with the transportation supervisor and the school principal, shall have full responsibility for discipline on buses.

- First Violation: Student or parent conference and/or removal from the bus for up to ten days.
 - Subsequent Violations: Parent conference and removal from the bus for a minimum of three weeks and/or removal for the remainder of the school year.
1. Pupils shall obey the driver willingly and promptly. The driver is in full charge of the bus and pupils.
 2. The driver has the right to assign seats as he/she deems necessary.
 3. Pupils are to help keep their bus clean by not throwing trash on the floor.
 4. Pupils shall not throw any refuse out the windows.
 5. No pupil shall at any time extend his/her head, hands, or arms, or any part of his body out the window.
 6. Any damages done to bus or equipment must be paid for by that individual.
 7. No soft drink bottles or cans, knives, sharp objects, or any object that might endanger another student can be brought onto the bus at any time.
 8. Students must ride the bus in which they have been assigned.
 9. Students should remain seated and should face the front of the bus at all times.
 10. No food or drinks are permitted to be consumed on the bus.
 11. Pupils shall behave in an appropriate and orderly manner.
 12. Cell phones are not permitted on buses.

Troup County Board Policies Descriptors

Board Policy

Descriptor Code: IDDF

Special Education Programs

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

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

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

Board Policy

Descriptor Code: JCAC

Harassment

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.

**Board Policy
Harassment**

Descriptor Code: GAEB

It is the policy of this school district that 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 shall not be permitted. Any such act by a student or an 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 an 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 GAAA/JAA, 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.

Board Policy

Descriptor Code: IDFA

Gender Equity in Sports

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

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

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

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

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

Board Policy**Descriptor Code: GAAA****Equal Opportunity Employment**

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

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

COMPLAINTS PROCEDURE

Complaints made to the School System regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure: Any student, employee, applicant for employment, parent or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated by the Board of Education. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.

If the alleged offending individual is the coordinator designated by the Board of Education, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent.

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

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

The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.

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

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

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

This policy is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the local Board of Education, specifically the policy designed to implement Official Code of Georgia Annotated 20-2-989.5, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due

process procedure mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia. The complainant retains at all times the right to contact the Office of Civil Rights or the Equal Employment Opportunity Commission with regard to any allegations that the system has violated the statutes described above.

The school system shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, applicants for employment and employees through appropriate procedures.

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

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

**Administrative Regulation
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. Exceptions 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.

Board Policy

Descriptor Code: JCDA

Student Behavior Code

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 knucks, 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.

Board Policy

Descriptor Code: KM

Visitors to School

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

Student Auditing Classes

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

Classroom Observations

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

Board Policy

Descriptor Code: JR

Student Records

It is the policy of the Board of Education that all employees shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Pupil Protection Rights Amendment (PPRA). The

Superintendent shall implement procedures whereby every principal is directed to develop a means to notify, on an annual basis, students and parents, including non-English-speaking parents, of their rights under the FERPA and the PPRA, either by letter or through a student handbook distributed to each student in the school.

A. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

B. DIRECTORY INFORMATION

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

Information the Board of Education has designated "directory information" may be disclosed upon request unless a parent objects in writing to the principal of the school where his/her child is enrolled within a reasonable time after receipt of the notice as contained in the student handbook of the child's school. Directory information about former students will be disclosed upon request. However, disclosure of

directory information as defined herein shall not be made in response to advertising, political or religious solicitations.

Directory information is defined as follows:

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

Excluded Student Information

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

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

C. PROCEDURES FOR OBTAINING ACCESS TO STUDENT RECORDS

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

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

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

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

stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

D. PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

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

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

Requirements:

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

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

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

to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

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

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

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

SECTION III: State and Federal Policies

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

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

If you wish to request information concerning your child's teacher's qualifications, please contact Mr. Laney at 706-845-2070.

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

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

TITLE II, PART A, INFORMATION/GUARANTEE OF RECEIPT OF HANDBOOK

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

TECHNOLOGY LETTER

Dear Parent(s),

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

Definition of “Technology”

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

Internet

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

Security and Damages

Troup County School System is not liable for any device that is stolen or damaged. Responsibility to keep the device secure rests with the individual owner. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that

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

Acceptable Use Policy (AUP)

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

Teachers' Role

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

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

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

TROUP COUNTY BYOD GUIDELINES

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

Please read carefully and initial every statement:

- The student takes full responsibility for his or her device. The school is not responsible for the security of personal technology. Personal devices cannot be left on campus before or after the school hours.
- The student accesses only files on the computer or internet sites which are relevant to the classroom curriculum at the direction of the teacher.
- The student immediately complies with teachers' requests to shut down devices, close the screen, or turn the device face down on the desk.
- The technology may not be used to cheat on assignments or tests, or for non-instructional purposes.

- The student may not use any type of electronic device in restrooms or locker rooms.
- The technology must be in silent mode while on school campuses and while riding school buses.
- The student is not permitted to transmit or post photographic images/videos of any person on campus on public and/or social networking sites without permission.
- Personal devices should be charged prior to bringing them to school and run off their own batteries while at school.
- To ensure appropriate network filters, the student will only use the BYOD wireless connection in school and will not attempt to bypass the network restrictions by using 3G or 4G network.
- The student understands that bringing devices on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions.
- The school district has the right to collect and examine any device that is suspected of inappropriate use or was the source of an attack or virus infection.
- The student realizes that processing or accessing information on school property related to “hacking”, altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions.
- The student realizes that printing from personal technology devices may not be possible at school.
- The student acknowledges that the school's network filters will be applied to one's connection to the internet and will not attempt to bypass them.
- The student may not use his or her device in the restroom and locker room areas of the school.

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

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

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
radcliffejt@troup.org

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.

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 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: 21st Century Community Learning Centers
8. Title VI, Part A, Subpart I: Section 6111: State Assessment Program
9. Title VI, Part A, 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.

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**.

MEDIA CONSENT FORM AND RELEASE

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

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

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

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

MENTORING AND TUTORING

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

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.

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.

PARENT/GUARDIAN OPT-OUT FOR COMPUTER USE ITEMS

Student Legal Name (please print): _____

School: _____

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

Parent or Legal Guardian Signature

Date



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

Parent or Legal Guardian Signature

Date



Middle and High School only:

There are many times that students need to be able to e-mail their teachers for more information about assignments, etc., and we have a product that will allow filtered mail. It will be set so students will be able to communicate back and forth with staff but not with other students **or anyone outside of the school system.**

_____ I do not give permission for my student to have an e-mail address from the system to communicate with the teachers.

Parent or Legal Guardian Signature

Date

**TROUP COUNTY SCHOOL SYSTEM
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 Complaint Procedures.**

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Grade _____ **Date** _____ **Student Name** _____

